



## No. 4 Checklist Visa for Domestic, Private Household Staff

Check Box	List of required documents	Remarks
	Original application duly completed and signed. The application form can be downloaded at: <a href="https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</a>	
	1 recent photo, with light background not older than 6 months, full visibility of facial features	
	Original Passport and Residence Permit ( <b>valid 3 month after date of departure from Schengen area and 2 free visa pages</b> ) attaching copy of: <u>data page of passport</u> , <u>previous Schengen visas</u> , <u>Residence Permit and ID card</u> (if available)	
	Local travel health insurance, covering at least EUR 30'000.00 valid for the whole Schengen area	
	Copy of confirmed flight ticket - if visiting more than one Schengen country: itinerary including all reservations for transport	
	Confirmed hotel booking / proof of accommodation	
	Liability declaration for household employees duly completed and signed by sponsor with copy of sponsor's passport and copy of work contract. If sponsor is not a Qatari national, his/her employer letter with trade license copy, stating position, monthly salary, length of contract and bank statement <b>Sponsor must personally accompany the applicant to the visa appointment at VFSGlobal</b>	
	Copy of sponsor's valid Schengen visa, if application for domestic helper and sponsor are not submitted at the same time	

**Please note:**

- Apply in person
- Processing time. 15 days
- Documents must be in English, German, French or Italian (or translated into one of these languages)
- The Embassy of Switzerland reserves the right to ask for additional supporting documentation and may invite the applicant for a personal interview at the Embassy
- Some Nationalities undergo a Schengen internal consultation process. This consultation process takes up to 15 calendar days

I understand that any incomplete file or submitting the application less than 15 days prior to my planned travels may lead to a refusal of my visa application by the Embassy of Switzerland in Doha, Qatar.

The applications received by VFS are transferred to the Embassy of Switzerland in Qatar, which has the exclusive responsibility to request additional information and documents and to decide to grant or deny a visa. VFS is therefore not involved in the decision of the visa application, and is not aware of its outcome as passports are returned by the Embassy of Switzerland in sealed envelope.

Date: ..... Signature:.....