



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

Prior appointment is required. Appointments are available through VFS Global Website

<https://www.vfsglobal.com/en/individuals/index.html>

1	Three completed visa application forms (long-term stay, visa D) duly signed by the applicant. Can be downloaded from the following website: https://www.sem.admin.ch/content/sem/en/home/themen/einreise/visumantragsformular.html 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.
2	Four passport-size biometric photographs (undamaged and of recent date). Do not staple or damage the photo, background has been light and plain.
3	National passport or official travel document valid for more than three months beyond the validity of the requested visa, with at least two blank visa pages (pages do not need to be consecutive). The passport has to be signed.
4	Two copies of the passport including the signature page.
5	Two copies of the UAE Residence Permit.
6	Two original curriculum vitae
7	Two original motivation letters including the signature of the applicant (Explanation of the objectives of the applicant and commitment to leave Switzerland after end of studies).
8	Original diploma/school reports Plus two true copies of original diploma/school reports. (Documents not in English, German, French or Italian require a certified translation)
9	Two copies of the letter of acceptance from the Institution in Switzerland
10	Two copies of the proof of payment of school fees (if applicable)
11	Two copies of the proof of financial resources of the sponsor (bank statements, salary certificate) (The sponsor should also provide a signed letter with passport copy)
12	Visa fee payable only in cash

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

The entire application will be forwarded to the competent authorities for the decision (around 12-16 weeks). On receipt of the authorization, 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, your 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 Foreign Police or Town Registrar 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/arbeit/nicht-eu_efta-angehoerige/links_rund_um_das.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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