



Checklist for National D Visa: Family Reunification

Application for a family reunification visa has to be submitted **personally** at the Visa Section, Embassy of Switzerland, Chandragupta Marg, Chanakyapuri, New Delhi - 110 021. In order to schedule an appointment with the Embassy, please visit the following link and book an appointment online:

https://www.vfsglobal.ch/switzerland/india/Schedule_an_Appointment.html

The visa application form is free of charge and can be downloaded from the below website:

<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

The authorization lies in the competence of the migration office of the respective canton in Switzerland, therefore please submit **3 application forms + original and 2 sets of photocopies** of the required documents as specified below:

Please submit the documents in exact order given below, please do not staple any document.	<input 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. ○ Passport: 2 photocopies of the 1st page (bio data) and last page 	<input type="checkbox"/>
4 x passport size pictures: <ul style="list-style-type: none"> ○ White background, not older than 6 months (size 35 - 40 mm in width, not copied or scanned pictures). ○ 3 pictures have to be pasted on the applications, 4th picture to be clipped to the last page of the passport, 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"/>
3 x Visa applications forms : <ul style="list-style-type: none"> ○ Completed, all 3 forms signed by the applicant and, if applicable, authorization for third person. ○ If the applicant is a minor: visa application signed 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"> ○ 2 cover letters (1 original + 1 copy) from the applicant. 	<input type="checkbox"/>
Invitation letter : <ul style="list-style-type: none"> ○ 2 invitation letters (1 original + 1 copy) from the host in Switzerland with details of the inviter's name, address, email-ID and telephone number. 	<input type="checkbox"/>
Passport & Residence/Work Permit of spouse / fiancé(e) / parent : <ul style="list-style-type: none"> ○ 2 photocopies of host's residence/work permit in Switzerland, if applicable ○ 2 photocopies of host's passport, 1st page (bio data) and last page 	<input type="checkbox"/>
Original marriage certificate : <ul style="list-style-type: none"> ○ Has to be issued by the Registrar of Marriages of the concerned State, duly legalized by the competent State Home Ministry and further legalized by the Ministry of External Affairs New Delhi ○ 2 photocopies of the marriage certificate have to be provided to the Embassy, original will be returned Please note: no Marriage Deed will be accepted by the Embassy ○ Stamp of entry + exit into India (spouse), if marriage took place in India, while spouse was already a resident in Switzerland 	<input type="checkbox"/>
Police Clearance Certificate (PCC) : <ul style="list-style-type: none"> ○ Original + 1 photocopy, issued by the local police station nearest to the place of residence of the applicant or the concerned passport office 	<input type="checkbox"/>
Original Birth Certificate – Child/Children : <ul style="list-style-type: none"> ○ Children, accompanying the applicant: Original Birth Certificate, duly legalized by the competent State Home Ministry and further legalized by the Ministry of External Affairs New Delhi ○ 2 photocopies of the birth certificate have to be provided to the Embassy, original will be returned 	<input type="checkbox"/>
Visa fee : <ul style="list-style-type: none"> ○ Adults: EUR 80.00 ○ Children between 6 and 12 years old: EUR 40.00 ○ Spouses of Swiss and EU/EFTA nationals and children under 6 years old: free of charge 	<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.

Procedure:

The entire application will be forwarded to the competent cantonal migration office for its decision (6-12 weeks).

Information regarding the processing time will be given by the authorities in Switzerland only.

Once the authorization to enter Switzerland has been granted (Form: 'Ermächtigung zur Visumerteilung' or 'Autorisation habilitant les représentations Suisses à délivrer un visa'), the passport and the authorization may be submitted directly to VFS Global Services by the applicant or by a third person without prior appointment.

The entry visa will allow you to travel through the Schengen states and enter Switzerland during its validity.

Within the first 14 days of your initial entry you have to declare your arrival at the Residents Registration Office at your place of residence (German: 'Einwohnerkontrolle', French: 'Contrôle des habitants'; Italian: 'Controllo degli abitanti').

The residence permit will be issued upon notification of your arrival in Switzerland.

Voluntary verification:

Your official documents might need to be verified and legalized by this embassy, this process takes 3 - 4 months and an advance payment of CHF 1'000.00 is required.

The decision to request a verification will be taken by the Swiss authorities after receiving your application file.

To speed up the processing of your file, you may request a voluntary verification by the Embassy before the file is transmitted to Switzerland.

If you wish to do so, please contact the Swiss Embassy Civil State Office by e-mail: newdelhi.etatcivil@eda.admin.ch

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

Additionally required documents are:

- valid Residence Certificate (RC)
- valid Return Visa

The Return Visa may be submitted once the authorization is received.