



Checklist for Schengen Visa: Student, staying in Switzerland up to 90 days

Application should be submitted at the local Visa Facilitation Centre VFS. Switzerland Visa Application Centre Website:
<https://www.vfsglobal.ch/switzerland/india/index.html>

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.	<input checked="" type="checkbox"/>
Valid national passport : <ul style="list-style-type: none"> ○ 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. 	<input type="checkbox"/>
2 passport size pictures : <ul style="list-style-type: none"> ○ White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture). ○ 1st picture pasted on the application, 2nd picture has to be clipped on the last page of the passport, 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 	<input type="checkbox"/>
Visa application form : <ul style="list-style-type: none"> ○ Completed and signed by the applicant, if applicable, authorization of third person. ○ If the applicant is a minor: visa application signed twice by legal guardian/s and if applicable, authorization of third person. (Proof of custody of a minor child: divorce papers, death certificate etc.). 	<input type="checkbox"/>
Previous passport/s : <ul style="list-style-type: none"> ○ If any, bound together with rubber band, not stapled. 	<input type="checkbox"/>
Personal cover letter : <ul style="list-style-type: none"> ○ Signed and dated by student, mentioning : <ul style="list-style-type: none"> ● The reason for pursuing studies in Switzerland. ● Future plans: professional development intended by the student after finishing his/her studies in Switzerland. ● Explanation on how the student is going to benefit from his/her studies in the future. ○ Confirmation that student will leave Switzerland after the completion of the studies. 	<input type="checkbox"/>
Acceptance / confirmation / registration letter from the school, university, etc... <ul style="list-style-type: none"> ○ Proof of payment of the Swiss school/university fee, with relevant bank statement, if applicable. ○ Proof of accommodation: evidence on where student is staying at during the entire time within the Schengen zone. 	<input type="checkbox"/>
Proof of academic degrees : <ul style="list-style-type: none"> ○ English language certificates such as TOEFL or IELTS is mandatory. German, French or Italian language certificates if available. ○ Curriculum Vitae. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ 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_Companies-EN.pdf ○ Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF 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 180 (365) day coverage. It is sufficient to submit an insurance policy covering the first journey. 	<input type="checkbox"/>
Flight reservation : <ul style="list-style-type: none"> ○ With name of traveler. 	<input type="checkbox"/>

<p>Proof of financial status :</p> <p>The documents of the applicant or the sponsoring person (parents, etc.), if no fellowship is granted, have to be originals, in A4 format, with stamp and signature of Bank.</p> <ul style="list-style-type: none"> ○ If employed : <ul style="list-style-type: none"> ● Last 3 months salary slips & last 3 months salary bank account statements. ● Last 3 months personal bank account statements. ● Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) ○ If Self-Employed and/or company owner : <ul style="list-style-type: none"> ● Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship, or other proof of ownership. ● Last 3 months personal & business bank. ● Company's & personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. ○ If student or unemployed : <ul style="list-style-type: none"> ● Parents or legal guardians must provide their personal bank account statements for the last 3 months. ● Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years along with a confirmation letter of financial support and a copy of their passports. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Clear photocopies of valid UK, USA, or CAN visas (if any). ○ Passport: photocopy of the 1st page (bio data) and last page 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ In case of visa refusal by an Embassy or High Commission within the last 2 years: Submit refusal notice and/or a written explanation about the reasons of refusal 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Visa fee : <ul style="list-style-type: none"> ● Free of charge. 	<input type="checkbox"/>

Please note that:

- The required documents have to be submitted with the visa application (no fax or e-mail to Embassy accepted).
- Only the documents mentioned on the checklist are accepted.
- The Embassy of Switzerland reserves the right to ask for additional documents and/or for a personal interview.

Information for Certificate of Identity (CoI) and Identity Certificate (IC) holders:

Additionally required documents are:

- valid Residence Certificate (RC)
- valid Return Visa