



## Student – Long Term Visa

**Purpose:** For people who would like to study in Switzerland.

Please respect the time of your appointment.  
In case of delay, a new appointment must be fixed.

### **For your information:**

- No document can be sent to the embassy by fax or e-mail.
- Applicants must present themselves personally with the required documents.
- Only complete files are accepted.

### **► Documents to submit:**

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- 3 Application forms for long term-stay visa, (visa D) duly completed (in German, French, Italian or English) and signed by the applicant in person.
  - 4 identical recent passport photographs, meeting Schengen requirements.
  - Original Passport, which must be valid at least three months after the date when the holder will leave Switzerland and must contain at least two empty pages.
  - 2 Copies of the passport or travel document (pages with photo, personal data and signature).
  - Original written confirmation of the sponsor (foundation, parents, school, etc.) that covers all the costs. (+ 1 copy)
  - Solvency proof: (bank account statement showing the movements for the last three months, bank letter confirming the balance of the account, credit cards, traveler's cheques, if applicable. (+ 1 copy)
  - Curriculum Vitae in English, French, Italian or German. (+1 copy)
  - Motivation letter (signed and dated) indicating why you decided to study in Switzerland, how these studies will be beneficial for your career development, your plans for the future, etc. (+1 copy)
  - Previous diplomas, school certificates and study plan with **certified translation** into German, French, Italian or English. (+ 2 copies)
  - Signed obligation by the applicant to leave Switzerland after completion of the studies/the Education. (+1 copy)
  - Confirmation of tuition and other fees payment, if applicable. (+1 copy)
  - Confirmation/matriculation letter from the school or university with indication of the language of study + number of school courses per week. (+ 2 copies)



It is mandatory that you mention your future living address in Switzerland under section 24 of the visa D application form and not the address of the university or school. Please do not submit a visa application if your future living address is not known yet.



## How to get an appointment

- **Schedule an appointment:** Please write an e-mail to the Embassy at [pristina.visa@eda.admin.ch](mailto:pristina.visa@eda.admin.ch). As an attachment, you must send a copy of your passport. Appointments are free of charge.
- **Collect your decision:** You will receive the decision from the Swiss migration authorities several weeks (depending on the case) after your appointment. Please come with the decision (or email) and your passport between **from Monday to Friday from 8.00 and 10.00 at this Embassy.**

## Fee

**Free**

## Beware of the agencies

No one providing services outside the fence belongs to the embassy staff. The Swiss Embassy does not cooperate with any of the agencies located outside the embassy and the employees of the Swiss Embassy have no contact with the agencies outside of the building.

Please be aware that the Embassy of Switzerland reserves the right to:

- Request additional documents
- transmit the application to authorities in Switzerland for decision/approval
- call the applicant for an interview
- changes this regulation without any prior notice