



Checklist for Schengen Visa: Student, staying in Switzerland up to 90 days

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"/>
Valid national passport : <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
1 passport size picture : <ul style="list-style-type: none"> White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture). Picture has to be pasted on the application 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 form : <ul style="list-style-type: none"> Completed and signed by the applicant, if applicable, authorization of third person If the applicant is a minor: visa application signed twice by legal guardian/s and if applicable, authorization of third person (Proof of custody of a minor child: divorce papers, death certificate etc.). 	<input type="checkbox"/>
Previous passport/s : <ul style="list-style-type: none"> If any, bound together with rubber band, not stapled. 	<input type="checkbox"/>
Personal cover letter : <ul style="list-style-type: none"> Signed and dated by student, mentioning : <ul style="list-style-type: none"> The reason for pursuing studies in Switzerland. Future plans: professional development intended by the student after finishing his/her studies in Switzerland. Explanation on how the student is going to benefit from his/her studies in the future. Confirmation that student will leave Switzerland after the completion of the studies. 	<input type="checkbox"/>
Acceptance / confirmation / registration letter from the school, university, etc... <ul style="list-style-type: none"> Proof of payment of the Swiss school/university fee, with relevant bank statement, if applicable. Proof of accommodation: evidence on where student is staying at during the entire time within the Schengen zone. 	<input type="checkbox"/>
Proof of academic degrees : <ul style="list-style-type: none"> English language certificates such as TOEFL or IELTS is mandatory. German, French or Italian language certificates if available. Curriculum Vitae. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Travel Insurance: Please refer to the list of approved Indian travel insurances: https://www.eda.admin.ch/dam/countries/countries-content/india/en/visa/SchengetList-Travel_Insurance_Companies-EN.pdf Minimum coverage of 30,000 Euro per person. Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance has to cover the entire stay in the Schengen territory. 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 is sufficient to submit an insurance policy covering the first journey. 	<input type="checkbox"/>
Flight reservation : <ul style="list-style-type: none"> With name of traveler 	<input type="checkbox"/>

<p>Proof of financial status :</p> <p>The documents of the applicant or the sponsoring person (parents, etc.), if no fellowship is granted, have to be originals, in A4 format, with stamp and signature of Bank.</p> <ul style="list-style-type: none"> ○ If employed : <ul style="list-style-type: none"> • Last 3 months salary slips & last 3 months salary bank account statements. • Last 3 months personal bank account statements. • Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) ○ If Self-Employed and/or company owner : <ul style="list-style-type: none"> • Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship, or other proof of ownership. • Last 3 months personal & business bank. • Company's & personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. ○ If student or unemployed : <ul style="list-style-type: none"> • Parents or legal guardians must provide their personal bank account statements for the last 3 months. • Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years along with a confirmation letter of financial support and a copy of their passports. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Clear photocopies of valid UK, USA, or CAN visas (if any). ○ Passport: photocopy of the 1st page (bio data) and last page 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ 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 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Visa fee : <ul style="list-style-type: none"> • Free of charge. 	<input type="checkbox"/>

Please note that:

- 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 (Col) and Identity Certificate (IC) holders:

Additionally required documents are:

- valid Residence Certificate (RC)
- valid Return Visa