



Checklist for **STUDENT VISA** (National / visa D) only for **Switzerland** and **Liechtenstein**

Applicant must come to the Embassy in person **prior appointment only**.

To fix an appointment, please call or write:

Phone: (+94) 011 269 12 20 (Monday to Thursday 2pm – 4pm) or E-Mail: colombo.visa@eda.admin.ch

- o Fill all parts of the application form in clear writing or typing.
- o Arrange additionally **2 sets of photocopies** of all the supporting documents **as per the checklist order**.
- o 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.
- o All the photocopies of the documents should be in **A4 size**.
These photocopies are part of the application and will not be returned to the applicant.
- o Do not staple the documents together.
- o Documents in Sinhalese, Tamil, or Dhivehi must be presented with an official translation in one of the following languages: English, German, French or Italian.

| | √ | 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) Application form can be obtained free of charge from the Embassy or downloaded from the following link : https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html | | | |
| 2. Four identical clear and colour passport-size photos (with white / light background; must be taken within the last six months) | | | |
| 3. Valid passport & previous passport - 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 (if available) or a police report if the previous passport is lost | | | |
| 4. Proof of academic degrees (previous diplomas/certificates) 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 | | | |
| 6. Acceptance / confirmation / registration letter from the school, university in Switzerland/Liechtenstein confirming that the tuition fees has been paid (with relevant bank statement) | | | |
| 7. Proof of financial resources: - Original written confirmation of the sponsor (parents, scholarship, etc.) taking the 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 of relationship with the sponsor. If parents sponsor: Parent's birth certificate | | | |
| 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 (DELTA, Goethe-Zertifikat, etc.). 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. Proof of family bonds (birth certificate, marriage certificate, 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 given by phone only enquires by email will be answered.

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 may bring a copy of the authorization to the Embassy with his passport. The Embassy will then process the visa within 5 days.

After entering Switzerland

You have to 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.**