



Checklist for **Official visit for Diplomatic/Official Passport Holders and Members of official Delegations**

To International organizations in Switzerland (i.e. UN, WHO), the Netherlands (i.e. International Court) and Belgium (i.e. NATO)

Schedule your appointment at least 3 weeks prior to your planned departure date in order to allow sufficient time for the processing of your applications. Appointments are scheduled, confirmed and cancelled by calling the **Visa Section of the Embassy of Switzerland**

**(011) 269 12 20 Monday to Thursday, 2pm – 4pm**

Or book your appointment at VFS Global  
**in Sri Lanka**

<https://www.vfsglobal.ch/switzerland/srilanka/>

VFS Colombo: Brown's Capital Building, 3rd floor, No: 19, Dudley Senanayake Mawatha, Colombo 08,  
Tel: 011 235 0670

VFS Jaffna: 89, Brown Road, Jaffna, Tel: 021 492 2150

**in the Maldives**

<https://visa.vfsglobal.com/mdv/en/che>

VFS Male': H Beach Tower, 1st Floor, Boduthakurufaanu Mage, K Male', Maldives, Tel: +960 7386555

- o Fill all parts of the application form **and** the questionnaire in clear writing or typing.
- o Arrange **photocopies** of all the supporting documents **as per the checklist order**.
- o Keep all the originals of the supporting documents separately.  
Original documents have to be shown at the VFS counter but will be returned to the applicant after the interview.
- o All the photocopies of the documents should be in **A4 size**.  
These photocopies are part of the application and will not be returned to the applicant.
- o Do not staple the documents together.
- o Documents in Sinhalese, Tamil or Dhivehi must be presented with an official translation in one of the following languages: English, German, French or Italian.

	√	X	n/a
<b>1. Visa application form</b> must be 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 from the VFS/Embassy or downloaded from the following link: <a href="https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</a>			
<b>2. One clear and colour passport-size photo.</b> (with white / light background; must be taken within the last six months)			
<b>3. Valid passport &amp; previous passport</b> <ul style="list-style-type: none"> <li>- Current passport must be valid for at least 3 months beyond the intended stay.</li> <li>- Copy of the bio page &amp; amendment page should be annexed to the application form.</li> <li>- Passport must contain at least two blank pages.</li> <li>- Photocopy of all visas (valid and expired) of last 5 years.</li> </ul> <b>Previous Passport</b> (if available) or a police report, if the previous passport is lost			
<b>4. Travel itinerary.</b> Arrival and departure flight information and if applicable travel itineraries to other Schengen countries. <b>Do not purchase the tickets before obtaining the visa.</b>			
<b>5. For individuals:</b> Verbal Note from Ministry of External Affairs or the respective Embassy, invitation letter from International Organization mentioning the full names of the official travellers, the purpose, name of organisation to visit and duration of stay.  <b>For delegation:</b> Verbal Note from Ministry of External Affairs or the respective Embassy, invitation letter from International Organization mentioning the full names and passport number of each member of the delegation, purpose, name of organisation to visit and duration of stay.			

<b>6. Ordinary passport holders:</b> Have to be mentioned in the <b>Verbal Note</b> of the Ministry of External Affairs, additionally a <b>letter from the organization/employer</b> in Sri Lanka or Maldives indicating: - Name of the travelling employee - Date of appointment & profession			
<b>7. Confirmation letter from the host institution</b> in Switzerland, the Netherlands or Belgium. If several entries are needed, this has to be clearly explained in the invitation letter of the host institution.			
<b>8. Travel health insurance (only for ordinary passport holders).</b> The insurance has to cover <b>the entire period of stay in the Schengen area.</b> Medical and hospital coverage must be USD 50'000 (Euro 30'000) and has to include repatriation in case of emergency or for medical reason. <b>Credit Card insurances are not accepted.</b>			
<b>9. Diplomatic or Official Passport holders on a private trip</b> must submit payslips for the last 3 months & Proof of ETF/ EPF or Maldivian social insurance contribution.			

**Visa processing fee for Switzerland:**

For Diplomatic and official passport holders: free of charge

For Ordinary passport holders if sponsor is an International Organization with Headquarters Agreement in Switzerland: free of charge

**Visa processing fee for the Netherlands and Belgium:**

For Diplomatic and official passport holders: free of charge

For Ordinary passport holders if sponsor is an International Organization with Headquarters Agreement in the Netherlands and Belgium: fee of Euro 80.00

Please prepare the exact amount in Sri Lankan Rupees, which has to be paid 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 finally being refused or withdrawn the fee is not reimbursed.

**IMPORTANT INFORMATION**

The Embassy of Switzerland 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 a visa based on incorrect/false/incomplete declarations or on forged documents.

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

**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

Phone +94 11 269 12 20

Monday to Thursday from 2pm – 4pm

Fax +94 11 269 51 76

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

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

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

Name, date of birth and telephone number of applicant	Passport number:
Purpose of Visit:	Visa fee:

### 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>“VFS Global”</b> to send my visa application to <b>“The Embassy of Switzerland in Sri Lanka”</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>“..... today”</b> . Additional documents deposited after ..... will not be sent to <b>“the Embassy of Switzerland in Sri Lanka”</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>“VFS Global”</b> will not be refunded.  Reception date:  Signature:
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### Statement of consent:

*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 by internal or external courier 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: