Checklist for **HUMANITARIAN VISA** (only to Switzerland)

It is compulsory to schedule an appointment to hand in your application for a humanitarian visa. Appointments are scheduled, confirmed and cancelled by calling the Visa Section of the Embassy of Switzerland (available Monday to Thursday 2.00pm to 4.00pm) on (011) 2691220 (ext. 1).

- Arrange **photocopies** of all the supporting documents **as per the checklist order.**
- Keep all the originals of the supporting documents separately.
  Original documents have to be shown at the counter but will be returned to the applicant after the appointment.
- All the photocopies of the documents should be in **A4 size**.
  These photocopies are part of the application and will not be returned to the applicant.
- Do not staple the documents together.
- Documents in Sinhalese or Tamil must be presented with an official translation in one of the following languages: English, German, French or Italian.

	√	X	n/a
1. **Visa application form (type D)** must be duly filled in and signed by the applicant (write in block letters and use black or blue ink only) Application form can be obtained free of charge from the Embassy or downloaded from the following link: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html			
2. **Two identical clear and colour passport-size photos** (with white / light background; must be taken within the last six months)			
3. **Valid passport & previous passport** Current passport must be valid for at least 3 months beyond the intended stay. Copy of the bio page & amendment page should be annexed to the application form. Passport must contain at least two blank pages. Sri Lankan passports with alterations of names on the second page will not be accepted. Photocopy of all visas (valid and expired) **Previous Passport** (if available) or a police report, if the previous passport is lost			
4. **The following documents are required for a humanitarian visa:** ○ Copy of ID-Card (if available) ○ Copy of birth certificate (if available) ○ If applicable: copies of marriage certificate, death certificate ○ If applicable: court documents, warrants/receipt of arrests, medical documents and other documents available serving as proof for your case All documents in Tamil or Singhalese must be translated into English, German, French, or Italian by a sworn translator			
5. You are required to provide **detailed information on the purpose of your intended stay** in Switzerland. Therefore, please prepare written answers on the following points: ○ Describe in detail all problems you are facing **today and in the recent past**. Explain the reasons for these problems and who is causing them. ○ Give information on what you did in order to protect yourself. ○ Give information on how you make a living and who is supporting you. ○ Give information on past places of residence in Sri Lanka and abroad. ○ Give information on relatives abroad (if in Switzerland: see section 8.). It is your obligation to prove and provide sufficient evidence and written information of the immediate, serious and concrete danger that you are facing. A decision will be made on the basis of the written information and evidence provided by you.			

6. **Applicants below 18 years** travelling alone or with guardian should have either a letter giving consent to travel from both parents or an appointment of guardianship certified by Divisional Secretariat, with copy of parent's ID and birth certificate of the child. If required, either both parents or guardian should appear in person for the interview.			
7. If you have close **family in Switzerland** you are asked to provide **proof of family bonds** (parents, children, husband/wife, brothers/sisters) (birth certificate, marriage certificate, birth certificate of children.			

Visa processing fee:

For adults: Euro 90.00
For children 6 to 12 years: Euro 45.00
For children below 6 years: free of charge

Please prepare the exact amount in Sri Lankan Rupees, which has to be paid in cash at the time of lodging the application. For the amount in Sri Lanka Rupees, refer to VFS website, frequently asked questions.
In case of refusal or withdrawal of the application the fee is not reimbursed.

I M P O R T A N T I N F O R M A T I O N

The Embassy of Switzerland explicitly reserves the right
- to request more information or additional documents.
- to verify the contents and authenticity of the documents presented.
- to send the visa application to the Swiss Federal Authority for decision.
- to refuse a visa based on incorrect/false/incomplete declarations or on forged documents.

The humanitarian visa is issued only in exceptional circumstances to persons who are in a situation of immediate, serious and concrete danger in their home country.

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