

Please find an attached **Switzerland** application forms and following are document checklist to **obtain tourist visa**.

Passport: Valid for at least six months with a minimum of 2 blank pages available. (Please attach all old passports)

Clear photocopies of valid UK, USA, or CAN visas (if any) Photocopies of the 1st page (bio data) and last page of the passport

Application Form: One visa application form duly filled and signed by applicant.

Covering Letter: Covering letter on company letter head (**if self employed**) from the applicant addressed to, the visa officer, Embassy of Switzerland, New Delhi stating name of the applicant, personal profile, nationality, passport details, purpose of visit, period of stay with dates and also to be noted that all the expenses including medical, boarding & lodging will be borne by the applicant / sponsor. (**attached covering letter format**)

Photographs- Required the two recent camera clicked passport sized colored photographs on a white background with 70 to 80% face cover on a semi-matt finished paper (35mm x 45mm).

Flight reservation: With names of all travelers. If applicable proof of intra-Schengen flight, train itinerary or car rental

Travel Insurance: 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_CompaniesEN.pdf o Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person. o Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. o The insurance has to cover the entire stay in Schengen territory.

Hotel confirmation voucher

Proof of occupation:

If self employed

- Company memorandum copy/ company registration copy Company shop establishment copy or any company registration certificate copy which is showing that owner of this company
- Company bank statement for last 03 month with bank seal and sign.
- ITR last 03 years

If company employee

- Company leave letter- (**attached company Noc letter format**)
- Salary slip for last 03 month

For Student- School/ College id card copy

Financial documents(personal documents)

- Updated bank statement for last 03 month with bank seal & sign
- ITR copy last 3 years
- Other financial papers such as fix deposit receipts copy.

Normal processing time: 10 to 15 working days.

Please note: Verification cases could take longer depending on the Embassy/ Consulate.

Please Note:-

- ❖ The applicable visa fee in Indian Rupees is as per the current exchange rate. The same is subject to change without notice.
- ❖ Visa fee and service charges are not refunded if your application is refused by the Embassy/ Consulate.
- ❖ The issuance of visa is the whole and sole prerogative of the concerned Consulate/Embassy of the sovereign state over which we do not have any control. We merely act as a document delivery agent between the customer and the concerned Embassy/ Consulate and shall in no way be responsible for any delay or refusal in the issuance of visa by the respective Embassy/ Consulate.