



Checklist student visa

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 student visa you have to appear in person.

Opening hours: Monday to Thursday (except UAE and Swiss public holidays) 09.00am – 11.30am.

Prior appointment is required. Appointments are available only by e-Mail to

abudhabi.visa@eda.admin.ch

1	<p>Three completed visa application forms (long-term stay, visa D) duly signed by the applicant. Can be downloaded from the following website:</p> <p>https://www.sem.admin.ch/content/sem/en/home/themen/einreise/visumantragsformular.html</p> <p>Minors: 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.</p>	
2	<p>Four passport-size biometric photographs (undamaged and of recent date). Do not staple or damage the photo, background has been light and plain.</p>	
3	<p>National passport 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.</p>	
4	<p>Two copies of the passport including the signature page.</p>	
5	<p>Two copies of the UAE residence permit.</p>	
6	<p>Two original curriculum vitae</p>	
7	<p>Two original motivation letters <u>including the signature of the applicant</u> (Explanation of the objectives of the applicant and commitment to leave Switzerland after the end of studies).</p>	
8	<p>Original diploma/school reports Plus two copies of original diploma/school reports. (Documents not in English, German, French or Italian require a certified translation)</p>	
9	<p>Two copies of the letter of acceptance from the Institution in Switzerland</p>	
10	<p>Two copies of the proof of payment of school fees (if applicable)</p>	
11	<p>Two copies of the proof of financial resources of the sponsor (bank statements, salary certificate) as well a signed letter about the sponsorship with copy of passport</p>	
12	<p>Visa fee (EUR 80.--) payable in AED and only in cash (exact amount please)</p>	

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

The complete application will be forwarded to the competent Cantonal Authorities for prove and decision. Please be aware that the processing time takes up to 16 weeks! Once the decision is made in Switzerland, 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, valid 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 resident' registration office 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.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.

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