



## Checklist for National D Visa: Work permit of more than 120 days for special categories according to the general information

(for example artists, musicians, dancers)

Visa Application has to be submitted **personally** at the Visa Section, Embassy of Switzerland, Chandragupta Marg, Chanakyapuri, New Delhi - 110 021. To schedule an appointment with the Embassy, please visit the following link :

[https://www.vfsglobal.ch/switzerland/india/Schedule\\_an\\_Appointment.html](https://www.vfsglobal.ch/switzerland/india/Schedule_an_Appointment.html)

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

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

Please submit 3 application forms "D" and 2 sets of the required documents as specified below:

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>4 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>○ 3 pictures pasted on the three application forms. The 4<sup>th</sup> picture has to be clipped on the last page of the passport.</li> <li>○ 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>3 Visa application form :</b> <ul style="list-style-type: none"> <li>○ Completed, signed by the applicant and, if applicable, authorization of third person.</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>Introduction letter from the employer :</b> <ul style="list-style-type: none"> <li>○ 2 x (1 original + 1 copy) covering letter on a business letterhead from the employer / company mentioning your position, duration of your service, the dates and purpose of the trip and if your expenses are being covered by the employer.</li> </ul>	<input type="checkbox"/>
<b>Invitation letter from the business partner in Switzerland :</b> <ul style="list-style-type: none"> <li>○ 2 x (1 original + 1 copy)</li> <li>○ With full details of the inviter: full name, address, Email-ID and telephone number.</li> <li>○ Mentioning the invitee details, the dates and purpose of the trip</li> </ul>	<input type="checkbox"/>
<b>2 copies of the proof of financial status :</b> <ul style="list-style-type: none"> <li>All documents have to be originals, in format A4, with stamp and signature of bank.</li> <li>○ <b>If employed :</b> <ul style="list-style-type: none"> <li>● Proof of employment: employment contract, last 3 months salary slips and last 3 months salary 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 / GST Registration with annex A &amp; B) Partnership Deed / Proof of proprietorship, or other proof of ownership.</li> <li>● Last 3 months personal &amp; business bank account statements.</li> <li>● Company's &amp; 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> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ 2 clear photocopies <b>of valid Schengen, UK, USA or CAN</b> visas (if any).</li> <li>○ 2 clear photocopies of the 1<sup>st</sup> page (biodata) and last page of the passport.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ If you have been refused a visa by an Embassy or High Commission in the last 2 years, please provide the <b>Refusal Notice or a written explanation</b> about the reasons of refusal.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ <b>Visa fee :</b> <ul style="list-style-type: none"> <li>● Adults: EUR 80.00.</li> </ul> </li> </ul>	<input type="checkbox"/>

Please do not send documents by fax or by e-mail to the Embassy. All documents have to be submitted with the visa application.