



Required documents for a tourist, visitor, business or event visa:

The best way to complete the visa application form for a short-term Schengen visa (visa type A & C, for a sojourn of up to 90 days) is by using the so-called “online-visa-application”, with the help of the link: www.swiss-visa.ch. Once the form is completed, it has to be printed. Please note that it is necessary to submit the hard copy of the form, together with the supporting documents at the Embassy. The same link is valid for applications for a Schengen visa for the visit of Latvia, Poland, the Principality of Liechtenstein and the Slovak Republic.

The visa application form is free and may also be downloaded and completed manually via the web site: <https://www.sem.admin.ch/dam/data/sem/einreise/visumantragsformulare/visumantrag-schen-2020-en-de.pdf>

The following documents are essential for a complete visa application:

- Schengen Visa application form, fully completed and signed in two places by the applicant.
- The passport has to be valid at least three months beyond the planned stay in the Schengen area, with available pages for the visa sticker. Passport has to be of “standard quality”, not damaged, torn, faded, etc... .
- Your previous passport has to be submitted, with a photocopy, together with a photocopy of your citizenship certificate
- One clear photocopy of good quality of the pages of your passport with the personnel data as well as of the page 31.
- One copy of the visa for the country visited after visiting the Schengen countries, if any.
- Two new passport sized photographs (size 35-40mm in width, no copy or scanned photograph). One photo should be pasted on to the form and the other photo to be given along with the application. Stapled or pinned photographs would not be accepted
- The visa fee is **NPR 10'200** for adults and **NPR 5'100** for children between the age of 6 and 12. The fee has to be paid in cash at the Embassy against receipt. If the on-line-application is used, applicants have the possibility, in case they wish to do so, to pay by Credit card. In case the visa is refused, the visa fee will not be returned.
- Confirmed reservation of the flight booking to Switzerland and back to Nepal
- Evidence of sufficient financial means together with proof of accommodation for the planned journey. (e.g. hotel bookings, receipt of paid package tour, invitation from host)
- Evidence of your financial status:
 - Statements of bank accounts for at least the last 3 months (photocopies, A4 size only)
 - Recent tax clearance certificate and receipt of paid income tax and/or confirmation of contribution to social security

Travel/Medical Insurance:

- Minimum coverage of 30'000.00 Euro per person, through approved insurance company in a Schengen state or in Nepal
- 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 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. In addition to that a declaration for covering further journeys accordingly needs to be filled in and signed by the applicant.

Proof of occupation:

- If you are a student:
A copy of the college ID and/or a letter of the school/college/university confirming your studies
- If you are employed:
 - letter from the employer (no-objection certificate) confirming the leave period and the date of returning back to work
 - copy of labour contract
 - pay slips of the last 3 months
- If you are self employed:
 - covering letter on company letterhead
 - your company documentation such as company registration, partnership deed, proof of paid tax (VAT; income tax), etc...

For visitors: An invitation from the host in Switzerland, the Republic of Latvia, the Republic of Poland, the Principality of Liechtenstein or the Slovak Republic, mentioning the aim of the trip, the name of the invited person, the duration of the sojourn. It must also be mentioned who is paying for all the costs of the trip. A copy of the passport of the host and the residence permit for hosts with a third country nationality has to be added. The Invitation has to be sent directly to the Embassy, by Fax to the no. 00977 1 554 92 24, or by email to: kathmandu@eda.admin.ch

Hosts in Latvia, Poland and the Slovak Republic preferably use the official invitation form signed and stamped by the competent authorities in the mentioned countries.

The Embassy does not confirm the receipt of invitation letters.

For business purpose: A letter from your employer stating the reason for your visit, your position at the company and the length of your service at the company. Furthermore, it has to be mentioned who is paying for your expenses during the business trip. Confirmation of payment of income tax if legally required and contribution to social security scheme.

An invitation letter from the company in Switzerland, the Republic of Latvia, the Republic of Poland, the Principality of Liechtenstein or the Slovak Republic has to be sent directly to the Embassy, by Fax to no 00977 1 554 92 24, or by email to kathmandu@eda.admin.ch

For participation at events: An invitation by the event host in Switzerland, the Principality of Liechtenstein, the Republic of Latvia, the Republic of Poland or the Slovak Republic Latvia, mentioning name, duration of visit, guarantee for expenses (if borne by the invitee) to be sent directly to the Embassy by the inviting organisation, by fax to no 00977 1 554 92 24, or by email to kathmandu@eda.admin.ch

Important:

Photocopies together with the originals of all relevant documents must be provided to the Embassy. The originals will be returned, the photocopies remain at the Embassy. Documents in Nepali will have to be translated. Both, Original and translation have to be submitted. The original will be returned.

Visa can be applied minimum 15 days & maximum 180 days earlier of the planned stay in the Schengen area.

Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation.

Visa application hours: Monday to Friday from 9.30am to 12pm

Visa collection hours: Monday to Thursday 3pm to 4pm / Friday 9am to 9.30am