



Checklist for Authorization letter: Regarding Work Permit, Family Reunification, Student etc.

If you are in possession of the following document:

- **ERMÄCHTIGUNG ZUR VISUMERTEILUNG (EINREISEERLAUBNIS)**
- **AUTORISATION HABILITANT LES REPRÉSENTATIONS SUISSES À DÉLIVRER UN VISA**
- **AUTORIZZAZIONE PER IL RILASCIO DEL VISTO D'ENTRATA, ALLE RAPPRESENTANZE SVIZZERE**

Authorization letter shall be submitted personally* at the local Visa Facilitation Centre VFS: Switzerland Visa Application Centre website: <https://www.vfsglobal.ch/switzerland/india/index.html>

OR

Personally* at the Embassy of Switzerland with prior appointment

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"/>
1 passport size picture : <ul style="list-style-type: none">○ White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture).○ Picture has to be clipped face down on top right hand corner of the authorization letter, 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"/>
○ Copy of the authorization letter to enter Switzerland	<input type="checkbox"/>
○ 1 clear photocopy of the 1 st page (biodata) and the last page of the passport	<input type="checkbox"/>
○ Visa fee: <ul style="list-style-type: none">• EUR 90.00 adults.• EUR 45.00 children between 6 and 12 years old.• Free of charge, children under 6 years old.	<input type="checkbox"/>

Important:

VFS and/or the Embassy have to decide upon your visit, if your biometric data has to be taken (fingerprints), therefore a longer turnaround time might apply at the VFS center.

As a general rule: if your stay in Switzerland is less than 90 days = biometric data (fingerprints) has to be taken.