White Collar Travel

Your journey, planned end-to-end

VISA APPLICATION GUIDE

Switzerland — Tourist Visa
Generated: 23 Nov 2026

Processing time: 15 - 25 Workig Days

Validity: Upto 90Days

Entry type: Multiple

Visa Booking Policy Application Process Customers must provide accurate and complete information as per the visa application requirements for the chosen destination. The agency will provide a checklist of required documents and assist in filling out forms where applicable. Visa applications must be submitted at least 45 days prior to the intended travel date (or as per the consulate's processing time). Document Submission All documents, including passport copies, photographs, and supporting evidence (e.g., financial proof, invitation letters), must be authentic and adhere to embassy requirements. Original passports must be submitted if required by the embassy. Payment Terms Full payment of the visa service fee is required before the application is submitted. Payments are non-refundable unless stated otherwise. Processing Time Visa processing time depends on the embassy or consulate. The agency will not be held liable for delays caused by external authorities. Customers are advised to apply early to account for any unforeseen delays. Approval and Rejection Visa issuance is solely at the discretion of the consulate or embassy. The agency cannot guarantee visa approval. If a visa is rejected, the agency will provide any possible guidance for reapplication, but no refund will be provided for the processing fee. Cancellation Policy If a customer chooses to cancel their visa application after submission, no refund will be provided. In case of incomplete or inaccurate documentation resulting in rejection, the agency will not bear responsibility. Privacy and Confidentiality All personal information and documents provided by the customer will be handled with strict confidentiality. The agency will not share customer information with third parties except as required by embassies or consulates for visa processing. Emergency Cases Expedited visa services are available for an additional fee, subject to embassy provisions. The agency will prioritize urgent cases, but timelines cannot be guaranteed. Communication Customers will be notified promptly about updates on their visa application status. It is the customer's responsibility to respond to queries or requests for additional documents from the agency or embassy promptly. Visa Rejection Policy Application Support White Collar Travel Private Limited provides guidance and assistance in completing and submitting visa applications. The agency does not guarantee visa approval, as decisions rest solely with the respective embassies or consulates. Rejection Notice In the event of a visa rejection, the applicant will receive an official rejection letter from the embassy/consulate, detailing the reasons for denial. Refund Policy Service fees for visa assistance provided by White Collar Travel Private Limited are non-refundable . Refunds of other payments (e.g., airline tickets, hotel bookings) will be subject to the cancellation policies of the respective providers. Reapplication Assistance Travelers may choose to reapply for the visa after addressing the reasons for rejection. The agency offers reapplication assistance at an additional cost, which includes document review and updated consultation. Additional Support If travellers wish to appeal the decision (if applicable), White Collar Travel Private Limited can provide support in preparing the appeal, subject to applicable fees. Limitations of Liability White Collar Travel Private Limited is not liable for any losses, delays, or inconveniences caused by visa rejection. It is the traveller's responsibility to ensure all submitted documents are accurate and meet embassy/consulate requirements. Disclaimer White Collar Travel Private Limited acts as an intermediary between the applicant and the consulate. The agency is not responsible for any loss or inconvenience caused by visa delays, rejections, or errors made by the embassy. Embassies and consulates reserve the right to request additional documents, conduct interviews, or delay decisions. These factors are beyond the agency's control.

Documents Required

- Complete Filled Application Form
- Original valid passport with at least 06-month validity from the date of departure from destination and Old Passport if any.
- 2 Fresh unused Photographs of 35 X 45 mm, white background (Ears must be visible) and with matt finish.
- Covering Letter addressed to The Visa Officer, Embassy Of Switzerland mentioning duration of visit, purpose of visit, expenses clause.

- Original updated personal bank statement for the last 06 months with bank seal and signature from the authorized person from the Bank.
- Personal Income Tax Return for Last 03 years.
- Air ticket, Hotel confirmation and Day to day itinerary.
- Mobile number and email ID of the applicant.
- Travel medical insurance covering at least €30,000
- Supporting documents like company memo, partnership deed, establishment license, etc.

Fee Breakdown

Description	Amount (INR)
Embassy fee	9,995
VFS fee	1,900
Service fee	5,000
GST	900
Total (per applicant)	**17,795**