



Checklist for Schengen or National Visa: Work permit up to 120 days

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

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 3 application forms and 2 sets of the required documents as specified:

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"/>
4 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 picture). ○ 3 pictures pasted on the three application forms. The 4th picture has to be clipped on 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 Visa application form : <ul style="list-style-type: none"> ○ Completed, signed by the applicant and, if applicable, authorization of third person. 	<input type="checkbox"/>
Previous passport/s : <ul style="list-style-type: none"> ○ If any, bound together with rubber band, not stapled. 	<input type="checkbox"/>
Introduction letter from the employer : <ul style="list-style-type: none"> ○ 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. 	<input type="checkbox"/>
Invitation letter from the business partner in Switzerland : <ul style="list-style-type: none"> ○ 2 x (1 original + 1 copy) ○ With full details of the inviter: full name, address, Email-ID and telephone number. ○ Mentioning the invitee details, the dates and purpose of the trip 	<input type="checkbox"/>
Travel Insurance : <ul style="list-style-type: none"> ○ 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 / 50,000 USD / 50,000 CHF 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) days 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. 	<input type="checkbox"/>
2 copies of the proof of financial status : <ul style="list-style-type: none"> All documents have to be originals, in format A4, with stamp and signature of Bank. ○ If employed : <ul style="list-style-type: none"> ● Proof of employment: employment contract & last 3 months salary slips & last 3 months salary bank account statements. ● Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. ○ 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 account statements. ● Company's & personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. 	<input type="checkbox"/>

<ul style="list-style-type: none"> ○ 2 clear photocopies of valid Schengen, UK, USA or CAN visas (if any). ○ 2 clear photocopies of the 1st page (biodata) and last page of the passport. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ If you have been refused a visa by an Embassy or High Commission in the last 2 years, please provide the Refusal Notice 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"> ● Adults: EUR 80.00. 	<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 required 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.