



Checklist for Schengen Visa for accompanying spouse and minor children holding a normal passport, travelling along with Diplomatic passport holders

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"/>
Original Signed note : <ul style="list-style-type: none"> ○ On the letterhead of diplomatic passport holder, stating details of accompanying family members, their purpose of visiting Switzerland and their planned duration of the trip. 	<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"/>
<ul style="list-style-type: none"> ○ Clear photocopies of the 1st page (bio data) and last page of the passport. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Visa fee : <ul style="list-style-type: none"> ● Free of charge. 	<input type="checkbox"/>

Indian Diplomatic passport holders are exempted from visa requirement for Switzerland for a short stay up to 90 days. This mutual visa exemption for holders of Swiss and Indian diplomatic passport is based on a bilateral agreement.

Applications for accompanying family members (spouse and minor children) holding a normal passport, travelling along with Diplomatic passport holders can be submitted to the Embassy of Switzerland, visa section, from Monday to Thursday, between 09:00 am and 11:00 am.

Starting from 02.11.2015, all diplomatic representations of the Schengen member states in India have to capture the biometric data (finger scans) of persons applying for a Schengen visa. Therefore, personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months. If the fingerprints have been captured during the last 59 months, the application can be sent through a representative.

The passport collection will be the next working day at the same time.