



## Checklist for **Official visit for Diplomatic/Official Passport Holders and Members of official Delegations** to **Switzerland, Liechtenstein, the Netherlands, Poland, Slovenia, Luxembourg and Belgium**

Appointments are scheduled, confirmed and cancelled by calling the Visa Section of the Embassy of Switzerland, (011) 269 12 20 Monday to Thursday, 2pm – 4 pm

or book your visa appointment at VFS Global  
**in Sri Lanka**

<https://www.vfsglobal.ch/switzerland/srilanka/>

**in the Maldives**

<https://visa.vfsglobal.com/mdv/en/che>

## Admissibility Criteria

Please note: If the admissibility criteria outlined below are not fully met, your visa application will be deemed inadmissible. In such cases, the Embassy of Switzerland will according to Art. 9(3) Visa code:

- Return your application form and any documents you submitted;
- Destroy any biometric data collected during the application process;
- Reimburse the visa fee; and
- Cease further examination of your application.

|    |  | ✓                        | ✗                        |
|----|--|--------------------------|--------------------------|
| 1. | <b>Admissible submission period</b><br>Applications shall be lodged no more than six months, and for seafarers in the performance of their duties no more than nine months, before the start of the intended visit, and, as a rule, no later than 15 calendar days before the start of the intended visit.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | <b>Duly filled out and signed application form</b><br><a href="https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</a>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | <b>Travel Document</b> <ul style="list-style-type: none"> <li>• its validity shall extend at least three months (3) after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States. However, in a justified case of emergency, this obligation may be waived;</li> <li>• it shall contain at least two blank pages;</li> <li>• it shall have been issued within the previous 10 years.</li> <li>• During the visa processing time, no passport withdrawal is possible.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | <b>Photograph</b> <ul style="list-style-type: none"> <li>• One recent (taken within the last 6 months) <a href="#">ICAO-compliant photo</a>.</li> <li>• White or light background, in colour, with no shadows.</li> <li>• Size: 35mm x 45mm (standard ICAO dimensions).</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | <b>Biometric data (fingerprints)</b> <ul style="list-style-type: none"> <li>• Biometric data have to be collected for first time travellers or travellers whose biometric data was collected more than 59 months ago.</li> <li>• Travellers with valid biometric data (taken less than 59 months ago) are exempted of lodging the application in person. A representative may be appointed if duly authorized.</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | <b>Payment of visa fee</b><br><b>Visa processing fee for Switzerland:</b><br>For Diplomatic and official passport holders: free of charge<br>For Ordinary passport holders if sponsor is an International Organization with Headquarters Agreement in Switzerland: free of charge<br><br><b>Visa processing for the Netherlands, Poland, Slovenia, Luxembourg and Belgium</b><br>For Diplomatic and official passport holders: free of charge<br>For Ordinary passport holders if sponsor is an International Organization with Headquarters Agreement: Fee of Euro 90.00  | <input type="checkbox"/> | <input type="checkbox"/> |

Please prepare the exact amount in Sri Lankan Rupees, which has to be paid in cash at the time of lodging the application. For the amount in Sri Lanka Rupees, refer to VFS website, frequently asked questions. In case of application being refused or withdrawn the fee is not reimbursed.

## Required Supporting Documents for all categories of applicants

- Arrange all the supporting documents **as per the checklist order**.
- Keep all the originals of the supporting documents separately. Original documents have to be shown at the VFS counter but will be returned to the applicant after the interview.
- All the photocopies of the documents should be in **A4 size**. These photocopies are part of the application and will not be returned to the applicant.
- Do not staple the documents together.

|   | ✓                        | ✗                        | n/a                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. <b>Travel Itinerary:</b><br>Arrival and departure flight information and if applicable travel dates to other Schengen countries. Do not purchase the tickets before obtaining the visa.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>Travel health insurance (only for ordinary passport holders).</b> The insurance has to cover the entire period of stay in the Schengen area. Medical and hospital coverage must be at least Euro 30'000 and has to include repatriation in case of emergency or for medical reason. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Additional Required Supporting Documents

|  | ✓                        | ✗                        | n/a                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. <b>For individuals:</b><br>Verbal Note from Ministry of External Affairs or the respective Embassy, invitation letter from International Organization mentioning the full names of the official travellers, the purpose, name of organisation to visit and duration of stay.<br><br><b>For delegation:</b><br>Verbal Note from Ministry of External Affairs or the respective Embassy, invitation letter from International Organization mentioning the full names and passport number of each member of the delegation, purpose, name of organisation to visit and duration of stay. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>Ordinary passport holders:</b><br>Have to be mentioned in the <b>Verbal Note</b> of the Ministry of External Affairs, additionally a <b>letter from the organization/employer</b> in Sri Lanka or Maldives indicating:<br>- Name of the travelling employee<br>- Date of appointment & profession  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <b>Confirmation letter from the host institution.</b> If several entries are needed, this has to be clearly explained in the invitation letter of the host institution.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>Diplomatic or Official Passport holders on a private trip</b> must submit payslips for the last 3 months & Proof of EPF or Maldivian social insurance contribution.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <b>Copy of the passport bio page and amendment page</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Important Information

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The Embassy of Switzerland explicitly 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.**

# Incomplete Application Submission

To be filled out by VFS

|  |  |
|--|--|
| Name, date of birth and telephone number of the applicant: | Passport number:   |
|  | Visa Fee paid:   |
|  | Purpose of Visit:<br><input type="checkbox"/> Visitor<br><input type="checkbox"/> Tourism<br><input type="checkbox"/> Business<br><input type="checkbox"/> Official<br><input type="checkbox"/> Seamen<br><input type="checkbox"/> Transit |

The Admissibility Criteria have been met ☐ yes ☐ no (please indicate below)

|   | ✓                        | ✗                        |
|---|--------------------------|--------------------------|
| Admissible submission period                | <input type="checkbox"/> | <input type="checkbox"/> |
| Duly filled out and signed application form | <input type="checkbox"/> | <input type="checkbox"/> |
| Travel Document                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Photograph                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Biometric data (fingerprints)               | <input type="checkbox"/> | <input type="checkbox"/> |
| Payment of visa fee                         | <input type="checkbox"/> | <input type="checkbox"/> |

The required supporting documents have been provided ☐ yes ☐ no (please indicate below)

| Document(s) | Comment(s) |
|-------------|------------|
|             |            |
|             |            |
|             |            |
|             |            |

To be filled out by the applicant

I understand that any incomplete file may lead to inadmissibility or refusal of my visa application by The Embassy of Switzerland in Sri Lanka and choose:

☐ To send the application form

I read the above statement and despite the possibility of inadmissibility or a refusal of my visa application I want **“VFS Global”** to send my visa application to **“The Embassy of Switzerland in Sri Lanka”**.

Date:

Signature

☐ Supplement of evidence

I read the above statement and wish to complete the visa application before **“..... today”**. Additional documents deposited after ..... will not be sent to **“the Embassy of Switzerland in Sri Lanka”**.

Date:

Signature

☐ Give up application

I read the above statement and noted my increased chance of inadmissibility or visa rejection. I would like to give up my visa application and recover my visa fee. I recognize that the service fee charged by **“VFS Global”** will not be refunded.

Date:

Signature