



Application should be submitted at the Facilitation centre:

Switzerland Visa Application Centre

No. 4, Second Floor, Block E, International Trade Tower, Nehru Place, New Delhi – 110019,

Contact no. 011 – 4652 3036

Website: www.vfs-ch-in.com

The visa application form is FREE OF COST and can be downloaded from the website link:

http://www.eda.admin.ch/eda/en/home/reps/asia/vind/ref_visinf/visind.html

BUSINESS/EVENT VISA

VISA REQUIREMENTS FOR SWITZERLAND AND LIECHTENSTEIN

Please note that effective April 05, 2010, a valid travel document has to satisfy the following criteria:

- (a) its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States;
- (b) it shall contain at least two blank pages;
- (c) it shall have been issued within the previous 10 years.

Please note that the visa application must be submitted to the Swiss Representation competent for your place of residence. A visa application not submitted to the competent Swiss Representation may be turned down.

Required documents:

- Visa application (completed and signed by the holder of the passport submitted)
- National passport valid at least 3 months beyond the date of return, with available pages for visa sticker and of "standard" quality (not damaged, torn, faded, etc.)
- Your previous passport if available
- Clear photocopy of the first and last page of the passport
- Copy of the valid visas (if any)
- 2 new passport sized photographs (size 35-40mm in width, no copy or scanned photograph). One photograph 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.
- A letter from your employer stating your position, your length of service, the reason for your visit and, if your expenses are being covered by your employer
- A copy of the detailed schedule of the business meetings/trainings (day to day schedule)
- Visas for UK and U.S.A to be obtained first in case the applicant visits any of these countries before Switzerland/Schengen Countries.
- Copy of valid US/UK/Canadian/Australian Visa

- If you have been refused a visa by an Embassy or High Commission in the last 2 years: Written explanation about reason for trip and refusal
- Overseas Medical Insurance policy
 - 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 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 and signed by the applicant.
- A copy of the confirmed return ticket to India or confirmation of reservation.
- Personal and company's Income Tax Returns (for the last 2 years) and bank statements for the latest 3 months.
- For employees: salary slips, salary bank account statements (latest 3 months) and personal income Tax Returns for the last 2 years.
- Business correspondence
- Qualification certificates, company's registration, partnership deed, proof of proprietorship etc.

GENERAL

Nationals holding a valid authorisation to live in Schengen Countries or EFTA States, Andorra, Monaco, San Marino do not require a Schengen visa.

Visa fees:

The visa fee is Euro 60 for adults and Euro 35 for children between 6 to 12 years of age, fees to be paid in the national currency of the country in which the application is made. Please be noted, that children under 6 years of age are exempted from the visa fee.

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued. In case of a refusal or withdrawal, the visa fees will NOT BE REFUNDED

Applications by persons who do not fulfil the above conditions will be referred to the Swiss authorities for approval (6-8 weeks).

For tourist information – please log onto www.MySwitzerland.com.

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 exhaustive list. If necessary, you may be requested to bring additional documentation or to appear for a personal interview. All first time travellers will have to appear for a personal interview.

Please also be informed, that the visa processing may take longer depending upon the purpose and duration of the visit.