Checklist for Tourism Visa

Only Indonesian citizens or foreign residents (KITAS holders) in Indonesia may apply for a Schengen visa with the Embassy of Switzerland in Indonesia. If you have a short-term visa (e.g. Social/Cultural Visit Visa) for Indonesia, you must apply for the Schengen visa in your country of residence.

Required supporting documents

- Arrange all the supporting documents **as per the checklist order**.
- Keep all the originals of the supporting documents separately. Original documents must be presented at the VFS counter and will be returned to the applicant after the interview.
- All the photocopies of the documents should be in **A4 size**.
- Do not staple the documents together.

	DOCUMENTS TO BE SUBMITTED	✓	✖
1.	**Admissible submission period** Applications shall be lodged no more than six months before the start of the intended visit, and, as a rule, no later than 15 calendar days before the start of the intended visit.	☐	☐
2.	**Duly filled out, dated and signed application form** https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html	☐	☐
3.	**Passport** • Duly signed passport, valid for at least three (3) months beyond the intended stay in the Schengen Area, with at least two blank pages. • Photocopy of the personal data and signature pages of the passport including, if available, previous Schengen visas. *Retrieving the passport before the visa process is completed is only possible by suspending the visa process and withdrawing the application.*	☐	☐
4.	**Passport picture** • Two (2) recent, color passport photos taken against a light-colored background. Please refer to the photo requirements on the following website: https://home-affairs.ec.europa.eu/document/download/5bb16566-c8c2-4afb-b038-530f488cb72a_en?filename=icao_photograph_guidelines_en.pdf	☐	☐
5.	If the applicant continues to travel to a third country (i.e. UK, USA, Canada, etc.) after leaving the Schengen area, the visa of the next country must be obtained before the submission of the Schengen visa application. • Photocopy of the valid visa for UK, USA, Canada, etc**.**	☐	☐
6.	**Declaration of consent to a visa application procedure with employment of internal or external couriers** It can be downloaded from our website and must be duly filled in and signed: https://www.switzerland-indonesia.eda.admin.ch/en/application-schengen-visa-procedure	☐	☐
7.	**Confirmed flight reservation(s) to the Schengen area including return to Indonesia** Applicant's name (same as on the passport) must be mentioned in the flight reservation. For travel to Switzerland and other Schengen countries, flight, car, or rail reservations for travel within the Schengen area must also be submitted, covering the complete Schengen itinerary.	☐	☐
8.	**Travel health insurance** Applicant's name, passport number and/or date of birth must be mentioned in the travel health insurance. The insurance must cover the entire period of stay in the Schengen area. Medical and hospital coverage must be at least Euro 30'000 and must include repatriation in case of emergency or for medical reason. Please refer to the accepted list of travel insurance on our website: https://www.switzerland-indonesia.eda.admin.ch/en/application-schengen-visa-procedure	☐	☐
9.	**Accommodation reservation for every night spent in the Schengen area** • Hotel: Confirmation sent by the hotel, or confirmed online booking with a visible booking code. The applicant's name must be indicated on the reservation. • Other accommodation: Rental contract or proof of ownership (e.g. utility bill or property tax bill). The applicant's name must be indicated on these documents.	☐	☐

	• Staying with friends or family: Invitation letter (see visitor visa requirements).		
10.	**Proof of professional status** • **Employees:** Job letter indicating the duration of employment, responsibility and salary (or salary slips of the last three months). The letter must indicate the authorized leave, must be in English and must be signed by the employer. Please provide current employment contract. • **Self-employed:** Copy of the business registration excerpt and copy of the last company's tax declaration. • **Students:** Letter of school or university confirming permitted leave.	☐	☐
11.	**Proof of financial means** Personal or family bank statements (current account, savings books) of the last three months with balance (bonds and deposits will not be considered). International credit card with a photocopy of the applicant's bank statements associated to the card.	☐	☐
12.	**For foreigners** Valid residence permit (KITAS).	☐	☐
13.	**Documents related to minors (under 18 years old)** • Birth certificate and family card, show originals and submit one photocopy of each document. **For minors travelling alone or only with one parent** • Notarized authorization letter in English signed by the non-travelling parent(s) with a copy of the passport(s) (personal data and signature pages) or IDs, or if sole custody by one parent, court decree stating the parent has sole custody. The visa application form must be signed by both parents. In case of one of the parents passed away, an original death certificate must be presented, and a copy must be submitted.	☐	☐
14.	**Evidence of actual family situation of the applicant** • Birth certificate, marriage certificate, birth certificate of children, death certificate of deceased spouse, family card etc.	☐	☐
15.	**For groups** Full list of participants including full names, dates of birth and passport numbers.	☐	☐
16.	**Visa fees** Please refer to our webpage: https://www.switzerland-indonesia.eda.admin.ch/schengen-visa-fees	☐	☐

Important information

The Embassy of Switzerland explicitly reserves the right
- to request more information or additional documents.
- to verify the contents and authenticity of the documents presented.
- to send the application to the Swiss Federal Authority for decision.
- to refuse a visa based on incorrect/false/incomplete declarations or on forged documents.

Passing the border
The border authorities are obliged to examine whether the conditions for the traveller's entry still apply. If the prerequisites for entry no longer apply or the relevant evidence cannot be provided, entry may be refused even where a valid visa is held. It is therefore strongly recommended that copies of the documents submitted with the visa application be carried by the traveller.