



## 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](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.	<input checked="" type="checkbox"/>
<b>Valid national passport :</b> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>	<input type="checkbox"/>
<b>4 x passport size pictures :</b> <ul style="list-style-type: none"> <li>○ White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture).</li> <li>○ 3 pictures have to be pasted on the applications, 4<sup>th</sup> picture has to be clipped to the last page of the passport; stapled or pinned pictures cannot be accepted. For more details, please refer to: <a href="http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a></li> </ul>	<input type="checkbox"/>
<b>3 x Visa application forms :</b> <ul style="list-style-type: none"> <li>○ Completed, all 3 forms signed by the applicant and, if applicable, authorization of third person.</li> <li>○ If the applicant is a minor: visa application signed by legal guardian/s and if applicable, authorization of third person. (Proof of custody of a minor child: divorce papers, death certificate etc.).</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Clear photocopies of <b>valid UK, USA or CAN visas</b> (if any).</li> <li>○ <b>Passport:</b> photocopy of the 1<sup>st</sup> page (bio data) and last page</li> </ul>	<input type="checkbox"/>
<b>Personal cover letter :</b> <ul style="list-style-type: none"> <li>○ Signed and dated by student, mentioning : <ul style="list-style-type: none"> <li>● The reason for pursuing studies in Switzerland.</li> <li>● Future plans: professional development intended by the student after finishing his/her studies in Switzerland.</li> <li>● Explanation on how the student is going to benefit from his/her studies in the future.</li> </ul> </li> <li>○ Confirmation that student will leave Switzerland after the completion of the studies.</li> </ul>	<input type="checkbox"/>
<b>Curriculum Vitae :</b> <ul style="list-style-type: none"> <li>○ Original + 1 copy</li> </ul>	<input type="checkbox"/>
<b>Acceptance / confirmation / registration letter from the school, university, etc...</b> <ul style="list-style-type: none"> <li>○ Proof of payment of the Swiss school/university fee, with relevant bank statement, if applicable.</li> </ul>	<input type="checkbox"/>
<b>Proof of academic degrees :</b> <ul style="list-style-type: none"> <li>○ Original + 2 sets of colored copies of academic degrees <b>Secondary School Examination, Senior Secondary School Certificate Examination and University Certificate</b> without any stamps such as "TRUE COPY", "NOTARY", etc. and if applicable, work certificates.</li> <li>○ <b>English language certificate such as TOEFL or IELTS is mandatory.</b> German, French or Italian language certificates if available.</li> </ul>	<input type="checkbox"/>
<b>Financial Status :</b> <ul style="list-style-type: none"> <li>○ 1 original + 2 copies of financial status.</li> <li>○ 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 the relationship with the student.</li> <li>○ A solvency proof of the sponsor (Personal ITR: <b>only ITR-V; Indian Income Tax Return Verification Form or Acknowledgement is accepted</b>) for the last 2 assessment years &amp; bank account statement for the last three months, in A4 format, with stamp and signature of Bank.</li> </ul>	<input type="checkbox"/>
<b>Visa fee :</b> <ul style="list-style-type: none"> <li>○ Free of charge (in special cases, for example: Post-Doc applications, the visa fee is EUR 80.00)</li> </ul>	<input type="checkbox"/>

**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.

**Information for Certificate of Identity (Col) and Identity Certificate (IC) holders:**

Additionally required documents are:

- valid Residence Certificate (RC)
- valid Return Visa

The Return Visa may be submitted once the authorization is received