



## Checklist dependent, Family reunion of Spouse, Children...

**Please note that the visa application must be submitted to the Swiss Representation responsible for your place of residence.**

In order to apply for a dependent, family-reunion visa you have to appear in person.  
Opening hours: Sunday to Thursday (except UAE and Swiss public holidays) 09.00am – 11.30am.

Prior appointment is required. Appointments are available through VFS Global Website  
<https://www.vfsglobal.com/en/individuals/index.html>

1	<b>Three</b> completed visa application forms (long-term stay, visa D) duly signed by the applicant. Can be downloaded from the following website: <a href="https://www.sem.admin.ch/content/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/content/sem/en/home/themen/einreise/visumantragsformular.html</a> <b>Minors:</b> Both parents must sign the form and add a copy of their passports. If one parent is unable to sign the form, he/she must submit a letter of agreement together with a copy of his/her passport.
2	<b>Four</b> passport-size biometric photographs (undamaged and of recent date). Do not staple or damage the photo, background has been light and plain.
3	<b>National passport</b> or official travel document valid for more than three months beyond the validity of the requested visa, with at least to two blank visa pages (pages do not need to be consecutive). The passport has to be signed.
4	<b>Two</b> copies of the passport including the signature page.
5	<b>Two</b> copies of the UAE Residence Permit.
6	<b>Two</b> clear, good quality photocopies of passport (first and last page) of the spouse/sponsor/parents If applicable <b>three copies</b> of Swiss Residents permit.
7	<u>Original and duly legalized marriage certificate</u> (Documents not in English, German, French or Italian require a certified translation). <b>Plus two</b> copies of marriage certificate
8	<u>Original and duly legalized birth certificate</u> of the dependent child (Documents not in English, German, French or Italian require a certified translation). <b>Plus two</b> copies of birth certificate
9	Visa Fee payable only in cash

**All civil status documents must be legalized by the relevant national Embassy in the UAE and the MOFA of the UAE (Ministry of Foreign Affairs of the United Arab Emirates).**

The application of a spouse of a Swiss national can only be processed once the marriage has been registered in Switzerland or the documents for marriage preparation have been submitted.

**IMPORTANT:** Please note that this not an exhaustive list. If necessary, you may be requested to submit additional documentation. Photocopies of all relevant documents must be provided for the Embassy of Switzerland in Abu Dhabi (please bring along all original documents; they may need to be inspected).

**The entire application will be forwarded to the competent authorities for the decision (around 16 weeks). On receipt of the authorization, the applicant will be contacted directly by the Cantonal Authorities.**

In the event that the authorization is already available, the applicant would have to submit **only one form with two photographs** along with the copy of authorization, your passport, copy of the passport, copy of the UAE residence visa and the prevailing visa fee to obtain the entry visa. Please note that the processing time can take up to 48 hours (two working days).

The entry visa will allow you to travel through the Schengen states and enter Switzerland during its validity. **Within the first 14 days following your initial entry** you will have to declare your arrival at the Foreign Police or Town Registrar at your place of residence (German: Fremdenpolizei /Einwohnerkontrolle, French: Police des étrangers/ Contrôle des habitants; Italian: Ufficio degli stranieri/ Controllo degli abitanti) The permit to stay, study or work in Switzerland will be issued upon notification of your arrival.

Some links about Switzerland which might be useful:

[https://www.sem.admin.ch/sem/en/home/themen/arbeit/nicht-eu\\_efta-angehoerige/links\\_rund\\_um\\_das.html](https://www.sem.admin.ch/sem/en/home/themen/arbeit/nicht-eu_efta-angehoerige/links_rund_um_das.html)

**Non-compliance with the set guidelines (items not presented/ photocopies missing) will lead to the application being rejected without being processed.**

Thank you for your cooperation.