

Schengen Study trip Visa

INTERNAL use EMB + VFS GLOBAL

Your visa application must be submitted in your country of residence. If you are a UK resident, it must be submitted to the Visa Application Centre VFS Global (<https://visa.vfsglobal.com/che/en/gbr/news/vfs-global-vacinswitzerland>)

Please submit all documents (double sided) in the following order and do not staple them together	
<div> <div> Visa application </div> </div>	<div> <ul style="list-style-type: none"> One completed application form (duly signed by the applicant) <input type="checkbox"/> One photograph passport-size <input type="checkbox"/> (not more than 6 months old, undamaged, background must be light and plain) Passport (original) and copy of passport (including the signature page) - Issued within the past 10 years <input type="checkbox"/> <ul style="list-style-type: none"> Valid for more than 3 months beyond the validity of the requested visa Two blank visa pages (the pages do not need to be consecutive) UK residence permit (original) and copy of UK residence permit <input type="checkbox"/> <ul style="list-style-type: none"> Valid for more than one month from the day you exit the Schengen area <u>Share code from the Home Office stating your status in the UK must be provided and is mandatory</u> Visa fee: free of charge <input type="checkbox"/> </div>
<div> <div> Proof of sufficient funds </div> </div>	<div> <ul style="list-style-type: none"> UK bank account statements dated with name, account number and indicating last balance <input type="checkbox"/> <ul style="list-style-type: none"> Not more than one week old, covering at least the past 3 months Online statements are accepted, provided that the name of the account holder and account details are shown If the applicant is financially supported by a third party <input type="checkbox"/> <ul style="list-style-type: none"> Sponsor's bank account statements Employment letter of sponsor A statement of willingness to support the applicant (including travel dates) Copy of passport of sponsor Proof of relationship (e.g. marriage certificate or birth certificate)) </div>
<div> <div> Travel arrangements <i>if flight and accommodation are mentioned on the school confirmation or confirmed by the school on a separate letter, this is sufficient to accept the application</i> </div> </div>	<div> <ul style="list-style-type: none"> Hotel booking with applicant's name and booking confirmation Number <input type="checkbox"/> <ul style="list-style-type: none"> Confirmed Package tour confirmation with applicant's name as guest by travel agent including receipt confirming payment Transport documentation with applicant's name and booking confirmation number <input type="checkbox"/> <ul style="list-style-type: none"> by plane: confirmed booking by train: rail ticket by car: ferry ticket, copy of driver's driving licence and vehicle insurance Confirmed reservation of return ticket to the UK or onward travel such as confirmed overseas ticket <input type="checkbox"/> If travelling between Schengen countries, all means of transport and accommodation must be provided during your stay in the Schengen area </div>
<div> <div> Travel insurance from a UK or Schengen based company <i>if travel insurance is covered by the school and the applicant's name is on the confirmation, it is sufficient</i> </div> </div>	<div> <ul style="list-style-type: none"> Confirmation or coversheet including: <input type="checkbox"/> <ul style="list-style-type: none"> First name, surname and date of birth of applicant Coverage for all Schengen member states and total duration of intended stay Minimum coverage of €30,000 for emergency medical expenses and repatriation costs Letterhead with the address and contact details of the insurance company If covered by your bank please provide a recent letter not more than one month old confirming your insurance details </div>

Proof of status in the UK	<ul style="list-style-type: none"> • Students: Confirmation of enrolment from institution in the UK (dated, not more than one week old) <input type="checkbox"/> including: <ul style="list-style-type: none"> - Original wet or electronic signature (it must be clearly stated if the letter cannot be signed by hand) - Name and term address of applicant - Name of the degree/course of studies - Start date and expected end date of the course • In receipt of benefits or pension scheme: Official letter, dated, not more than one month old
Minors	<ul style="list-style-type: none"> • Visa application for minors must be duly signed by both of the applicant's parents. If one of the parents is abroad, a dated and signed letter of consent with a copy of the passport must be submitted: <input type="checkbox"/> • Birth certificate • British school certificate (recent) • For minors travelling alone or with only one parent (exceptions are made if one parent has sole custody or a residence order for the child): <ul style="list-style-type: none"> - Original or certified copy of passports of both parents - Proof of consent of parental authority, or legal guardian from both parents. • In case of sole custody: <ul style="list-style-type: none"> - Birth certificate mentioning one parent - Death certificate of absent parent or court ruling <p>All Certificates or consent letters issued in a foreign language must be translated into an official language of Switzerland: German, French, Italian (or English)</p>

IMPORTANT: It is the applicant's responsibility to ensure that the application is complete when submitted at VFS Global. Failure to present all necessary documents can result in a delay or refusal of the visa application. Please note that this is not an exhaustive list. If necessary, you may be requested to present additional documentation.

Processing time is approx. 5 working days from the date of receipt of the visa application. According to Article 22 of the Visa Code of the European Commission, certain third-country nationals are subject to the Schengen consultation. This process usually takes up to 14 working days. List of countries [here](#).

Appointment: Visa applications can be submitted to VFS Global at the earliest 6 months and at the latest 15 days before the date of travel, depending on the availability of appointment slots.

Application: Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued.