No. 3 Checklist Visa for Family and/or Friend visit

Check Box	List of required documents	Remarks
	Original application duly completed and signed. The application form can be downloaded at: https://www.sem.admin.ch/dam/data/sem/einreise/visumantragsformulare/visumantragschen-ar-en.pdf	
	1 recent photo, with light background not older than 6 months, full visibility of facial features	
	Original Passport and Residence Permit (**valid 3 month after date of departure from Schengen area and 2 free visa pages**) attaching copy of: data page of passport, previous Schengen visas, Residence Permit and ID card (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	
	A guarantee invitation letter from the host along with copy of his Swiss Passport - if **the host is a foreign national**, copies of passport, residence permit and lease agreement and an employment confirmation	
	For minors under the age of 18, traveling and/or applying without both their parents/legal guardian: Original Parental Authorization has to be submitted, duly signed by both the parents/legal guardian, together with copy of their passport	
	For non-Qatari nationals: **Salary letter** from the sponsor or company duly stamped, stating your position, monthly salary, length of contract and giving guarantee for your return back to Qatar with an authorized signature, title and contacts; **CR or company registration certificate** **Proof of sufficient financial means: Bank statement** (current and savings) **for the last 6 months**.	

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:……