VISA APPLICATION FOR THE PURPOSE OF STUDY IN SWITZERLAND

In order to apply for a student permit the competent authorities in Switzerland are responsible to decide. The decision process takes between 8-12 weeks. The following procedure is required:

To lodge your application, you have to appear **in person** at our counter. Our opening hours are: 8.30am to 11am, daily, Monday to Friday (except Chinese and Swiss public holidays).

Appointments must generally be made with the company TLScontact via the internet address: https://cn.tlscontact.com/cn2ch

Non-compliance with the set guidelines (items not presented, photocopies missing,..) will lead to the application being rejected. Thank you for your cooperation.

Following documents in English, French, German or Italian are required:

- National passport or official travel document valid for more than 3 months beyond the validity of the requested visa, with at least two blank pages

- 2x copies of the passport including the signature page and if existing, of the past Schengen visas

- 3x **visa D** application form, (**Application for National Visa for Stays of more than 3 Months**), duly completed and signed by yourself the form can be downloaded on: http://www.eda.admin.ch/eda/en/home/reps/asia/vchn/embbei/visa.html)

Minors:

- 2x Notarized letter of agreement from both parents or legal guardians indicating the allowance for the child to be studying in Switzerland for the indicated time, legalized by MFA **when not in China, attested by the relevant authorities in the country of residence**.
- Notarized certificate of family relation or proof of guardianship, legalized by MFA

- 4x coloured passport photos undamaged and of recent date, white background, size 3.5cm x 4.5cm

- 2x signed curriculum vitae.

- 2x signed study plans, including why you decided to study in Switzerland and what you expect for your career.

- 2x signed future plan, including educational and professional achievements planed after having finished the studies in Switzerland, explanation on how the student is going to benefit from the studies in the future.

- 2x written confirmation to leave Switzerland after completion of studies.

- 2x set of previous school certificates/diplomas (certified by a notary and translated into French, Italian or German) (1 original and 1copy of each)

- 2x letter of acceptance of the chosen school or university in Switzerland (1 original and 1 copy)

- 2x proof of sufficient financial means, (e.g. bank statements, bank certificates etc.) (1 original, 1 copy of each document)

- 2x proof of payment of school fees in Switzerland

- 2x complete address in English and Chinese including postal code and phone number

- If courses are taught in English: a valid IELTS test is required (original issued for the Embassy and 1 copy)

NOTE: Students who have received a scholarship from the Swiss Federal Government do not have to provide any language test.

- visa fee in Chinese RMB as published on our homepage:
  www.eda.admin.ch/eda/en/home/reps/asia/vchn/ref_visinf/vischn.html
  this fee is equivalent to a visa fee of EUR 60 for adults and EUR 35 for children from the age of 6-12 years. Children under the age of 6 years are free of charge.

- Transmission fee of RMB 40.00, for transmitting all required documents to Switzerland

- If you wish to receive your passport after the visa process back by EMS courier, RMB 30.00 have to be submitted together with the application.

All fees have to be paid in the exact amount in Chinese currency.

- Any other documentation you consider relevant to your application

The entire application will then be forwarded to the competent Swiss authorities for their decision (8-12 weeks). On receipt of the authorisation, the applicant has to contact the Embassy/Consulate General directly by e-mail (bei.visa@eda.admin.ch). It is the responsibility of the applicant to track the status of the application.

BEIJING, April 2012