



## Checklist for National Visa: Student

If you are resident (national or foreigner) of the Philippines planning to study in Switzerland you can apply for an entry visa at the Embassy of Switzerland in Manila.

If your documents are not in a Swiss language (German, French, Italian) or English, they need to be translated in one of the aforementioned languages.

Please submit the documents in the exact order given below, please do not staple any document.	
<p><b>Valid Passport and two (2) photocopies of the passport</b> (inside front cover containing holder's information and photo, inside back cover containing « Important Reminders », signature and other passport information)</p> <p>Passport must be issued within the last 10 years; with at least three months validity after the scheduled return and with at least two blank pages.</p>	
<p><b>Alien Certificate Registration (ACR) and two (2) photocopies</b> for non-Filipino applicants who have valid residence status in the Philippines.</p>	
<p><b>Three (3) visa application forms (Visa D)</b>, which must be completely and properly filled-out and signed by the applicant (write in block letters and use black or blue ink only). The form may be obtained for free from the Embassy or downloaded from the following link: <a href="https://www.sem.admin.ch/sem/de/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/de/home/themen/einreise/visumantragsformular.html</a></p>	
<p><b>Four (4) identical, clear and colored passport-size photos</b> (with <u>white</u> background; must be taken within the last six months. Please <b>do not staple the photos</b> on the form).</p>	
<p><b>Two (2) copies of the letter of admission</b> to the university, school, etc. in Switzerland</p>	
<p><b>Two (2) copies of the proof of payment of tuition fees</b> from the Swiss school, university, etc. or proof of exemption from the Swiss school/university fees.</p>	
<p><b>Two (2) copies of proof of financial means:</b> latest bank statement(s) showing cash flow of the last three months, bank book(s).</p> <p><b>If sponsored:</b> one (1) original and one (1) copy of the signed and dated sponsorship letter will have to be submitted along with a copy of the sponsor's passport (pages with photo, personal data and signature only) and his/her bank statements, bank book(s).</p>	
<p><b>Two (2) copies of previous diplomas and certificates</b> along with translations if applicable</p>	
<p><b>Two (2) copies of the duly signed and dated motivation letter</b> stating the objectives of the study.</p>	
<p><b>Two (2) copies of the applicant's curriculum vitae</b></p>	
<p><b>Two (2) copies of proof of language skills</b> such as TOEFL or IELTS certificates, German, French or Italian language certificates, if available.</p>	
<p><b>Minors</b></p> <p>Affidavit of support and consent of parents (legal guardians) and copies of the passport(s) or official legal identification of both parents (legal guardian) bearing the signature of the holder.</p> <p>Two (2) copies of the birth certificate</p>	
<p><b>Visa Processing Fee</b></p> <p>Visas for Students with the purpose of study in Switzerland are free of charge.</p> <p>To be noted that the final decision if the visa fee is waived is taken by the Embassy of Switzerland.</p>	

**APPOINTMENT:** Applicants can lodge their application by arranging a prior appointment. Therefore, may we kindly ask you to contact us either by e-mail or telephone.

The Embassy of Switzerland reserves the right to ask for additional documents.

Incomplete applications will not be accepted. The complete application will be forwarded to the cantonal immigration authority for decision. **The procedure takes at least 8 to 12 weeks.** The visa can only be issued when the Embassy has received the corresponding approval.

Please read the legal notice regarding leaving Switzerland after completion of studies. Not applicable if the goal of the studies is to achieve a Swiss tertiary degree.

**Embassy of Switzerland in the Philippines**  
**Visa Section**

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8751 Paseo de Roxas, 1226 Makati City,  
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**Website** [www.eda.admin.ch/manila](http://www.eda.admin.ch/manila)  
**Visiting Hours** By appointment only  
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**Visa Section Fax** +63 (2) 8845 45 39