



## Checklist for TRANSIT VISA

As of 02.11.2015 biometric data has to be provided while lodging the Schengen Visa applications.

More information on biometry: [Biometrie Leaflet.pdf](#) and [Introduction Biometrie.pdf](#)

All Visa applicants are required to book an appointment at the visa application centre prior to submission. Walk in applicants will no longer be permitted. The decision on the visa is taken at the Embassy of Switzerland.

VFS Colombo: 61, Janadhipathi Mawatha, Postal Code 00100, Colombo 01

Phone: +94 11 235 0670 from Monday to Thursday 8am to 1pm and Friday 8am to 10am.

VFS Jaffna: 89, Brown Road, Jaffna

Phone: +94 21 492 2150 from Monday to Thursday 8am to 1pm and Friday 8am to 10am.

VFS website: [www.vfsglobal.ch/Switzerland/SriLanka](http://www.vfsglobal.ch/Switzerland/SriLanka)

Embassy website: [www.eda.admin.ch/colombo](http://www.eda.admin.ch/colombo)

**It is strongly advised to lodge your application at least 3-4 weeks prior to your planned departure**

### Be prepared before submitting your visa application in order to save time at the Visa Counter

- Applicants are required to appear personally to lodge their visa applications.
- Fill all the parts of the Application Form **and** the Questionnaire in a clear writing or typing.
- Arrange **photocopies** of all the supporting documents **as per the checklist order**.
- Keep all the originals of the supporting documents separately.  
Original documents have to be shown at the counter but will be returned to the customer after the interview.
- All the photocopies of the documents should be in **A4 size** copy.  
These photocopies are part of the application and will not be returned to the applicant.
- Do not staple the documents together.
- Documents in Sinhalese or Tamil must be presented with an official translation in English or German or French or Italian.

	√	X	n/a
<b>01) Visa application form</b> must be duly filled in and signed by the applicant (write in block letters and use black or blue ink only) Application form can be obtained free of charge at the Embassy or downloaded from the following link : <a href="http://www.sem.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html">http://www.sem.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html</a>			
<b>02) Two Identical clear and colour passport-size photos</b> (With white / light background; must be taken within the last six months)			
<b>03) Valid passport &amp; Previous Passport</b> - Current passport must be valid for at least 3 months beyond the intended stay. - Copy of the bio page & amendment page should be annexed to the application form. - Passport must contain at least two blank pages. - Photocopy of all visas (valid and expired) - <b>Previous Passport</b> (if available) or a police report if the previous passport is lost			
<b>04) Travel itinerary</b> (arrival and departure flight information and subsequent flight(s) to the final destination; <u>Do not purchase the tickets before obtaining the visa</u> )			
<b>05) Copy of the Valid visa for the final destination</b>			
<b>06) Children below 18 years travelling alone or with guardian</b> should have either a letter giving consent to travel from both parents or appointment of guardianship certified by Divisional Secretariat, with copy of parent's ID and birth certificate of the child. If required, either both parents or guardian should appear in person for the interview.		Turn	page

### **Remark:**

An Airport Transit Visa is not needed for Maldivian passport holders and for Sri Lankan nationals holding Diplomatic passports.

Transit passengers on a connecting flight do not need an Airport Transit Visa if they hold a national residence permit or national visa for a Schengen State (Germany, France, Netherlands, Austria, Belgium, Luxembourg, Spain, Portugal, Italy, Greece, Denmark, Iceland, Norway, Sweden and Finland) or a residence permit for a member state of the European Union / European Economic Area Treaty (Liechtenstein, United Kingdom, Ireland) or if they hold a residence permit for Andorra, Canada (permanent residence card only), Japan, Monaco, San Marino, Switzerland, the United States of America or Vatican City.

In case you need further clarification whether the residence permit you hold exempts from the airport transit visa you should contact this Embassy of Switzerland.

### **Visa processing fee:**

For adults: Euro 60.00

For children who are aged 6 to below 12 years old : Euro 35.00

For children who are below 6 years old : No Visa Fee

Please prepare the exact amount in Sri Lankan Rupees, which has to be paid in cash at the time of lodging the application. For the amount in Sri Lanka Rupees, refer to VFS website, frequently asked questions.

In case of application being refused or withdrawn the fee is not reimbursed.

### **IMPORTANT INFORMATION**

In particular cases, the Embassy explicitly reserves the right

- to request more information or additional documents.
- to verify the contents and authenticity of the documents presented.
- to send the application to the Swiss Federal Authority for decision.
- to refuse an application if incomplete; applicants are obliged to provide all necessary information to prove their case and therefore are advised to submit only complete applications. The Embassy will not assume any responsibility should the visa application be refused.
- to refuse a visa after having verify individually each application and its documents based on the current migration directives; There is no right of a visa issuance.
- to automatically refuse a visa based on incorrect/false declarations or on forged documents.

- In case of application being refused, the applicant will be given a written statement REFUSAL/ANNULMENT/REVOCAION OF VISA with his/her right to appeal against the decision.
- Right to appeal: The applicant may lodge a written objection in German, French or Italian against a decision of a visa refusal within thirty days from notification. After the advance of an administrative fee of CHF 200.- (Article 63 of the Federal Act on Administrative Procedure, VwVG, SR 172.021) been paid, the appeal will be sent to the State Secretariat for Migration SEM, 3003 Bern-Wabern, which issues a contestable decision.

### **Visa Section of the Embassy of Switzerland:**

**Address** Embassy of Switzerland to Sri Lanka and the Maldives  
63, Srimath R.G. Senanayake Mawatha (Gregory's Road)  
P.O.Box 342  
Colombo 7  
Sri Lanka

Visitors by appointment only: **Monday to Thursday, 10am to 12pm**

Phone +94 11 269 12 20 **Monday to Friday, 8am to 10am**

Fax +94 11 269 12 00

E-mail [col.visa@eda.admin.ch](mailto:col.visa@eda.admin.ch)

Website [www.eda.admin.ch/colombo](http://www.eda.admin.ch/colombo)

### **Important notice when passing the border:**

The border authorities are obliged to examine whether the conditions for the traveller's entry still apply. If the prerequisites for entry no longer apply or if you are unable to provide the relevant evidence, you may

be refused entry although you are in possession of a valid visa. **It is therefore strongly recommended that you carry copies of the documents which you supplied with your visa application.**

VFS to select as appropriate:

- Original civil status, banking, property documents and their copies are matching.
- Original civil status, banking and property documents have been returned to the applicant at VFS counter on the day of the submission.

### Application Checklist

<i>Name, date of birth and telephone number of applicant</i>	<i>Passport number:</i>
<i>Purpose of Visit:</i>	<i>Visa fee:</i>

#### Incomplete file

Your application is not complete. The following documents are missing:

Documents	Comments

I understand that any incomplete file may lead to a refusal of my visa application by ***“The Embassy of Switzerland in Sri Lanka”***

<input type="checkbox"/> <b>SEND THE RECORD</b> I read the above statement and despite the possibility of a refusal of my visa application I want <b><i>“VFS Global”</i></b> to send my visa application to <b><i>“The Embassy of Switzerland in Sri Lanka”</i></b> .  Reception date:  Signature:	<input type="checkbox"/> <b>SUPPLEMENT OF EVIDENCE</b> I read the above statement and wish to complete the visa application before <b><i>“..... today”</i></b> . Additional documents deposited after ..... will not be sent to <b><i>“the Embassy of Switzerland in Sri Lanka”</i></b> .  Reception date:  Signature:	<input type="checkbox"/> <b>GIVE UP APPLICATION</b> I read the above statement and noted my increased chance of visa rejection. I would like to give up my visa application and recover my visa fee. I recognize that the service fee charged by <b><i>“the Embassy of Switzerland in Sri Lanka”</i></b> will not be refunded.  Reception date:  Signature:
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#### Statement of consent:

- a) *Even if my file is complete “the Embassy of Switzerland in Sri Lanka” reserves the right to ask for further information and documents.*
- b) *Payment of visa fees does not entitle to a visa. The visa and service fees are not refundable in case of visa application refusal by “the Embassy of Switzerland in Sri Lanka”, or if the applicant chooses to suspend the application process.*
- c) *Granting or refusal of a visa is at the sole discretion of “the Embassy of Switzerland in Sri Lanka”, “VFS Global” holds no influence over the final decision.*

*The applications received by “VFS Global” are transferred to “the Embassy of Switzerland in Sri Lanka”, which has the exclusive responsibility to request additional information and documents and to decide to grant or deny a visa. “VFS Global” is therefore not involved in the decision of the visa application, and is not aware of its outcome as passports are returned by “the Embassy of Switzerland in Sri Lanka” in sealed envelopes.*

Date:   Signature of applicant:
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