



## 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"/>
<b>Valid national passport :</b>		<input type="checkbox"/>
○	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"/>
<b>1 passport size picture :</b>		<input type="checkbox"/>
○	White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture).	<input type="checkbox"/>
○	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: <a href="http://www.icao.int/Security/mrtb/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">http://www.icao.int/Security/mrtb/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a>	<input type="checkbox"/>
○	Copy of the authorization letter to enter Switzerland	<input type="checkbox"/>
○	1 clear photocopy of the 1 <sup>st</sup> page (biodata) and the last page of the passport	<input type="checkbox"/>
○	<b>Visa fee:</b> <ul style="list-style-type: none"><li>• EUR 90.00 adults.</li><li>• EUR 45.00 children between 6 and 12 years old.</li><li>• Free of charge, children under 6 years old.</li></ul>	<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.