



## 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. Opening hours are: 10.15 am to 11.30 am, Monday to Friday (except Chinese and Swiss public holidays).

Appointments must generally be made with the company VFS Global via the internet address:  
<http://www.vfsglobal.ch/switzerland/china/>

**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 you. The form can be downloaded on the "Documents" section at the bottom of the visa website.
- 4x colored 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 planned after having finished the studies in Switzerland, explanation on how the student is going to benefit from the studies in the future.
- 2x set of previous school certificates/diplomas (certified by a notary and translated into French, Italian or German) (1 original and 1 copy 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)

Sanlitun Dongwujie 3, 100600 Beijing, China  
Telefon: +86 10 8532 88 88, Fax: +86 10 6532 43 53\_  
[beijing.visa@eda.admin.ch](mailto:beijing.visa@eda.admin.ch)  
[www.eda.admin.ch/beijing](http://www.eda.admin.ch/beijing)

- 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 or TOEFL 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.

- Visas for students with the purpose of study or training in Switzerland are free of charge.
- **Minors:**
  - 2 x 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** (1 original and 1 copy)
  - Notarized certificate of family relation or proof of guardianship, legalized by MFA (1 original and 1 copy)
- 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 authorization, the applicant has to contact the Embassy/Consulate General directly by e-mail:

Beijing: [beijing.visa@eda.admin.ch](mailto:beijing.visa@eda.admin.ch).

Shanghai: [shanghai.visa@eda.admin.ch](mailto:shanghai.visa@eda.admin.ch)

Guangzhou: [guangzhou.visa@eda.admin.ch](mailto:guangzhou.visa@eda.admin.ch)

**It is the responsibility of the applicant to track the status.**

BEIJING, May 2020