# Checklist for Schengen Visa: Spouse/registered partner and dependent children of Swiss/Schengen national

| | |
|---|---|
| 1 | **Passport:** Original with **(1 copies), recognized by Switzerland:**<br>- Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages.<br>- If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted. Copy of Saudi family ID card is required if applying with the family with English translation. |
| 2 | **Visa application form:**<br>- Completed, signed twice by the applicant, if applicable, authorization of third person.<br>- If the applicant is a minor: visa application signed by legal guardian/s and if applicable, authorization of third person.<br><br>The visa application form is free of charge and can be downloaded from the website:<br>https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html<br><br>**The fields marked with * shall not be filled in by family members of CH or EU citizens (spouse, child).** |
| 3 | **Two recent passport-sized photographs** with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features. |
| 4 | **Travel insurance, Flight ticket, Employment letter & Financial means are not required.** |
| 5 | **Visa fee:** visa free of charge |

| | |
|---|---|
| 6 | **Minors:**<br>For minors travelling without their parents/legal guardian: original authorization signed by their parents/legal guardian and copy of passport(s) of parents/legal guardian. |

## Family members of SWISS or EU citizens, Visa information:

| |
|---|
| **The people defined as "close" family members are:**<br>- The spouse<br>- Their children who are under the age of twenty-one. |
| **To benefit from these facilities, the visa applicant must prove that he is a family member of a Swiss or EU citizen. (Using for example a marriage certificate, a birth certificate).**<br><br>If the document is not issue by the Swiss authorities or an EU country, this document has to be legalized by the competent Embassy in Saudi Arabia.<br>In addition, if the document is not in English, French, German or Italian a translation has to be added. |

***Personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months. If the fingerprints have been captured during the last 59 months, the application can be sent through a representative***

**General Information:**

The Embassy of Switzerland in Saudi-Arabia have outsourced the application process for short-term visas (so called Schengen visas) to the external service provider VFS Global

Our external service provider will support you during the application process. VFS Global is responsible for receiving your visa application, checking the completeness and acceptability of your application form and application documents, collecting biometric data, receiving the visa fee and other fees (service fee and optional fees) and returning your passport. The decision whether or not to issue a visa is taken by the Swiss Embassy only, VFS Global is not involved in the decision.

Where to apply for Schengen visas: **https://visa.vfsglobal.com/sau/en/che/**

**When should you place your visa application?**
It is recommended to place your visa application 6 weeks prior to your intended travel date.
Please be aware that it is possible to place your visa application 6 months before your intended trip and at the most 15 days before your planned arrival date to the Schengen area.

**How long should you wait before you get an answer?**
You should wait between 10 to 15 days before getting an answer.
This period may be longer if you place your application in a busy period (summer vacations and school holidays).

**Declaration:**

I have been informed that an application without a complete set of documentation according to the above-mentioned checklist may result in a rejection of my visa application. Besides, the Embassy of Switzerland Riyadh reserves the right to ask for additional supporting documents and may request for personal interview at the embassy.

| _____ | _____ | _____ |
|---|---|---|
| **Date** | **Applicant Signature** | **VFS Staff** |