



Checklist for Schengen Visa - Visit to family or friends

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) - 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 registration certificate and a minor identity card must be provided	☐
Valid passport - 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)	☐
2 passport size pictures 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)	☐
Foreign nationals residing in Nepal - 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	☐
Invitation from the host - 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	☐
Original visa cover letter - 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, Certificate of Nepali Citizenship) → For invitations by direct family members (parents, children, spouse, brother/sister), a proper Birth Certificate or Marriage Certificate will have to be submitted, to assess the relationship between the applicant and his/her host. → For invitation from an in law, both the in-law member AND his/her spouse (direct family member) will have to provide his/her residence permit + passport + relevant relationship document related to the invited person. <u>Documents named "Relationship Certificate" won't be accepted and will be returned to applicants.</u> For Schengen/EU nationals inviting their direct relatives (parents, children, spouse), a birth certificate issued by their country of nationality must be submitted.	☐
Proof of occupation 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), proof of paid tax/TDS (if applicable)	☐

○ 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) <i>Original and 1 photocopy</i>	
Proof of accommodation in Switzerland / Schengen member states ○ Confirmation of hotel/apartment reservation containing the complete name, contact information of the hotel and booking reference (if any)	☐
Evidence of financial status - Original bank statements ○ 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 Families: Only the head of the family needs to provide bank statements.	☐
Schengen Travel Medical Insurance ○ 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 must 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	☐
Flight reservation ○ Booking of a round-trip airline ticket to Switzerland/Schengen member state and back to Nepal, with the name of the traveller ○ 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	☐
Completed and signed "Questionnaire for a Schengen Visa" https://www.eda.admin.ch/countries/nepal/en/home/visa/entry-ch/up-90-days/documents-schengen.html (Section "Documentation to submit with a Schengen visa application")	☐
Visa application fee ○ For adults: Euro 90.00 ○ For children 6 to 12 years: Euro 45.00 ○ For children below 6 years: free of charge The fee has to be paid directly at VFS. For the amount in Nepali Rupees, refer to VFS website. In case the visa is refused, visa application fee will not be reimbursed	☐

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 traveller'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.**