

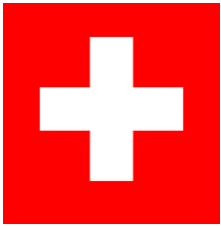


Visa Checklist



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Switzerland Visa

Documents for Switzerland Visa application:

- Along with the original passport with a validity of minimum three months, a minimum two pages should be blank from both sides for visa stamp. The following documents need to be attached:
 - i. Copy of visas obtained by the applicant previously.
 - ii. Copy of first and last page of the passport.
 - iii. Copies of old passports showing travel history must be attached as well.
 - iv. Passports issued beyond 10 years will not be accepted by the Embassy.
 - v. Embassy will not accept hand-written passports.
 - vi. If the applicant is married and travelling with spouse, the following documents must be attached:

The name of the spouse should be endorsed on the passport or a copy and original marriage certificate issued by the Registrar of Marriages of the concerned state, which has to be dully legalised by the component State Home Ministry.

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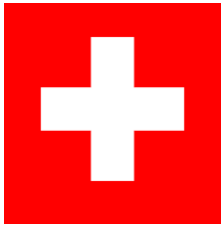


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Switzerland Visa

Documents for Switzerland Visa application:

- Visa application form must be dully filled by the applicant, and signed on column 37 and main column.
- The Declaration and Authorization form also needs to be duly filled, signed and submitted along with the application.

Please Note: The applicant's mobile number should be mentioned in the visa form as the Embassy or the Consulate can contact the applicant at any point of time during the visa processing.

- The applicant has to submit two recent passport-size photographs with matte or semi-matte finish, 60%-80% face coverage, white background and without border (Size: 35mm x 45mm)

Please note: The photograph should not be more than 3 months old, scanned/stapled and should not be used in any of the previous visas.

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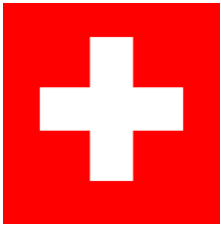


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Switzerland Visa

Documents for Switzerland Visa application:

- He/she must submit a covering letter on business letter head with a clear mention of his/her name, designation, passport number, purpose and duration of visit in brief. The letter should be duly signed by authorized signatory with company stamp and addressed to – The Consulate General of Switzerland, Mumbai.
Please Note: The covering letter should be on company letterhead if the applicant is self-employed or on blank paper if he/she is an employee of any firm.
- If the applicant is submitting the applications of his/her family, then all the applications must have a copy of the covering-letter.
- A copy of the reserved air ticket and the tour itinerary must be attached.

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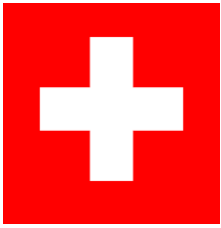


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Switzerland Visa

Documents for Switzerland Visa application:

- A proof of accommodation with the hotel's confirmation for the entire period of stay in the Schengen area must be attached.
Please note: The dates on the applicant's hotel bookings should match the dates on air tickets and the maximum stay should be in Switzerland.
- Travel Insurance: Original medical insurance for the stay duration (minimum for 15 days) amounting to 30,000 Euros.
- As proof of the applicant's financials, the following documents need to be submitted to the consulate:
 - If the applicant is an employee of any firm:
 - i. Personal ITR for last 2 years
 - ii. Last six months' salary slip
 - iii. Company and Personal Bank Statement of the last 6 months
 - iv. Credit Card copy/Foreign Exchange endorsement/Traveler's Cheque

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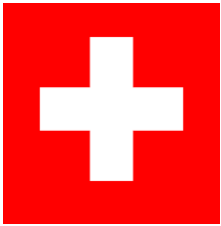


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Switzerland Visa

Documents for Switzerland Visa application:

For first time travelers to Europe:

- i. Personal interview
- ii. ITR for 3 years
- iii. Original Bank statement for the last 6 months with bank's seal and signature
- iv. Business Correspondence
- v. Qualification and salary slips

Please Note: If applying from the Visa application centre Bangalore:

- i. Original Bank Statement for last six months with bank's seal & signature.
- ii. ITR for last 3 years
- iii. Proof of Occupation

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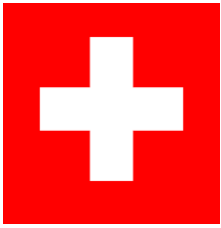


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Switzerland Visa

Documents for Switzerland Visa application:

If the applicant is Self Employed:

- i. Company Registration Certificate / Certificate of Incorporation / Proof of Proprietorship / Partnership Deed
- ii. Brief Company Profile
- iii. Articles of Memorandum (Incase the applicant is MD/Director)

If the applicant is Employed:

- i. No Objection Certificate from employer

If the applicant is Student:

- i. Leave Sanction Letter, School ID Card and NOC from school mentioning the dates of the trip

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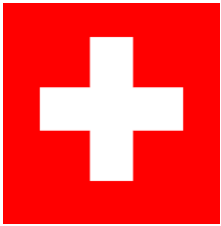


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Switzerland Visa

Documents for Switzerland Visa application:

If the applicant is under 18, these documents also needs to be submitted:

i. If the applicant is travelling alone, an authorisation letter signed by both parents with their passports or a notarised affidavit signed by both parents is required.

Authorization Letter:

Applicant will have to submit an authorisation letter authorising Musafir.com India Private Limited to submit and collect documents

- **Please note:**

Visas for UK and U.S.A to be obtained first in case the applicant visits any of these countries before Switzerland/Schengen Countries.

- Email id is should be mentioned while filling the online application. Applicant has to personally visit the center for his biometric finger printing.

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