



## Checklist for National Visa: Family Regroupment

If you are resident (national or foreigner) of the Philippines planning to join your close family member in Switzerland, you can apply for an authorization at the Embassy of Switzerland in Manila.

Please submit the documents in the exact order given below, please do not staple any document.	
<p><b>Valid Passport</b> and <b>two (2) photocopies of the passport</b> (inside front cover containing holder's information and photo, inside back cover containing « Important Reminders », signature and other passport information)</p> <p>Passport must be issued within the last 10 years; with at least three months validity after the scheduled return and with at least two blank pages.</p>	
<p><b>Alien Certificate Registration (ACR) and two (2) photocopies</b> for non-Filipino applicants who have valid residence status in the Philippines.</p>	
<p><b>Three (3) visa application forms (Visa D)</b>, which must be completely and properly filled-out and signed by the applicant (write in block letters and use black or blue ink only). The form may be obtained for free from the Embassy or downloaded from the following link: <a href="https://www.sem.admin.ch/sem/de/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/de/home/themen/einreise/visumantragsformular.html</a></p>	
<p><b>Four (4) identical, clear and colored passport-size photos</b> (with <u>white</u> background; must be taken within the last six months. Please <b>do not staple the photos</b> on the form).</p>	
<p><b>All documents mentioned below need to be translated in one of the Swiss languages (German, French, Italian)</b>, if they are not already issued in one of the aforementioned languages and <b>one (1) additional copy</b> must be provided. (<i>Documents may be translated by any certified translator or you may refer to the list of translators available on our website:</i> <a href="https://www.eda.admin.ch/countries/philippines/en/home/services/uebersetzer.html">https://www.eda.admin.ch/countries/philippines/en/home/services/uebersetzer.html</a>.)</p>	
<p><b><u>If you are married to a Swiss national:</u></b> If the <b>marriage</b> took place <b>in Switzerland</b>: 2 copies of the Swiss family certificate / family book</p> <p>If the <b>marriage</b> took place <b>in the Philippines</b>:</p> <ul style="list-style-type: none"> <li>- and is <b>already registered</b> in Switzerland: 2 copies of the Swiss family certificate / family book</li> <li>- and is <b>not yet registered</b> in Switzerland: please contact the Civil Status Section of this Embassy</li> </ul> <p><b>Police clearance</b> – original and one (1) copy</p>	
<p><b><u>If you are married to a foreign national who lives legally in Switzerland:</u></b></p> <ul style="list-style-type: none"> <li>- Birth certificate with Apostille from the DFA of the applicant (issued by the NSO/PSA) – original and one (1) copy If the birth is stamped “delayed / late registration”, submit further proof: <ul style="list-style-type: none"> <li>- Baptismal certificate (issued at the time of baptism) with the address and phone number of the church</li> <li>- Any school records / transcript of record and/or other documents submitted to the Local Civil Register when birth was registered late (with the address and phone number of the school)</li> </ul> </li> <li>- Marriage Certificate with Apostille from the DFA (issued by the NSO/PSA) for Filipinos married in the Philippines and <u>certificate of registration/recognition that the marriage has been registered in the partner's country of origin</u> - original and one (1) copy</li> <li>- <i>If annulled previously</i> : Marriage certificate with annotation of annulment <ul style="list-style-type: none"> <li>- Certified true copy of Court Decision of the annulment of marriage authenticated by the Department of Foreign Affairs with one (1) photocopy.</li> <li>- Certified true copy of Certificate of Finality of the annulment of marriage authenticated by the Department of Foreign Affairs with one (1) photocopy.</li> </ul> </li> <li>- <i>If widowed previously</i> : Death certificate with Apostille from the DFA of former spouse</li> <li>- 2 copies of residence permit of spouse living in Switzerland</li> </ul> <p><b>Police clearance</b> – original and one (1) copy</p>	

<p><b>For Minors:</b></p> <ul style="list-style-type: none"> <li>- Birth certificate with Apostille from the DFA of applicant (issued by the NSO/PSA) If the birth is stamped “delayed / late registration”, submit further proof: <ul style="list-style-type: none"> <li>- Baptismal certificate (issued at the time of baptism) with the address and phone number of the church</li> <li>- Any school records / transcript of record and/or other documents submitted to the Local Civil Register when birth was registered late (with the address and phone number of the school)</li> </ul> </li> <li>- Two (2) copies of the Swiss residence permit of the parent and/or his spouse living in Switzerland; if the father or mother is married with a Swiss, the confirmation of the transcription of their marriage in Switzerland (2 copies of Swiss family certificate or family book)</li> </ul> <p>Affidavit of consent of biological parent not residing in Switzerland and copy of her/his passport or official legal identification bearing the signature of the holder.</p>	
<p><b>Proof of language competency (A1)</b> of the language spoken at the future place of residence in Switzerland  <a href="https://www.eda.admin.ch/dam/countries/eda-all/en/merkblatt-nachweis-sprachkompetenzen_EN.pdf">https://www.eda.admin.ch/dam/countries/eda-all/en/merkblatt-nachweis-sprachkompetenzen_EN.pdf</a>  <a href="https://www.eda.admin.ch/dam/countries/eda-all/en/faq-aufenthalt-und-niederlassung-sprachnachweis_EN.pdf">https://www.eda.admin.ch/dam/countries/eda-all/en/faq-aufenthalt-und-niederlassung-sprachnachweis_EN.pdf</a></p>	
<p><b>Visa Processing Fee</b>  Please check the website for the current fees.  <a href="https://www.eda.admin.ch/countries/philippines/en/home/visa/entry-ch/more-90-days/fees-national.html">https://www.eda.admin.ch/countries/philippines/en/home/visa/entry-ch/more-90-days/fees-national.html</a>  To be noted that the final decision if the visa fee is waived is taken by the Embassy of Switzerland.</p>	

**APPOINTMENT:** Applicants have to lodge their application personally by arranging a prior appointment. Therefore, may we kindly ask you to contact us either by e-mail or telephone.

The Embassy of Switzerland reserves the right to ask for additional documents.

Incomplete applications will not be accepted. The complete application will be forwarded to the cantonal immigration authority for decision. **The procedure takes at least 8 to 12 weeks.** The visa can only be issued when the Embassy has received the corresponding approval.

**Depending on the result of the evaluation of your case, the Swiss authority in-charge may require a further verification procedure to check the authenticity of your documents. In this case the procedure is subject to additional applicable fees (will be computed based on the documents needed to be verified).**

**Embassy of Switzerland in the Philippines  
Visa Section**

**Mailing Address** 24<sup>th</sup> Floor BDO Equitable Tower  
8751 Paseo de Roxas, 1226 Makati City,  
Metro Manila, PHILIPPINES  
**E-Mail** [manila.visa@eda.admin.ch](mailto:manila.visa@eda.admin.ch)  
**Website** [www.eda.admin.ch/manila](http://www.eda.admin.ch/manila)  
**Visiting Hours** By appointment only  
**Visa Section** +63 (2) 8845 45 45 (Press 1)  
**Visa Section Fax** +63 (2) 8845 45 39