



BENCHMARK VISA SERVICES

Switzerland Short term Visa Checklist

Passport

- Valid passport with at least 3 months validity beyond the intended stay in Switzerland.
- At least two blank pages in the passport for visa stamp.

Visa Application Form

- Completed Switzerland visa application form. (Available from Benchmark Visa Services or the Swiss consulate/embassy website)

Photo

- Recent passport-sized photograph(s) meeting Swiss visa photo requirements.

Travel Itinerary

- Copy of round-trip flight itinerary (not ticket) or confirmation of travel arrangements.

Accommodation

- Proof of accommodation in Switzerland (hotel reservation or invitation letter if staying with family/friends).

Financial Means

- Proof of sufficient funds to cover the cost of stay in Switzerland (bank statements for the last 3 months).

Benchmark Incentive and Leisure Travels Pvt. Ltd.

129, 1st Floor, Madan Arcade 1st Main Road, Domlur, Indiranagar, Bengaluru, Karnataka 560071.



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Travel Insurance

- Proof of travel medical insurance covering the entire duration of the stay in Switzerland, with a minimum coverage of €30,000 for medical emergencies and repatriation.

Employment/Income Proof

- Letter from employer stating your position, salary, and approved leave of absence (if employed).
- If self-employed: Business registration documents and tax returns.
- If a student: Letter from school/college confirming enrollment.

Additional Documents

- Proof of ties to your home country (such as property ownership, family ties, etc.).
- If applicable, proof of visa for the next destination after Switzerland.

Consular Fees

- Payment receipt for the visa processing fee.

Application Submission

- Confirmation of appointment for submission at the consulate (if applicable).

Checklist Review

- Double-check all documents to ensure completeness and accuracy before submission.

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Processing Time

- Understand the processing time for the visa and plan travel accordingly.

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