

Requirements for a Tourist, visitor, business, event and honeymoon visa

1. Schengen Visa application form, fully completed and signed by the applicant.
2. Passport valid at least three months beyond the stay in the Schengen area, with available pages for visa sticker and of "standard" quality (not damaged, torn, faded etc).
3. Your previous passport, if available.
4. One clear photocopy of good quality of your passport (first & last page).
5. One copy of the exit visa, if the applicant intends to go to a country afterwards where an entry visa is needed.
6. If there is any observation in the passport (name, gender, d.o.b., expiry date, passport no. or spouse name) one clear photocopy of the same.
7. Two new passport sized photographs (size 35-40mm in width, no copy or scanned photograph). One photo should be pasted on the form and the other photo to be given along with the application. Stapled or pinned photographs would not be accepted.
8. The required visa fee. (Visa fee is Euro 60, fees to be paid in the national currency of the country in which application is made). Please be noted, that children under 6 years of age are exempted from the visa fees.
9. Confirmed return ticket to India or confirmation of reservation & one photocopy.
10. Evidence of sufficient financial means and proof of accommodation for the planned journey. (e.g. hotel confirmation, bookings of the entire stay, receipt of paid package tour).
11. If you have been refused a visa by an Embassy or High Commission in the last 3 years: Written explanation about the reason for trip and refusal and the copy of refusal from the concerned Embassy or High Commission.
12. Evidence of your financial status:

Bank books, - statements for the last 3 months (photocopies, A4 size only), and recent income tax return.

13. Travel/ Medical Insurance

- Minimum coverage of 30.000.- Euro per person
- Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and / or emergency hospital treatment
- The insurance has to cover the entire stay in the Schengen territory
- Applicants who wish to apply for a six months or one year multiple entry visa are not obliged to provide a 365 (180)-day-coverage. It will be sufficient to submit an insurance policy covering the first journey. In addition to that a declaration for covering further journeys accordingly needs to be filled in and signed by the applicant.

14. Proof of occupation

If you are a student:

- Students above the age of 16 years (beyond secondary school certificate either travelling alone or with parents) should attach copies of their college ID Cards.

If you are employed:

- Letter from the employer (no-objection certificate) confirming the leave and the date of returning back to work
- pay slips for the last 3 months

If you are self employed:

- Covering letter on company letterhead
- provide your company documentation: company registration, partnership deed, tax, registration and certificates.

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- **For visitors:** An invitation by the host in Switzerland mentioning name, duration, guarantee of expenses along with copy of Swiss passport or residence permit and Indian passport (first & last page), also to be directly sent to the Embassy by fax. (Fax No.91-11-26870652)

- **For business purpose:** A letter from your employer stating your position, your length of service, whether you are registered for tax, the reason for your visit and, if your expenses are being covered by your employer.

- An invitation by the company in Switzerland, also to be directly sent to the Embassy by fax.

- **For events:** An invitation by the event host in Switzerland mentioning name, duration, guarantee of expenses (if borne by the invitee). One copy to be attached with application and another to be directly sent to the Embassy by fax by the invitee in Switzerland.

- **For honeymoon couples:** Original marriage certificate issued by the Registrar of Marriages of the concerned State, duly legalised by the competent State Home Ministry and Ministry of External Affairs or names of spouses endorsed in the passports. Apart from that, Invitation card as well as 5 marriage photographs with couple and family (will be returned) are to be submitted along with the visa application.

IMPORTANT:

Photocopies of all relevant documents must be provided for the Embassy.

Do not submit originals. Once submitted, no document will be returned.

Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation or to appear for a personal interview.