



Checklist for Schengen Visa - Visit to family or friends

If you are a resident (national/foreigner) of Nepal planning to visit your family or friends in Switzerland, Poland, Slovakia, Latvia, Belgium or Liechtenstein, you can apply for a short stay visa at the Embassy of Switzerland in Kathmandu.

Online application form and appointment.

An appointment is required for submission of application.

All applicants for a Schengen visa have to fill in the online Schengen visa application form AND book their appointment 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 on our website.

Should you require a specific information, our visa service remains available through email kathmandu.consular@eda.admin.ch

Submit the documents in the following order:

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| Visa application form <ul style="list-style-type: none"> Duly completed and signed by the applicant In case of minors (under 18 years of age) <ul style="list-style-type: none"> 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 must be provided and minor identity card must be provided | <input type="checkbox"/> |
| Valid passport <ul style="list-style-type: none"> 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 Clear photocopy of personal data Copy of previous Schengen visas, valid US and UK visas, if any Previous passport bound together (if any) | <input type="checkbox"/> |
| 2 passport size pictures <ul style="list-style-type: none"> Not older than 6 months, 35-40mm in width, white background (for more details please refer to https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf) | <input type="checkbox"/> |
| Foreign nationals residing in Nepal <ul style="list-style-type: none"> Resident permit/visa with validity of at least 3 months beyond the planned stay in Switzerland For Indian nationals: registration certificate from the Indian Embassy in Nepal, original & copy | <input type="checkbox"/> |
| Invitation from the host <ul style="list-style-type: none"> Signed invitation letter with the following information: Host's full name, address, phone number, name of invited person, duration of stay, relationship between host and invited person and purpose of the invitation Invitation letter directly sent <i>by the host/inviting person</i> to kathmandu.consular@eda.admin.ch For Poland, Slovakia, Latvia and Belgium, sponsorship/invitation declaration legalized by the concerned authority Copy of passport/ID or valid residence permit of the inviting person | <input type="checkbox"/> |
| Original visa cover letter <ul style="list-style-type: none"> Mentioning the travel plan with self-introduction If travelling with family members, letter must contain their names and relationship, a copy of covering letter must be included in each application Proof of relationship (marriage certificate for spouse, birth certificate for children, Nagrita) | <input type="checkbox"/> |

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| <p>Important : Relationship Certificate won't be accepted for direct family members (parents, children, spouse). According to the relationship between the applicant and his/her host, a proper Birth Certificate or a Birth Certificate will have to be submitted.</p> <p>For Schengen/EU nationals inviting their direct relatives (parents, children, spouse), a birth certificate issued by their country of nationality must be submitted.</p> | |
| <p>Proof of occupation</p> <ul style="list-style-type: none"> ○ If you are self-employed: Cover letter on company's letter head, company registration, partnership deed, proof of paid tax (VAT, income tax) ○ If you are employed: Work contract, letter from the employer (no-objection) confirming leave period and returning back to work, copy of staff ID (if any) ○ If you are a student: Letter from the school/college/university confirming your studies, holiday or leave given to you, copy of student ID (If available) ○ If you are retired: Proof of retirement/Pension book (if any) <p><i>Original and 1 photocopy</i></p> | □ |
| <p>Proof of accommodation in Switzerland / Schengen member states</p> <ul style="list-style-type: none"> ○ Confirmation of hotel/apartment reservation containing the complete name, contact information of the hotel and booking reference (if any) | □ |
| <p>Evidence of financial status - Original bank statements</p> <ul style="list-style-type: none"> ○ Self employed Last 3 to 6 months personal and business bank statements ○ Employee Last 3 months salary slips/3 month's salary bank statement Last 3 to 6 months personal bank statement ○ Student and unemployed Last 3 to 6 months bank statements of parents or legal guardian ○ Retired Personal pension bank statement for last 3 to 6 months (if any) Proof of regular income generated by ownership of property or business | □ |
| <p>Schengen Travel Medical Insurance</p> <ul style="list-style-type: none"> ○ Minimum coverage of 30'000 Euro / 50'000 USD / 50'000 CHF per person, through approved insurance company in a Schengen state or in Nepal ○ The insurance has to cover the entire stay in the Schengen territory, coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment ○ Applicants who wish to apply for a multiple entry visa with a long duration are not obliged to provide a 365 (180) day coverage. It will be sufficient to submit an insurance policy covering the first journey | □ |
| <p>Flight reservation</p> <ul style="list-style-type: none"> ○ Booking of a round-trip airline ticket to Switzerland/Schengen member state and back to Nepal, with the name of the traveler ○ If the port of exit of the Schengen Territory is a third country, a proof of valid visa/residence permit for the country to be visited after Switzerland/Schengen member state shall be submitted ○ If applicable proof of intra-Schengen flight, train itinerary or car rental | □ |
| <p>Visa application fee</p> <p>Visa application fee (subject to change based on the current exchange rate) can be found here: https://www.eda.admin.ch/countries/nepal/en/home/visa/entry-ch/up-90-days/fees-schengen.html</p> <p>The fee has to be paid in cash at the Embassy against a receipt. In case the visa is refused, visa application fee will not be reimbursed</p> | □ |
| <p>Families</p> <p>Only the head of family needs to attach bank statements</p> | □ |

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