

SWITZERLAND DOCUMENT CHECKLIST FOR A STUDY PERMIT

Checklist for National D Visa: Student with a stay in Switzerland of more than 90 days

PLEASE READ CAREFULLY!

Application for a student visa has to be submitted personally at the Visa Section, Embassy of Switzerland, Chandragupta Marg, Chanakyapuri, New Delhi - 110 021. In order to schedule an appointment with the Embassy, please visit the following link and book an appointment online https://www.vfsglobal.ch/switzerland/india/Schedule_an_Appointment.html

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>

The authorization lies in the competence of the migration office of the respective canton in Switzerland, therefore please submit 3 application forms + 1 original and 2 sets (copies) of the required documents as specified below:

Please submit the documents in exact order given below, please do not staple any document.

Valid National Passport:

Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. Handwritten passports and passports with observations regarding the front page (bio data) cannot be accepted.

4 x passport size pictures:

- White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture).
- 3 pictures have to be pasted on the applications - the 4th picture has to be clipped on the last page of the passport, stapled or pinned pictures cannot be accepted. For more details, please refer to:

http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf

3 x Visa application forms:

- Completed, all 3 forms signed by the applicant and, if applicable, authorization for third person.
- If the applicant is a minor: visa application signed by legal guardian and if applicable, authorization of third person. (Proving the custody of a minor child: divorce papers, death certificate etc.).
- Clear photocopies of valid UK, USA, or CAN visas (if any).
- Photocopies of the 1st page (bio data) and last page of the passport.

Personal covering letter:

- Signed by the student and mentioning :
 - I. The reason for pursuing studies in Switzerland.
 - II. Future plans: professional development intended by the student after having finished his/her studies in Switzerland.
 - III. Explanation on how the student is going to benefit from his/her studies in the future.
- A confirmation that the student will leave Switzerland after the completion of the studies.

Curriculum Vitae:

2 x copies (1 original + 1 copy).

Acceptance / confirmation / registration letter from the school, university, etc...

Proof of payment of the Swiss school/university, etc. entrance fees (with relevant bank statement), if applicable.

Proof of academy degree:

- Original + 2 sets of colored copies of academic degrees Secondary School Examination, Senior Secondary School Certificate Examination and University Certificate without any stamps such as "TRUE COPY", "NOTARY", etc. and if applicable, work certificates.
- English language certificates such as TOEFL or IELTS is mandatory. German, French or Italian language certificates if available.

Financial Status:

- 1 original + 2 copies of financial status.
- Written confirmation letter of the sponsor that he/she covers all the costs and copy of his/her passport (first and last page). Please explain distinctly the origin of the funds (loan with bank letter/family fortune/salary) and what is the relationship with the student.
- A solvency proof of the sponsor (Personal ITR: only ITR-V; Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years & bank account statement for the last three months, in format A4, with stamp and signature of Bank.

Visa fee:

- Free of charge (in special cases –for ex. PhD application- the visa fee is EUR 80.00).

Processing time:

Visa applications for the purpose of study will be transmitted for decision to the competent Swiss immigration authority where the applicant intends to reside. The Embassy is only allowed to issue an entry visa upon receipt of a positive decision or authorization.

Please note that the Embassy might be instructed by the School / University / the deciding cantonal authority to ask for additional documents.

Please do not send documents by fax or by e-mail to the Embassy. All documents have to be submitted with the visa application.