

Switzerland



Tourist Visa

LIST OF DOCUMENT'S REQUIRED
Hotel booking
Tickets.
Day to day itinerary.
Travel Insurance.
DOCUMENTS FROM THE PASSENGER (SELF EMPLOYED) 1.Covering letter on business letterhead addressed to Embassy of Switzerland, New Delhi, requesting for his/her family Visa. 2.Name and relation should be properly mentioned in the covering letter. 3.Evidence of sufficient financial documents : a. Original Bank statement of last 3 months with original bank seal stamp and signature on all the pages of the bank statement only on A4 size paper.. b. Income tax copies of last 3 years. 4.Children School ID and Bonafide Certificate. 5. Old passport is mandatory. 6.In case of working Spouse, same documents will be required.
3 Photographs(35x45mm, 80% face coverage, with white background and dark shirt.)
DOCUMENTS FROM PASSENGER (SALARIED) 1.Evidence of sufficient financial documents : a. Original Bank statement of last 3 months with original bank seal stamp and signature on all the pages of the bank statement only on A4 size paper.. b. Income tax copies of last 3 years. c. Original Salary slip of last 6 months

with original company stamp and round seal on it only on A4 size paper. 2.Children school ID and Bonafide certificate. 3.In case of working spouse, same documents will be required. 4.Covering letter on plain letter explaining his position in company and request for his family visa. 5.Original leave sanction letter from company mentioning passengers name, designation and signed by authorized signatory with company round stamp. 6. Covering letter addressed to Embassy of Switzerland, New Delhi. 7. Old passport is mandatory.

For children below 18 years of age NOC copy from the child parents is required on Rs 100 stamp paper with notary done on it and parents id proof is required

Passport validity must be 3 months after the intended date of departure from Schengen territory. Minimum two blank pages should be there in passport.

Passport should be not older than 10 years.

Domestic	+91 9377753863	102, 1st Floor, Mahavir Mansion, Tapibaugh Society,	+91 261 2551645/46/47
Old passport should also be attached		Varachha Road, Surat-395006, Gujarat, India.	www.travelmark.in

Valid applicant passport (handwritten passport is not allowed)

PROCESSING TIME & FEE'S

Visa Type	Fees	Time Taken
Visa Fees (VISA FEES/VFS/DRAFT)	Fees : Rs.5875/- VFS / Other Fees : including VFS Charge. Service Tax : Applicable	10 Working days
	Fees : Rs.2500/- VFS / Other	10

Upto 12 yrs. (VISA FEES/VFS/DRAFT)	Fees : Rs 1145/- Service Tax : Applicable	Working days
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IMPORTANT NOTE'S

For Software Engineers going to Switzerland can get visa maximum for 15 days stay and they cannot get business visa for next 3 months from the date of travel. For them we have to apply for 3 Forms along with 3 sets of documents for work permit for which approval takes 6 to 8 weeks OR Get Authorization in advance from Swiss authorities for long stay business visa.

W.E.F. 28/11/11 Swiss Authorization Form is mandatory to send whenever you send any Swiss Case.

Passenger's Contact No. and email id is mandatory to be filled along with their signature.

JURISDICTION

Maharashtra, Gujarat, Goa, MP, AP, Karnataka, Tamilnadu, Kerala and Chhattisgarh.

Download Forms & Document's

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