



Arius Holidays



Accredited
Agent



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www.ariusholidays.in

#20,NTI Layout, Next to HDFC Bank,
Vidyaranyapura, Bengaluru
Karnataka 560097



DOCUMENTS REQUIRED FOR SWITZERLAND TOURIST VISA

- Valid national passport :
 - 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.
- 1 passport size picture:
 - White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture).
 - Picture to be pasted on the application form, 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
- Visa application form:
 - Completed and signed by the applicant, if applicable, authorization of third person.
 - If the applicant is a minor: visa application signed by legal guardian/s and if applicable, authorization of third person. (Proving the custody of a minor child, divorce papers, death certificate etc.).
- Introduction letter:
 - Letter (original document), needs to be on a business letterhead from the employer/company.
 - Letter needs to be signed and stamped by HR or directorate, mentioning position and duration of service.
 - 'No objection statement' regarding the planned trip to Switzerland/Schengen States.
 - Mentioning of travel dates and purpose of trip.
- Travel Insurance :
 - 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 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 within the Schengen territory.
 - Applicants who wish to apply for a six months or a one year multiple visa are not obliged to provide a 180 (365) day coverage. It is sufficient to submit an insurance policy covering the first journey.
- Flight reservation:
 - With names of all travelers.
 - If applicable proof of intra-Schengen flights, train itinerary or car rental.
- Proof of accommodation in Switzerland / Schengen states:
 - Confirmation of hotel reservations, package tours, advance payments.



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- **Proof of financial status:**
All documents have to be originals, in A4 format, with stamp and signature of Bank.
 - If employed :
 - Last 3 months salary slips
 - Last 3 months personal bank account statements in which the salary is credited
 - Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years.
 - If self-employed and/or company owner :
 - Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship or other proof of ownership
 - Last 3 months personal bank statements
 - Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years.
 - If retired :
 - Personal pension bank statement for the last 3 months.
 - Proof of regular income generated by ownership of property or business.
- **Families:**
 - The visa applications have to be submitted together, only the head of family needs to attach bank statements, personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted), travel insurance (mentioning all the names of the insured), flight booking (mentioning all the names of the travelling family members), all the hotel confirmations (if all the rooms are under the same booking and under the name of the head of the family).
 - Students above 16 years old:
 - Copy of the student college ID card and introduction letter of the School/College/University
 - Children under 18 years old, not travelling with both parents:
 - Consent letter of the non-travelling parent or legal guardian, certified by public notary.
 - Children under 18 years old, travelling alone :
 - Consent letter of both parents or legal guardians, certified by public notary.
 - In all cases: copy of passport from both parents (legal guardian/s) or PAN card or driving license.
- **Visa fees:**
 - Adults: EUR 90.00
 - Children between 6 and 12 years old: EUR 45.00
 - Children under 6 years old: free of charge
- **Information for Certificate of Identity (CoI) and Identity Certificate (IC) holders:**
 - Additionally required documents are:
 - valid Residence Certificate (RC)
 - valid Return Visa



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DOCUMENTS REQUIRED FOR SWITZERLAND BUSINESS VISA

- Valid national passport:
 - 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.
- 1 passport size picture:
 - White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture).
 - Picture to be pasted on the application form, 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
- Visa application form:
 - Completed and signed by the applicant, if applicable, authorization of third person
- Introduction letter from the employer:
 - Letter (original document), needs to be on a business letterhead from the employer/company.
 - Letter needs to be signed and stamped by HR or directorate, mentioning person, position, duration of service, dates and purpose of the trip, plus stating, if expenses are covered by employer/company.
- Invitation letter from the business partner in Switzerland:
 - Including full details of the inviter: full name, address, Email-ID and telephone number.
 - Original or copy, signed & stamped, mentioning invitee details, dates and purpose of the trip, plus detailed schedule of the business meetings or training (day to day schedule).
- Travel Insurance:
 - 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 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 a one year multiple entry visa are not obliged to provide a 180 (365) day coverage. It is sufficient to submit an insurance policy covering the first journey.
- Flight reservation:
 - With names of all travellers
- Proof of financial status:

All documents have to be originals, in A4 format, with stamp and signature of Bank.

 - If employed:



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- Proof of employment: employment contract, last 3 months salary slips
- Last 3 months personal bank account statements in which the salary is credited
- Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years.
- If self-employed and/or company owner:
 - Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship, or other proof of ownership.
 - Last 3 months personal bank statements
 - Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years.
- If retired:
 - Personal pension bank statement for the last 3 months.
 - Proof of regular income generated by ownership of property or business.
- Visa fee: Adults: EUR 90.00
- Information for Certificate of Identity (CoI) and Identity Certificate (IC) holders:
Additionally required documents are:
 - valid Residence Certificate (RC)
 - valid Return Visa

DOCUMENTS REQUIRED FOR SWITZERLAND VISITOR VISA

- Valid national passport:
 - 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.
- 1 passport size picture:
 - White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture).
 - Picture to be pasted on the application form, 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
- Visa application form:
 - Completed and signed by the applicant, if applicable, authorization of third person.
 - If the applicant is a minor: visa application signed by legal guardian/s and if applicable, authorization of third person. (Proof of custody of a minor child, divorce papers, death certificate etc.).
- Introduction letter:
 - Letter (original document), needs to be on a business letterhead from the employer/company.
 - Letter needs to be signed and stamped by HR or directorate, mentioning position and duration of service.



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- 'No objection statement' regarding the planned trip to Switzerland/Schengen States.
 - Mentioning of travel dates and purpose of trip.
- Invitation letter from the host in Switzerland :
 - Including details of the inviter: full name, address, email-ID and telephone number.
 - Needs to be the original or a clear copy, dated & signed, mentioning full names of all the invitees, duration of stay, relationship and purpose of the invitation
 - Copy of the passport or identity card, OCI, residential permit of inviting person
- Travel Insurance:
 - Please refer to the list of approved Indian travel insurances:
https://www.eda.admin.ch/dam/countries/countries-content/india/en/visa/SchengenList-Travel_Insurance_Companies-EN.pdf
 - Minimum coverage of 30,000 Euro/ 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 within the Schengen territory.
 - Applicants who wish to apply for a six months or a one year multiple visa are not obliged to provide a 180 /365 day coverage. It is sufficient to submit an insurance policy covering the first journey.
- Flight reservation:
 - With names of all travelers.
 - If applicable proof of intra-Schengen flights, train itinerary or car rental.
- Proof of financial status:

All documents have to be originals, in A4 format, with stamp and signature of Bank.

 - If employed :
 - Last 3 months salary slips, copy of the employment contract
 - Last 3 months personal bank account statements in which the salary is credited
 - Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years.
 - If self-employed and/or company owner :
 - Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship or other proof of ownership.
 - Last 3 months personal and business bank account statements.
 - Company's and personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years.
 - If retired :
 - Personal pension bank statement for the last 3 months.
 - Proof of regular income generated by ownership of property or business.
- Families:
 - The visa applications have to be submitted together, only the head of family needs to attach bank statements, personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted), travel insurance (mentioning all the names of the insured), flight booking (mentioning all the names of the travelling family members) and an invitation letter from Switzerland.



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- Students above 16 years :
 - Copy of the student college ID card and an introduction letter of the School/College/University.
- Children under 18 years old, not travelling with both parents :
 - Consent letter from the non-travelling parent or legal guardian, certified by public notary.
- Children under 18 years old, travelling alone :
 - Consent letter from both parents or legal guardians, certified by public notary.
- Visa fees:
 - Adults: EUR 90.00
 - Children between 6 and 12 years old: EUR 45.00
 - Children under 6 years old: free of charge
- Information for Certificate of Identity (CoI) and Identity Certificate (IC) holders:
 - Additionally required documents are:
 - valid Residence Certificate (RC)
 - valid Return Visa

By using our services, you agree to adhere to the following terms and conditions. Please note that this list is for reference only; the actual requirements are determined by the Consulate and are subject to change at their discretion. Arius Holidays is not liable for visa approvals or rejections based on this list.