



Orbis no.....

Studies in Switzerland (visa D)



REQUIRED DOCUMENTS

0. How to get started

- Only applicants with a valid legal status in Serbia/Montenegro (residence permit) can apply for a student visa at the Swiss Embassy in Belgrade.
- The applicant must fill in the [National \(type D\) visa](#) application form.
- The applicant must request an appointment by e-mail belgrade.visa@eda.admin.ch by sending a passport copy and precisising "visa for studies in Switzerland".
- Appointments cannot be changed nor transferred to another person.
- The applicant must appear in person. If minor, he/she must be accompanied by both parents or legal guardian.
- Appointment booking is free of charge
- The Embassy does **not** collaborate with agencies.

I. Documents

- 3 x visa form duly completed, dated and signed.
- 4 x passport-photo in colour, not older than 6 months, fulfilling ICAO [requirements](#).
- 2 x copy of the first two pages of the passport
- For non-Serbian/Montenegrin citizen: valid Serbian/Montenegrin residence permit (original + 2 copies).
- 2 x confirmation of registration with the school/university in Switzerland.
- 2 x confirmation of payment of registration and/or tuition fees + translation if in local language.
- 2 x motivation letter (in the language of tuition), duly dated and signed with the following content:
 - main reason for studying in Switzerland
 - reasons for choosing the school/university (faculty)
 - detailed study plan
 - desired degree at the end of the studies (diploma, academic title)
 - personal plan after completion of studies
- 2 x written commitment to leave Switzerland voluntarily upon completion of studies, duly dated and signed.
- 2 x evidence from the sponsor of sufficient financial means of subsistence for the intended stay in Switzerland and for the tuition fees:
 - Original of bank account statement showing all transactions (turnover) the last 3 months. The statement must show the following: Surname and first name of account holder, name of bank, currency, **all entries** for the last 3 months, and balance). Confirmation of balance only is **not** sufficient.
- If the student does not finance his studies by himself: 2 x written confirmation from the sponsor that he will bear the costs of the student's studies, accommodation costs, duly dated and signed + 2 x copy of the sponsor's passport.
- If scholarship: 2 x written confirmation by the institution granting the scholarship, dated and signed by authorized persons of the institution.
- 2 x proof of future residence address in Switzerland (private accommodation, campus, hotel, etc.). If private, copy of the rental contract or written confirmation dated and signed by the persons who will be accommodating you, hotel reservation, etc.).
- 2 x copies of previous certificates / diplomas + translation
- 2 x copy of previous language certificates / diplomas + translation

For minors (under age 18) travelling alone or with one parents or legal guardian only:

- Both parents having joint parental authority or legal guardians need to be present with the child when submitting the visa application. Exceptions can be made if the single parent with whom the minor is to travel have exclusive parental authority. The single parent must submit an official document that proves he/she has the exclusive parental authority (e.g. divorce decree with custody agreement, custody agreement if not in divorce decree, death certificate) + translation if in a foreign language.
- Visa fee: free of charge.

II. Before attending the appointment

- The requested documents must be in the same order as indicated above on this sheet.
- 2 visa application forms must contain the requested document in the right order. The third visa application does not contain any document.
- Each visa application is duly filled in, dated and signed.
- Make sure that all documents in a local language are translated into a Swiss official language (German, French, Italian) or in English even if it is not specified on this sheet.
- Illegible documents will be considered invalid and therefore missing.
- The passport photo must meet the [requirements](#), if not, the application will not be accepted.
- Make sure that all submitted documents contain all requested information **before** submitting your application.
- Visa applications and required documents must be complete, put in the order indicated above and signed **before** arriving at the counter. There is no time available at the counter to sort out your documents or complete forms.
- If incomplete or not put in the requested order, the application will **not** be accepted and it will be **necessary to book another appointment** (no emergency appointments available).

III. Important Information

- The embassy has **no** decision-making power for D visas.
- The visa application will be sent **for decision** to the migration office responsible for the canton in which you intend to study.
- Any questions regarding the status of the application must be addressed directly to the competent [cantonal migration office](#).
- The processing time is long and can vary from about 8 - 16 weeks, sometimes even longer.
- The embassy is not entitled to intervene in the examination and decision procedure at the cantonal migration office in order to speed up the process.
- The Embassy does not guarantee that the visa will be authorized before the start of the studies in Switzerland.

Please be aware that the Embassy of Switzerland:

- Does not accept applications without prior appointment.
- Does not hold visa application pending while waiting for the missing documents.
- Does not inform about the status of the application during the examination
- Reserves the right to:
 - request additional documents
 - summon the applicant for an interview
 - change this regulation without any prior notice