



## Checklist for Schengen Visa - Diplomatic/Official passport holders

If you are holder of a Nepali Diplomatic/Official passport planning to visit Switzerland, Poland, Latvia, Slovakia, Belgium or Liechtenstein for official purpose you can apply for a short stay visa at the Embassy of Switzerland in Kathmandu.

### An appointment is required for submission of application.

Please book your appointment by writing an email to [kathmandu.consular@eda.admin.ch](mailto:kathmandu.consular@eda.admin.ch)

### Online application form.

All applicants for a Schengen visa have to fill in the online Schengen visa application form through this link: <https://www.swiss-visa.ch>. A printed hard copy of the form has to be submitted at the time of application.

**Important:** At the end of the online visa application process, please don't forget to download and print the form. **No copy of the form will be provided by email.**

If for technical reasons the form is not downloadable, please keep your registration number safely and fill in manually the pdf form available here:

<https://www.sem.admin.ch/dam/data/sem/einreise/visumantragsformulare/visumantrag-schen-2020-en-de.pdf>

Submit the documents in the following order:

<p><b>Visa application form</b></p> <ul style="list-style-type: none"> <li>○ Duly completed and signed by the applicant</li> <li><b>In case of minors</b> (under 18 years of age)</li> <li>○ Both parents must sign the application form and add a copy of their passports. If travelling unaccompanied or with only one parent/legal guardian, a letter of consent from the parents must be submitted. A birth certificate must be provided and minor identity card.</li> </ul>	<input type="checkbox"/>
<p><b>Two passport size pictures</b></p> <ul style="list-style-type: none"> <li>○ Not older than 6 months, 35-40mm in width, white background (for more details please refer to <a href="https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a>)</li> </ul>	<input type="checkbox"/>
<p><b>Valid passport</b></p> <ul style="list-style-type: none"> <li>○ Issued within the last 10 years and with at least three months validity beyond the planned stay in the Schengen territory, with at least 2 blank pages</li> <li>○ Clear photocopy of personal data</li> <li>○ Copy of previous Schengen visas, valid US and UK visas, if any</li> </ul>	<input type="checkbox"/>
<p><b>Original Note verbale</b></p> <ul style="list-style-type: none"> <li>○ Issued by the Department of Consular Services, Ministry of Foreign Affairs (Nepal) mentioning the names of concerned persons, dates and purpose of travel</li> <li><b>To whom it may concern letters will not be accepted as such</b></li> </ul>	<input type="checkbox"/>
<p><b>Letter of invitation from the host organization</b></p> <ul style="list-style-type: none"> <li>○ A letter from the company/organization in Switzerland or the in the represented Schengen member state, detailing the purpose and duration of the visit.</li> <li>This letter must be sent by the host organization directly to the Embassy by email to <a href="mailto:kathmandu.consular@eda.admin.ch">kathmandu.consular@eda.admin.ch</a></li> </ul>	<input type="checkbox"/>
<p><b>Flight ticket reservation</b></p> <ul style="list-style-type: none"> <li>○ Booking of a round-trip airline ticket to Switzerland and back to Nepal. With names of all travellers</li> </ul>	<input type="checkbox"/>

### Additional information

- The Embassy of Switzerland reserves the right to request additional documents
- Visa can be applied minimum 15 days and maximum 180 days before the planned stay, depending on the availability of the consular calendar
- No copies are made on your behalf and incomplete applications will not be accepted