



Student Permit

- 3 completed application forms duly signed by the applicant
The form can be downloaded from the following website:
<http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/visumantragsformular.html>

Minors : Both parents must sign the form and add a copy of their passports. If one parent is unable to sign the form, he/she must submit a letter of agreement together with a copy of his/her passport

- 4 passport-size photographs (undamaged and not older than 6 months)
Do not staple or damage the photo; background has to be light and plain
- National passport or official travel document valid for more than 3 months beyond the validity of the requested visa, with at least two blank visa pages.
(pages do not need to be consecutive)
- 3 copies of the passport including the signature page
- Irish multiple re-entry visa
- 3 copies of Irish multiple re-entry visa
- Irish Certificate of Registration (GNIB card, also known as Garda/ Green Card)
- 3 copies of Irish Certificate of Registration (GNIB card, also known as Garda/ Green Card)
- Original curriculum vitae including an explanation of the objectives of the applicant
- 2 copies of the curriculum vitae
- Original diplomas/school reports
- 3 copies of the diplomas/school reports
- Original letter of acceptance from the Institution in Switzerland
- 3 copies of the letter of acceptance from the Institution in Switzerland
- Proof of payment of school fees
- 3 copies of the proof of payment of school fees

- Proof of financial resources
- 3 copies of the proof of financial resources
- Visa fee

IMPORTANT: Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation. Photocopies of all relevant documents must be provided for the Regional Consular Centre in London (please bring along all original documents; they may need to be inspected).

The entire application will be forwarded to the competent authorities for their decision (8-12 weeks). On receipt of the authorisation, the applicant will be contacted directly by the Cantonal Authorities.

In the event that the authorisation is already available, the applicant would have to submit **only one form with two photographs** along with the copy of authorisation, your passport, copy of the passport, copy of the Irish multiple re-entry visa, copy of the GNIB card (Garda/ Green Card) and the prevailing visa fee to obtain the entry visa. Please note that processing time is 24 hours (one working day).

The entry visa will allow you to travel through the Schengen states and enter Switzerland during its validity. **Within the first 8 days following your initial entry** you will have to declare your arrival at the Foreigners 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.

Some links about Switzerland which might be useful:

http://www.bfm.admin.ch/bfm/en/home/themen/arbeit/nicht-eu_efta-angehoerige/links_rund_um_das.html

Please note that the visa application must be submitted to the Swiss Representation responsible for your place of residence.

In order to apply for a student permit you have to appear in person.

Opening hours are: Monday to Friday (except British and Swiss public holidays) 10.00 am – 11.30am without prior appointment. For enquiries you can contact the Regional Consular Centre in London by email via the following webpage:

www.eda.admin.ch/rcclondon – visa - link: “enquiries”- fill in the form and submit it.

Non-compliance with the set guidelines (items not presented/photocopies missing) will lead to the application being rejected without being processed.

Thank you for your cooperation.

16-18 Montagu Place
London W1H 2BQ

www.eda.admin.ch/rcclondon
rcclondonvisa@eda.admin.ch