



## Checklist for Schengen Visa: Tourist

Application should be submitted at the local Visa Facilitation Centre VFS. Switzerland Visa Application Centre Website:  
<https://www.vfsglobal.ch/switzerland/india/index.html>

The visa application form is free of charge and can be downloaded from the website:  
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

Please submit the documents in the exact order given below, please do not staple any document.	<input checked="" type="checkbox"/>
<b>Valid national passport :</b> <ul style="list-style-type: none"> <li>○ Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. Handwritten passports and passports with observations regarding the front page (bio data) cannot be accepted.</li> </ul>	<input type="checkbox"/>
<b>2 passport size pictures :</b> <ul style="list-style-type: none"> <li>○ White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture).</li> <li>○ 1<sup>st</sup> picture pasted on the application, 2<sup>nd</sup> picture has to be clipped to the last page of the passport, stapled or pinned pictures cannot be accepted. For more details, please refer to: <a href="http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a></li> </ul>	<input type="checkbox"/>
<b>Visa application form :</b> <ul style="list-style-type: none"> <li>○ Completed and signed by the applicant, if applicable, authorization of third person.</li> <li>○ If the applicant is a minor: visa application signed by legal guardian/s and if applicable, authorization of third person. (Proving the custody of a minor child, divorce papers, dead certificate etc.).</li> </ul>	<input type="checkbox"/>
<b>Previous passport/s :</b> <ul style="list-style-type: none"> <li>○ If any, bound together with rubber band, not stapled.</li> </ul>	<input type="checkbox"/>
<b>Personal cover letter :</b> <ul style="list-style-type: none"> <li>○ Original letter with travel plan.</li> <li>○ If the applicant is submitting the application of his/her family, all applications must include a copy of the cover letter.</li> </ul>	<input type="checkbox"/>
<b>Introduction letter :</b> <ul style="list-style-type: none"> <li>○ Letter (original document), needs to be on a business letterhead from the employer/company.</li> <li>○ Letter needs to be signed and stamped by HR or directorate, mentioning position and duration of service.</li> <li>○ 'No objection statement' regarding the planned trip to Switzerland/Schengen States.</li> <li>○ Mentioning of travel dates and purpose of trip.</li> </ul>	<input type="checkbox"/>
<b>Travel Insurance :</b> <ul style="list-style-type: none"> <li>○ Please refer to the list of approved Indian travel insurances: <a href="https://www.eda.admin.ch/dam/countries/countries-content/india/en/visa/SchengetList-Travel_Insurance_Companies-EN.pdf">https://www.eda.admin.ch/dam/countries/countries-content/india/en/visa/SchengetList-Travel_Insurance_Companies-EN.pdf</a></li> <li>○ Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person.</li> <li>○ Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.</li> <li>○ The insurance has to cover the entire stay within the Schengen territory.</li> <li>○ Applicants who wish to apply for a six months or a one year multiple visa are not obliged to provide a 180 (365) day coverage. It is sufficient to submit an insurance policy covering the first journey.</li> </ul>	<input type="checkbox"/>
<b>Flight reservation :</b> <ul style="list-style-type: none"> <li>○ With names of all travelers.</li> <li>○ If applicable proof of intra-Schengen flights, train itinerary or car rental.</li> </ul>	<input type="checkbox"/>
<b>Proof of accommodation in Switzerland / Schengen states :</b> <ul style="list-style-type: none"> <li>○ Confirmation of hotel reservations, package tours, advance payments.</li> </ul>	<input type="checkbox"/>

<p><b>Proof of financial status :</b> All documents have to be originals, in A4 format, with stamp and signature of Bank.</p> <ul style="list-style-type: none"> <li>○ <b>If employed :</b> <ul style="list-style-type: none"> <li>● Last 3 months salary slips and last 3 months salary bank account statements.</li> <li>● Last 3 months personal bank account statements.</li> <li>● Personal ITR (<b>only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted</b>) for the last 2 assessment years.</li> </ul> </li> <li>○ <b>If self-employed and/or company owner :</b> <ul style="list-style-type: none"> <li>● Business registration certificate / <b>GST Registration with annex A &amp; B</b> / Partnership Deed / Proof of proprietorship or other proof of ownership. Last 3 months personal and business bank account statements.</li> <li>● Company's and personal ITR (<b>only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted</b>) for the last 2 assessment years.</li> </ul> </li> <li>○ <b>If retired :</b> <ul style="list-style-type: none"> <li>● Personal pension bank statement for the last 3 months.</li> <li>● Proof of regular income generated by ownership of property or business.</li> </ul> </li> <li>○ <b>If Student or unemployed :</b> <ul style="list-style-type: none"> <li>● Parents or legal guardians must provide their personal bank statements for the last 3 months.</li> <li>● Personal ITR (<b>only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted</b>) for the last 2 assessment years along with a confirmation letter of financial support and a copy of their passports.</li> </ul> </li> </ul>	<input type="checkbox"/>
<p><b>Families :</b></p> <ul style="list-style-type: none"> <li>○ The visa applications have to be submitted together, only the head of family needs to attach bank statements, personal ITR (<b>only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted</b>), travel insurance (mentioning all the names of the insured), flight booking (mentioning all the names of the travelling family members), all the hotel confirmations (if all the rooms are under the same booking and under the name of the head of the family).</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ If the applicant continues to travel to a third country (i.e. UK, USA, Canada etc.) after leaving the Schengen Area, the visa of the next country has to be obtained <b>first</b>.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Clear photocopies of <b>valid UK, USA, or CAN visas</b> (if any).</li> <li>○ <b>Passport:</b> photocopy of the 1<sup>st</sup> page (bio data) and last page</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ <b>Students above 16 year old :</b> <ul style="list-style-type: none"> <li>● Copy of the student college ID card and introduction letter of the School/College/University.</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ <b>Children under 18 years old, not travelling with both parents :</b> <ul style="list-style-type: none"> <li>● Consent letter of the non-travelling parent or legal guardian, certified by public notary.</li> </ul> </li> <li>○ <b>Children under 18 years old, travelling alone :</b> <ul style="list-style-type: none"> <li>● Consent letter of both parents or legal guardians, certified by public notary.</li> </ul> </li> </ul> <p><b>In all cases:</b> copy of passport from both parents (legal guardian/s) or PAN card or driving license.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ In case of visa refusal by an Embassy or High Commission within the last 2 years: Submit refusal notice and/or a written explanation about the reasons of refusal</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ <b>Visa fees:</b> <ul style="list-style-type: none"> <li>● Adults: <b>EUR 80.00</b></li> <li>● Children between 6 and 12 years old: <b>EUR 40.00</b></li> <li>● Children under 6 years old: free of charge</li> </ul> </li> </ul>	<input type="checkbox"/>

Please note:

- The required documents have to be submitted with the visa application (no fax or e-mail to Embassy accepted).
- Only the documents mentioned on the checklist are accepted.
- The Embassy of Switzerland reserves the right to ask for additional documents and/or for a personal interview.

**Information for Certificate of Identity (CoI) and Identity Certificate (IC) holders:**

Additionally required documents are:

- valid Residence Certificate (RC)
- valid Return Visa