



Checklist for Schengen Visa (type C): Family members of SWISS or EU Citizens

No.	Documents Required All documents should be in English or translated to English.	Yes	No
1	Valid national passport, recognized by Switzerland: - Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. - If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted. - 1 copy of your passport's data page.		
2	Visa application form : - Completed, signed twice by the applicant, if applicable, authorization of third person. 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 The fields marked with * shall not be filled in by family members of CH or EU citizens (spouse, child).		
3	One recent passport-sized photograph with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.		
4	Travel insurance, Flight ticket, Employment letter & Financial means are not required.		
5	Visa fee: visa free of charge		
6	Minors: For minors travelling without their parents/legal guardian: original authorization signed by their parents/legal guardian and copy of passport(s) of parents/legal guardian.		

Family members of SWISS or EU citizens, Visa information:

The people defined as “close” family members are: - The spouse - Their children who are under the age of twenty-one.		
To benefit from these facilities, the visa applicant must prove that he is a family member of a Swiss or EU citizen. (using for example a marriage certificate, a birth certificate). If the document is not issue by the Swiss authorities or a EU country, this document has to be legalized by the competent Embassy in Saudi Arabia. In addition if the document is not in English, French, German or Italian a translation has to be added.		

Remarks:

- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy are accepted).
- Only the required documents mentioned on the checklist are accepted.
- Personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months. If the fingerprints have been captured during the last 59 months, the application can be sent through a representative

General Information:

The Embassy of Switzerland in Saudi-Arabia have outsourced the application process for short-term visas (so called Schengen visas) to the external service provider VFS Global

Our external service provider will support you during the application process. VFS Global is responsible for receiving your visa application, checking the completeness and acceptability of your application form and application documents, collecting biometric data, receiving the visa fee and other fees (service fee and optional fees) and returning your passport. The decision whether or not to issue a visa is taken by the Swiss Embassy only, VFS Global is not involved in the decision.

The earliest you can apply for your visa: 6 months before your intended trip.

The latest you can apply for your visa: at most 15 days before your intended trip.

Where to apply for Schengen visas: <https://www.vfsglobal.ch/switzerland/saudi-arabia/>

We wish you a pleasant stay in Switzerland!

Declaration:

I have been informed that an application without a complete set of documentation according to the above-mentioned checklist may result in a rejection of my visa application. Besides, the Embassy of Switzerland Riyadh reserves the right to ask for additional supporting documents and may request for personal interview at the embassy.

Date

Applicant Signature

**VFS
Staff**