



Checklist for Schengen Visa - Diplomatic/Official passport holders To Switzerland, Liechtenstein, Poland, Slovakia, Latvia, and Belgium

Submit the documents in the following order:

Visa application form 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 certificate and minor identity card must be provided. 	<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"/>
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 	<input type="checkbox"/>
Original Note verbale <ul style="list-style-type: none"> Issued by the Department of Consular Services, Ministry of Foreign Affairs (Nepal) mentioning the names of concerned persons, dates and purpose of travel To whom it may concern letters will not be accepted as such 	<input type="checkbox"/>
Letter of invitation from the host organization <ul style="list-style-type: none"> A letter from the company/organization in Switzerland or the in the represented Schengen member state, detailing the purpose and duration of the visit. This letter must be sent by the host organization directly to the Embassy by email to kathmandu.consular@eda.admin.ch 	<input type="checkbox"/>
Flight ticket reservation <ul style="list-style-type: none"> Booking of a round-trip airline ticket to Switzerland and back to Nepal. With names of all travellers 	<input type="checkbox"/>
Payment of visa fee Visa processing fee for Switzerland : <ul style="list-style-type: none"> For Diplomatic and official passport holders: free of charge For Ordinary passport holders if sponsor is an International Organization with Headquarters Agreement in Switzerland: free of charge Visa processing for the Poland, Slovakia, Latvia, and Belgium : <ul style="list-style-type: none"> For Diplomatic and official passport holders: free of charge For Ordinary passport holders if sponsor is an International Organization with Headquarters Agreement: Fee of Euro 90.00 	

Additional information

- The Embassy of Switzerland reserves the right:
 - to request more information or additional documents.
 - to verify the contents and authenticity of the documents presented.
 - to send the application to the Swiss Federal Authority for decision.
 - to refuse a visa based on incorrect/false/incomplete declarations or on forged documents.

Passing the border:

The border authorities are obliged to examine whether the conditions for the traveler's entry still apply. If the prerequisites for entry no longer apply or if you are unable to provide the relevant evidence, you may be refused entry although you are in possession of a valid visa. **It is therefore strongly recommended that you carry copies of the documents which you supplied with your visa application.**