



Checklist for authorized Visa (long- and short-term)

Please submit the documents in the exact order given below, please do not staple any document.	☒
Visa application form: ➤ Completed and signed by the applicant ➤ The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html Important information for minors (under the age of 18) Both parents must sign the visa application form and the following additional documents are required: a) The legalized birth certificate of the minor (containing <u>both</u> parents names). If the document is not in German, English, French or Italian, a translation by an official translator in one of those languages is needed. b) Copies of passports from both parents c) Consent letter of parents who do not travel with minor, certified by a Canadian authority. d) The relevant court documents, if only one parent has guardianship. e) Death certificate, if one of the parents passed away.	☐
Valid national passport: ➤ Your original passport valid at least three months beyond the intended stay, issued within the previous ten years. The passport must have at least two blank visa pages	☐
A photocopy of your passport (photo, data and signature pages only). ➤ If applicable, a copy of your previous Schengen visas	☐
One passport size picture: ➤ One loose passport color photo according to requirements.	☐
Authorization ➤ One copy of the ZEMIS/SYMIC authorization form	☐
Visa fee ➤ Please refer to current visa fees on the Consulates homepage	☐
Return envelope: ➤ A prepaid, self-addressed return envelope with a tracking number (XpressPost or Courier). Keep the customer receipt for tracking the envelope. There is no in-person pick up of this type of visa. All passports are returned by post/courier only	☐