



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

## **AIRPORT TRANSIT 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
- Confirmed return ticket to India or confirmation of reservation & one photocopy
- 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.
  - Not more than 6-months old
  - 35-40 mm in width; close-up 80% of the photograph
  - in sharp focus and clear
  - of high quality with no ink mark or creases

- show looking directly at the camera
- show skin tones naturally
- have appropriate brightness and contrast
- printed on high-quality paper and at high resolution
- be colour-neutral
- show eyes open and clearly visible- no hair across eyes
- show facing square on to the camera, not looking over one shoulder (portrait style) or tilted, and show both edges of face clearly
- taken with a plain light-coloured background which is in contrast with the clothes.
- taken with uniform lighting and not show shadows or flash reflections on face and no red eyes

**If the applicant wears glasses:**

- the photograph must show eyes clearly with no flash reflection off the glasses, and no tinted lenses (if possible, avoid heavy frames and wear lighter framed glasses).The frames should not cover any part of the eyes
- head coverings are not permitted except for religious reasons, but facial features from bottom of chin to top of forehead and both edges of face must be clearly shown
- photograph must show applicant only (no chair backs, toys, or other people visible), looking at the camera with a neutral expression and with mouth closed

- **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.)**
- **Copy of the valid visas (if any)**
- **Your previous passport if available**
- **Clear photocopy of the first and last page of the passport**
- **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.**
  - Not more than 6-months old
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  - in sharp focus and clear
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- **A covering letter on a business letterhead from your employer/company stating your position and the length of your service and no objection certificate for the planned trip to Switzerland/Schengen countries, mentioning the dates and the purpose of the trip.**
- If an applicant is submitting the applications of his/her family, then all applications must have a copy of the covering letter.
- Evidence of sufficient financial means.
- A copy of the confirmed return ticket to India or confirmation of reservation.
- Visas for UK and U.S.A to be obtained first in case the applicant visits any of these countries before Switzerland/Schengen Countries.
- Personal & company's Income Tax Returns for last 2 years
- Latest 3 months personal & company's bank statements
- Business registration certificate/Partnership Deed.
- For employees: Latest 3 months salary slips and salary bank account statements.
- For children (under 18 years of age) travelling alone, an authorisation letter signed by both parents with their passports or a notarised affidavit signed by both parents is required
- A copy of the identity card and no objection certificate from the school, institute or college for the planned trip to Switzerland mentioning the dates of the trip.
- A copy and original marriage certificate issued by the Registrar of Marriages of the concerned State, duly legalised by the competent State Home Ministry **or** names of spouses endorsed on the passports
- If you have been refused a visa by an Embassy or High Commission in the last 2 years: Refusal notice or a written explanation about reason for trip and refusal is to be submitted.
- 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.

## **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.**

## **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 note that Indian nationals do not need an airport transit visa if:**

- They have a valid Indian passport and a valid Visa or residence permit for Andorra, Canada, United States of America, Monaco, San Marino or a member state of the European Union or an EFTA country or they are holders of diplomatic or official Indian passports

In addition to the above-mentioned requirements:

- They do not leave the transit area.

- They continue their flight within 48 hours.
- They are in possession of a valid airline ticket to the final destination.
- They are in possession of the required documents to enter their country of destination
- If they hold a diplomatic, official or any other recognised special passport.