Checklist for National Visa: Family Reunion

Please submit documents in the order listed below and do not staple any document.
No documents will be returned after submission and examination by this Embassy.

Application form:

- **3 visa application forms (Visa D),** duly completed, dated and signed by the applicant or the legal guardian (write in block letters and use only black or blue ink).
- 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

Passport:

- **The current passport and two (2) copies of** all relevant pages (the first two pages with the personal data plus the photograph and signature; the back page with important notes).
- The passport must be valid for at least 6 months after the planned day of departure.
- The passport must contain at least two sequent empty pages.

Passport photographs:

- **4 identical passport photographs** in colour (not older than 6 months) with a light background.
- One photo each must be pasted onto the three application forms; stapled photographs cannot be accepted.
- Head covers are not permitted except for religious reasons; full visibility of the face.

Each of the documents listed below must be translated into a Swiss National language (German, French or Italian) and submitted together with **1 additional copy.**

The documents can be translated by any certified translator or a translator on the following list:
https://www.schweiz-philippinen.eda.admin.ch/en/legal-medical-practitioner

If you are married to a Swiss national:

If the **marriage** took place **in Switzerland**: 2 copies of the Swiss family certificate and/or family book

If the **marriage** took place **in the Philippines**:

- and is **already registered** in Switzerland: 2 copies of the Swiss family certificate and/or family book
- and is **not yet registered** in Switzerland: please contact the Civil Status Section of this Embassy

1 original + 1 copy of your Police Clearance not older than 6 months

If you are married to a foreign national who lives legally in Switzerland:

- **1 original + 1 copy of** Birth certificate of the applicant (issued by the PSA) with e-Apostille from the DFA https://www.apostille.gov.ph/e-apostille/

  If the birth is stamped "delayed / late registration", submit further proof:
  - Baptismal certificate (issued at the time of baptism) with the address and phone number of the church
  - 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)

- **1 original + 1 copy** of Marriage Certificate (issued by the PSA) with e-Apostille from the DFA https://www.apostille.gov.ph/e-apostille/ for Filipinos married in the Philippines and certificate of registration/recognition that the marriage has been registered in the partner's country of origin

- *If annulled previously* : Marriage certificate with annotation of annulment
  - 1 certified true copy + 1 copy of Court Decision of the annulment of marriage authenticated by the Department of Foreign Affairs.
  - 1 certified true copy + 1 copy of Certificate of Finality of the annulment of marriage authenticated by the Department of Foreign Affairs.
- *If widowed previously*: Death certificate of former spouse issued by PSA with e-Apostille from DFA https://www.apostille.gov.ph/e-apostille/

2 copies of residence permit of spouse living in Switzerland

1 original + 1 copy of your Police Clearance not older than 6 months

For Minors: - Birth certificate issued by the PSA with e-Apostille from the DFA https://www.apostille.gov.ph/e-apostille/ If the birth is stamped "delayed / late registration", submit further proof: - Baptismal certificate (issued at the time of baptism) with the address and phone number of the church - 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) - 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 and/or family book) Notarized Travel Consent of the biological parent not residing in Switzerland and copy of her/his passport or official legal identification bearing the signature of the holder.	
2 copies of Proof of language skills (A1) of the language spoken at the future place of residence in Switzerland https://www.schweiz-philippinen.eda.admin.ch/dam/en/eda-cms/NzFlevc7xl6c/merkblatt-nachweis-sprachkompetenzen_EN.pdf https://www.schweiz-philippinen.eda.admin.ch/dam/en/eda-cms/ca3VDfreSbVr/faq-aufenthalt-und-niederlassung-sprachnachweis_EN.pdf	
2 copies of Philippines residence permit for non-Filipino applicants who have valid residency status in the Philippines	
Visa fee: Please check the website for the current fees: https://www.schweiz-philippinen.eda.admin.ch/en/national-visa-fees Please note that the final decision on the exemption from visa fees is taken by the Swiss Embassy.	

Important general information:

- It is the responsibility of the applicants to fulfil all requirements of the Bureau of Immigration for their departure from the Philippines. For more information, please check: https://e-services.immigration.gov.ph/
- An **appointment** must be made in advance to submit the application to the Embassy at: manila.visa@eda.admin.ch
- Personal presence of the applicant is mandatory.
- Incomplete applications will not be accepted.
- The Embassy of Switzerland reserves the right to ask for additional documents.
- The complete application will be forwarded to the Cantonal Immigration Office for decision. **The procedure takes at least 12 to 16 weeks.** Upon approval, the applicant will be contacted directly by the relevant Cantonal Authorities in Switzerland.
- During the visa application process, questions regarding the status of your application will not be answered by the Embassy.
- Please note that the applicant will not be granted a tourist or visitor visa while the application for a family reunion visa is pending with the competent Swiss authorities in Switzerland.
- 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. The permit to stay in Switzerland will be issued upon notification of your arrival.
- The Embassy cannot be held responsible for any inconvenience caused by delays or refusal of the visa.

Visa Section of the Embassy of Switzerland in the Philippines

Mailing Address	24th Floor BDO Equitable Tower 8751 Paseo de Roxas, 1226 Makati City, Metro Manila, Philippines
E-Mail	manila.visa@eda.admin.ch
Website	https://www.schweiz-philippinen.eda.admin.ch/en
Visiting Hours	By appointment only
Visa Section	+63 (2) 8845 45 45 (Press 1)