



STUDENT VISA / SABBATICAL LEAVE

Applications should be submitted at least 4 months prior to the intended beginning of the studies, with appointment only.

Opening hours: Sunday to Thursday (except Iranian and Swiss public holidays, from 09.00 am – 10:00 am, see official closure dates of the Embassy on our main web page:

<https://www.eda.admin.ch/countries/iran/en/home/aktuell/feiertage.html>)

To prepare your application please consult the Embassy's webpage www.eda.admin.ch/tehran.

Students have to submit two completely ordered and identical files to the Embassy (the 3 x original visa application form is the type D for long stay).

One file contains the original translations, the second one the copies and the third one only the application form.

1.	<p>Application form Three application forms (long-term stay, visa type D) duly filled in, dated and signed by the applicant. If the applicant is a minor under the age of 18, both parents must sign the form and add a copy of their signed passports. The application form can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html If you are staying less than 90 days in Switzerland, the application form type "C" has to be completed.</p>
2.	All documents must be in English, translated to English by a sworn-in translator, or in an official Swiss language (German, French, Italian)
3.	Four recent passport photographs in colour (not older than 6 months), size must be 3.5 x 4.5 cm with a light background, not stapled. Head covers are not permitted except for religious reasons. Full visibility of the face.
4.	Original passport or official travel document valid for at least three months beyond the validity of the requested visa, with at least two empty pages. The passport must be signed.
5.	Photocopies of the pages 2 & 3 of your passport
6.	Translation of the Iranian family booklet (Shenasnameh)
7.	Your curriculum vitae
8.	Motivation letter has to be signed and must include: 1 st paragraph: your accomplishments until now 2 nd paragraph: your own intention / usefulness of the studies in and for the future 3 rd paragraph: your commitment to leave Switzerland after end of studies and return to Iran
9.	Translation of your last academic degree
10.	Photocopy of the letter of admission / acceptance from the School / College / University in Switzerland.
11.	<p>Evidence of your financial means for total duration of studies</p> <ol style="list-style-type: none"> 1. Photocopy of the proof of payment of School / College / University fees (if applicable). 2. Guarantor in Iran: If paid by parents – translated and notarized letter from the parents + their bank statement/s in English confirming the current balance on the account/s plus activity statement showing the movements over the last 3 months. 3. Guarantor in Switzerland or in other countries: His/her signed letter with a photocopy of his/her passport and/or resident permit card, bank statement/s showing the movements over the last 3 months. 4. Letter of scholarship
12.	Language certificate for academic courses i.e. IELTS, Toefl, Goethe Institute
13.	Declaration to leave Switzerland after end of studies

Important general information:

- Visa applications from non-residents in Iran will not be accepted. Iranian nationals, residing in another country than Iran, have to submit their applications to the Swiss representation competent for their place of residence.
- Personal presence of the applicant is mandatory.
- The application form has to be filled out in English, German, French or Italian.
- Applications will only be accepted and processed after submission of all required documents.
- This is not a comprehensive list. The Embassy of Switzerland in Tehran reserves the right to ask for additional supporting documents. Photocopies of all relevant documents must be provided to the Embassy. Please bring along all original documents; they may need to be verified. Original documents may be returned after verification. Please inform at the time of submission if you need an important original document back.
- The application will be forwarded to the competent authorities in Switzerland for their decision (this may take 12-16 weeks). On receipt of the authorization, the applicant will be directly contacted by the competent Cantonal Authorities in Switzerland.
- Please note that the applicant will not be granted a tourist/visitor's visa while the above application is being processed by the Swiss authorities.
- During the visa application process, questions regarding your visa application may be submitted by email to: teh.visa@eda.admin.ch, please do allow time for a reply.
- The Embassy cannot be held responsible for any inconveniences caused by any delay or if the visa is refused.

Important notification:

The applicant must be aware that the Swiss Embassy is only an intermediary in a student visa application. The Embassy receives the application and sends it together with the submitted documents to the competent Swiss Authorities in Switzerland. The respective competent Cantonal Migration Offices do make the decision and any inquiries, in case of long delays, have to be addressed to them through the Admission and Registration Secretary of the School, College and/or University. Please refrain to send Inquiries about the status of your file to the Embassy because they cannot be answered. Once the application has been submitted, the Embassy can only wait for the final decision and authorization to issue the visa.

The entry visa will allow you to travel through the Schengen States and enter Switzerland during its validity. Within the first 14 days following your initial entry you will have to declare your arrival at the Foreign Police or Town Registrar at your place of residence (German: Fremdenpolizei / Einwohnerkontrolle; French: Police des étrangers / Contrôle des habitants; Italian: Ufficio degli stranieri / Controllo degli abitanti). The permit to stay, study or work in Switzerland will be issued upon notification of your arrival.

Tehran, August 2018