



Checklist for Schengen Visa: Business

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, signed by the applicant and, if applicable, authorization of third person. 	<input type="checkbox"/>
Previous passport/s : <ul style="list-style-type: none"> ○ If any, bound together with rubber band, not stapled. 	<input type="checkbox"/>
Introduction letter from the employer : <ul style="list-style-type: none"> ○ On a business letterhead. ○ Original, signed & stamped by HR or directorate mentioning your position, duration of your service, the dates and purpose of the trip and if your expenses are being covered by the employer/company. 	<input type="checkbox"/>
Invitation letter from the business partner in Switzerland : <ul style="list-style-type: none"> ○ With full details of the inviter: full name, address, Email-ID and telephone number. ○ Original or copy, signed & stamped, mentioning the invitee details, the dates and purpose of the trip with detailed schedule of the business meetings or trainings (day to day schedule). 	<input type="checkbox"/>
Travel Insurance : <ul style="list-style-type: none"> ○ 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) days 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 names of all travelers. 	<input type="checkbox"/>
Proof of financial status : <p>All documents have to be originals, in format A4, with stamp and signature of Bank.</p> <ul style="list-style-type: none"> ○ If employed : <ul style="list-style-type: none"> ● Proof of employment: employment contract & last 3 months salary slips & last 3 months salary bank account statements. ● Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. ○ 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 account statements. ● Company's & personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. ○ If retired : <ul style="list-style-type: none"> ● Personal pension bank statement for the last 3 months. ● Proof of regular income generated by ownership of property or business. 	<input type="checkbox"/>

<ul style="list-style-type: none"> ○ If the applicant continues to travel to a third country (i.e. UK, USA, Canada etc...) after leaving the Schengen Area, the visa of the next country has to be obtained first. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Clear photocopies of valid UK, USA, or CAN visas (if any). ○ Photocopies of the 1st page (bio data) and last page of the passport. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ If you have been refused a visa by an Embassy or High Commission in the last 2 years, please provide the Refusal Notice 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"> • Adults: EUR 80.00 	<input type="checkbox"/>

Please note:

- the required documents have to be submitted with the visa application (no fax or e-mail to Embassy accepted).
- only the required 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.

Accompanying spouses and children of business travelers are kindly requested to submit the documents as per the respective checklist (e.g. tourist or visitor).