



CHECKLIST FOR STUDENT VISA (NATIONAL / VISA D) FOR SWITZERLAND AND LIECHTENSTEIN

Information Student Visa

In general, foreign nationals can study in Switzerland for a period of up to 3 months without a student/residence permit. Stays exceeding 90 days require a permit from the national authorities in Switzerland.

Procedure

The application documents must be submitted in person to the Embassy of Switzerland, which will forward them to the competent authorities in Switzerland. Application forms are available free of charge at the premises of the Embassy or can be downloaded from the link <https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

It is mandatory to fix an appointment by e-mail (dhaka.visa@eda.admin.ch) prior to submission of the application.

- Fill all parts of the application form in clear writing or typing.
- Arrange an additional **2 sets of photocopies** of all the supporting documents **as per the checklist order**.
- Keep all the originals of the supporting documents separately.
Original documents have to be shown at the counter but will be returned to the applicant after the interview.
- All the photocopies of the documents should be in **size A4**.
These photocopies are part of the application and will not be returned to the applicant.
- Do not staple the documents together.
- Applicants must print the checklist and mark the appropriate boxes on the right-hand side.
- Documents in Bengali must be presented with an official translation in one of the following languages: English, German, French or Italian.

***Submit the documents in the following order and mark accordingly: 	✓	X	n/a
1. Three application forms for long stay visa (visa D) which must be filled in and signed by the applicant (write in block letters and use black or blue ink only). Including recent passport-size photographs (less than 6 months old) glued on each form.	☐	☐	☐
2. One identical clear and colour passport-size photos unglued (with white/light background; must be taken within the last six months)	☐	☐	☐
3. Valid passport & previous passports: - Current passport must be valid for at least 3 months beyond the intended departure. - Copy of the bio page & amendment page should be annexed to the application form. - Passport must contain at least two blank pages. - Photocopy of all visas (valid and expired) - Previous passport/s (if available) or a police report if the previous passport/s is/are lost	☐	☐	☐
4. Proof of academic degrees (All academic diplomas/certificates must be apostilled) and curriculum vitae . Proof of any past or current professional employment.	☐	☐	☐
5. Personal letter signed by the student with: - the reasons for pursuing his/her studies in Switzerland - his/her future plans: professional development intended by the student after having finished his/her studies in Switzerland, explanation on how the student is going to benefit from his/her studies in future - a confirmation that the student will leave Switzerland/Liechtenstein after completion of the study - Accommodation confirmation during the time of stay in Switzerland	☐	☐	☐
6. Acceptance / confirmation / registration letter from the school, university in Switzerland/Liechtenstein confirming that the tuition fees has been paid (with relevant bank statement)	☐	☐	☐

***Submit the documents in the following order and mark accordingly: 	√	X	n/a
7. Proof of financial resources: - Original written confirmation of the sponsor (parents, scholarship, etc.) taking responsibility for all the costs of living and study. - Solvency proof: (bank account statement showing the movements for the last six months, bank letter confirming the balance of the account, etc.) - Copy of sponsor's passport or ID - Proof or information about the relationship with the sponsor. If parents sponsor: Parent's birth certificate. - Tax return acknowledgement receipt of the last 3 years (applicant, sponsor)	☐	☐	☐
8. English Language Test such as TOEFL or IELTS is compulsory. If the language of tuition is in German, French or Italian proof of language certificates must be submitted (DELF, Goethe Zertifikat, etc.). Confirmation of the school/college/university in Switzerland that a language test was passed successfully and enough skills to follow the intended courses/classes exist. The Embassy may test your language ability. NOTE: Students who have received Scholarship from the Swiss Federal Government do not have to provide any language test	☐	☐	☐
9. Recent police clearance certificate maximum six months old on the day of submission	☐	☐	☐
10. Proof of family bonds (Birth certificate, marriage certificate, National Identity Card (NID) and birth certificate of children)	☐	☐	☐

Visa processing fee: **free of charge**

Please note that in addition to the above-mentioned documents the Swiss Embassy may request you to submit further documents.

Information regarding the progress of an application will not be entertained by this Embassy.

IMPORTANT INFORMATION
Applications will only be accepted and processed after submission of all documents. The Embassy will then forward the visa application to the competent authority in Switzerland for decision. The application process will take approximately three months. Once the applicant has received the authorization from the Cantonal authority, he/she may bring a copy of the authorization to the Embassy with his/her passport on their scheduled appointment date. The Embassy will then process the visa within 5 days. After entering Switzerland You must register yourself with the residents' registration office not longer than 14 days after your entry into Switzerland.

Important notice when passing the border:

The border authorities are obliged to examine whether the conditions for the traveller's entry still apply. If the prerequisites for entry no longer apply or if you are unable to provide the relevant evidence, you may be refused entry although you are in possession of a valid visa. **It is therefore strongly recommended that you carry copies of the documents which you supplied with your visa application.**

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