



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 link:
<https://www.bfm.admin.ch/content/dam/data/bfm/einreise/visumantragsformulare/visumantrag-schen-en-de.pdf>

Checklist for Schengen Visa: Tourism

Please submit the documents in exact order given below; please do not staple any document	<input checked="" type="checkbox"/>
Valid national passport (issued within the last 10 years and with at least 3 months validity after the scheduled return; with at least two blank pages); passports with observations regarding the front page (bio data) cannot be accepted	<input type="checkbox"/>
2 passport size pictures, not older than 6 months (size 35 – 40 mm in width, no copy or scanned picture): 1 st picture pasted on the application, 2 nd picture to be clipped face down on top right hand corner of the form, stapled or pinned pictures cannot be accepted; for more details, please refer to: http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf	<input type="checkbox"/>
Visa application completed, signed twice by the applicant & authorization for third person if applicable	<input type="checkbox"/>
Previous passport if any	<input type="checkbox"/>
Personal covering letter with the travel plan (if the applicant is submitting the applications of his / her family, then all applications must include a copy of the covering letter)	<input type="checkbox"/>
Covering letter on the business letterhead from the employer / company mentioning your position, duration of your service and “no objection statement” regarding the planned trip to Switzerland/Schengen countries, the dates and purpose of the trip	<input type="checkbox"/>
Travel Insurance (kindly refer to the approved list of Indian Travel insurances https://www.vfsglobal.ch/switzerland/india/new_delhi/news.html): <ul style="list-style-type: none"> o Minimum coverage of 30,000 Euro / 50,000 USD per person o Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and / or emergency hospital treatment o The insurance has to cover the entire stay in Schengen territory o Applicants who wish to apply for a six months or one year multiple entry visa are not obliged to provide a 180 (365) day coverage. It will be sufficient to submit an insurance policy covering the first journey 	<input type="checkbox"/>
Flight reservation or confirmation of reservation	<input type="checkbox"/>
Proof of accommodation in Switzerland / Schengen countries for your entire stay (e.g. confirmation of hotel reservation, package tour, advanced payments etc.)	<input type="checkbox"/>
Proof of financial status (all documents have to be in format A4): <ul style="list-style-type: none"> • If Employed: <ul style="list-style-type: none"> o Last 3 month's salary slips and last 3 month's salary bank account statements o Last 3 month's personal bank account statements o Personal Income Tax Return for the last 2 years • If Self-Employed: <ul style="list-style-type: none"> o Business registration certificate / Partnership Deed / Proof of proprietorship, or other proof of ownership o Last 3 month's personal & business bank account statements o Company's Income Tax Return for the last 2 years 	<input type="checkbox"/>
Visas for UK or USA to be obtained first if applicant visits these countries before Schengen	<input type="checkbox"/>
Clear photocopies of valid Schengen Visas and of valid UK/USA visas (if any)	<input type="checkbox"/>
If you have been refused a visa by an Embassy or High Commission in the last 2 years: Refusal notice or a written explanation about the reasons of travel and refusal	<input type="checkbox"/>
Students above 16 years of age: copy of Student college ID card	<input type="checkbox"/>
Children travelling alone or not with both parents (under 18 years of age): authorization letter signed by both parents and as a proof of the signatures a copy of their passports or PAN cards or driving licenses of both parents	<input type="checkbox"/>
Clear photocopies of the 1st and last page of the passport (bio data)	<input type="checkbox"/>
Visa fee : EUR 60.00 adults / EUR 35.00 children between 6 to 12 years of age / under 6 free of charge	<input type="checkbox"/>