Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Checklist for Schengen Visa for Official Passport Holders

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

Please submit the documents in the exact order given below, please do not staple any document	☒
Valid national passport : o Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. Handwritten passports and passports with observations regarding the front page (bio data) cannot be accepted.	☐
1 passport size picture : o White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture). o Picture has to be pasted on the application- stapled or pinned pictures cannot be accepted. For more details, please refer to: http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf	☐
Visa application form : o Completed, signed by the applicant	☐
Original Note : o From the MEA, Government of India, the respective Embassy or International Organization mentioning the purpose of the travel, the name of the responsible organization and the duration of the stay.	☐
o Clear photocopies of the 1st page (bio data) and last page of the passport.	☐
o **Visa fee :** • Free of charge.	☐

Checklist for Schengen Visa for Accompanying Spouses and Minor Children holding a Normal Passport, travelling along with Official Passport Holders

Please submit the documents in the exact order given below, please do not staple any document.	☒
Valid national passport : o Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. Handwritten passports and passports with observations regarding the front page (bio data) cannot be accepted.	☐
1 passport size picture: o White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture) o Picture has to be pasted on the application- stapled or pinned pictures cannot be accepted. For more details, please refer to: http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf	☐
Original Note : o From the MEA, Government of India, the respective Embassy or International Organization stating details of accompanying family members, their purpose of visiting Switzerland and their planned duration of the trip	
Visa application : o Completed, signed by the applicant	☐
Travel Insurance: o 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_Companies-EN.pdf o Minimum coverage of 30,000 Euro 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 the Schengen territory. o Applicants who wish to apply for a six months or one year multiple entry visa are not obliged to provide a 180 (365) days coverage. It is sufficient to submit an insurance policy covering the first journey.	☐
o Clear photocopies of the 1st page (bio data) and last page of the passport.	☐
o **Visa fee :** • Free of charge.	☐

Applications for official passport holders can be submitted at the Embassy of Switzerland, visa section, from Monday to Thursday, between 09:00 am and 11:00 am, with a prior appointment. For an appointment, please write an email to: newdelhi.visa@eda.admin.ch

Starting from 02.11.2015, all diplomatic representations of the Schengen member states in India have to capture the biometric data (finger scans) of persons applying for a Schengen visa. Therefore, 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.

The passport collection will be the next working day at the same time