

Dear Sir / Mam,

Greetings from Often Travel..!!

This is a comprehensive checklist for applying for a Switzerland Visa through Often Travel. The checklist covers various requirements for different types of travelers, including tourists, businessmen, salaried persons, students, and sponsors.

Here's a breakdown of the checklist:

#### **# General Requirements for Tourist Visits**

1. Valid passport (6 months from departure date) with previous passport
2. Recent passport-sized photographs (2) not older than 6 months
3. Request letter (mentioning purpose, duration, and sponsor)
4. Confirmed travel booking (hotel and flight) and insurance
5. last three-year Income Tax Return
6. Personal bank statement (last 6 months) with signature and stamped from bank
7. Aadhar Card and PAN Card (clearly visible)

#### **Businessmen**

1. Three-year Income Tax Return
2. Company bank statement (last 6 months) with name and address
3. Proof of Company Registration/Memorandum/Partnership Deed

#### **Salaried Persons**

1. 3-month salary slip
2. Leave Certificate and NOC from Employer

#### **Students**

1. Consent from parents/spouse and their bank statement stamped by bank
2. Student ID card copy
3. School NOC

**Children under 18 years old, not travelling with both parents**

1. Written consent letter of the other, non-travelling parent or legal guardian, certified by public notary

**Children under 18 years old, travelling alone**

1. Written consent letter of both parents or legal guardian, certified by public notary.

**Retired**

1. Personal Pension book statement for the last 3 Months
2. Proof of regular income generated by ownership of property or business

**Business Visits**

Invitation letter from the business partner in Switzerland.

- Planned activities
- Business relationship between the inviting and sending companies
- Original or copy signed & stamped mentioning the invitee details, the dates and purpose of the trip  
With detailed schedule of business meetings or training (day to day schedule)

**Sponsors**

1. Proof of financial means if the trip is sponsored by a third party
2. If sponsored by an Indian resident:
  - Sponsor's Bank Statement (last three months) with signature and stamp

It's essential to ensure that all required documents are submitted to avoid any delays. If you have any specific questions or concerns regarding this checklist, feel free to ask!