



Checklist for **HUMANITARIAN VISA** (only to Switzerland)

It is compulsory to schedule an appointment to hand in your application for a humanitarian visa. Appointments are scheduled, confirmed and cancelled by calling the Asylum Section of the Embassy of Switzerland.

Tel: +94 11 269 51 17

- 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 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 or Tamil must be presented with an official translation in one of the following languages: English, German, French or Italian.

	√	X	n/a
<p>1. Visa application form 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 from the Embassy or downloaded from the following link: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</p>			
<p>2. Two identical clear and colour passport-size photos (with white / light background; must be taken within the last six months)</p>			
<p>3. Valid passport & previous passport 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) Previous Passport (if available) or a police report, if the previous passport is lost</p>			
<p>4. The following documents are required for a humanitarian visa:</p> <ul style="list-style-type: none"> o Copy of ID-Card (if available) o Copy of birth certificate (if available) o If applicable: copies of marriage certificate, death certificate o If applicable: court documents, warrants/receipt of arrests, medical documents, ICRC detention attestation and other documents available serving as proof for your case <p>All documents in Tamil or Sinhalese must be translated into English, German, French, or Italian by a sworn translator</p>			
<p>5. You are required to provide detailed information on the purpose of your intended stay in Switzerland. Therefore, please prepare written answers on the following points:</p> <ul style="list-style-type: none"> o Describe in detail all reasons and problems you are facing today and in the recent past. Explain why you are suffering those and who is causing them. o Give information on what you did in order to protect yourself. o Give information on how you make a living and who is supporting you o Give information on past places of residence in Sri Lanka and abroad o Give information on relatives abroad (if in Switzerland: see section 8.). <p>It is your obligation to provide sufficient written information about your case. A decision will be made on the basis of the written information provided by you.</p>			

<p>6. Applicants below 18 years travelling alone or with guardian should have either a letter giving consent to travel from both parents or an 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.</p>			
<p>7. If you have close family in Switzerland you are asked to provide proof of family bonds (parents, children, husband/wife, brothers/sisters) (birth certificate, marriage certificate, birth certificate of children.</p>			

Visa processing fee:

For adults: Euro 80.00

For children 6 to 12 years: Euro 40.00

For children below 6 years: free of charge

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.

I M P O R T A N T I N F O R M A T I O N

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.

The humanitarian visa is issued only in exceptional circumstances to persons whose lives or physical integrity are directly, seriously and concretely threatened in their country of provenience.

- 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 SEM, 3003 Bern-Wabern, which issues a contestable decision.

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