Checklist for National Visa: Student

Please submit documents in the order listed below and do not staple any document. No documents will be returned after submission and examination by this Embassy.	
Application form: • **3 visa application forms (Visa D),** duly completed, dated and signed by the applicant or the legal guardian (write in block letters and use only black or blue ink). • The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html	
Passport: • **The current passport and two (2) copies of** all relevant pages (the first two pages with the personal data plus the photograph and signature; the back page with important notes). • The passport must be valid for at least 6 months after the planned day of departure. • The passport must contain at least two sequent empty pages.	
Passport photographs: • **4 identical passport photographs** in colour (not older than 6 months) with a light background. • One photo each must be pasted onto the three application forms; stapled photographs cannot be accepted. • Head covers are not permitted except for religious reasons; full visibility of the face.	
2 copies of the letter of admission to the school, university, etc. in Switzerland	
Proof of financial resources for the entire duration of your studies: • **2 copies of the proof of payment of tuition fees** for the Swiss school, university, etc. or proof of exemption from tuition fees for the Swiss school/university • **2 copies of stamped and signed original bank certificate** of current account balance and **bank statements showing account activity for the past three months.** • **If sponsored:** One (1) original and one (1) copy of the dated and signed sponsorship letter together with a copy of the sponsor's passport (only the pages with the photograph, personal data and signature) and his/her bank statement/s. • **2 copies** of scholarship	
2 copies of previous certificates and diplomas along with translations if applicable	
2 copies of the duly dated and signed motivation letter which must include the following information: 1st paragraph: Your previous education and further training 2nd paragraph: Your future plans and how the studies will benefit you in your personal and professional future 3rd paragraph: Your commitment to leave Switzerland after completing your studies and return to the Philippines	
2 copies of your curriculum vitae	
2 copies of proof of language skills such as TOEFL, IELTS, Goethe institute certificates	
Minors: • **2 copies** of notarized consent and financial support from both parents or legal guardian. • **2 copies** of both parents' (legal guardians') passports or official identification documents with the holder's signature. • **2 copies** of the applicant's birth certificate with an e-Apostille from the DFA https://www.apostille.gov.ph/e-apostille/	
2 copies of Philippines residence permit for non-Filipino applicants who have valid residency status in the Philippines	
Visa fee: Visa for applicants who wish to study in Switzerland are free of charge (exception: language courses). Please note that the final decision on the exemption from visa fees is taken by the Swiss Embassy.	

Important general information:

- An **appointment** must be made in advance to submit the application to the Embassy at: manila.visa@eda.admin.ch
- Personal presence of the applicant is mandatory.
- Incomplete applications will not be accepted.
- The Embassy of Switzerland reserves the right to ask for additional documents.
- The complete application will be forwarded to the Cantonal Immigration Office for decision. **The procedure takes at least 12 to 16 weeks.** Upon approval, the applicant will be contacted directly by the relevant Cantonal Authorities in Switzerland.
- During the visa application process, questions regarding the status of your application will not be answered by the Embassy.
- Please note that the applicant will not be granted a tourist or visitor visa while the application for a student visa is pending with the competent Swiss authorities in Switzerland.
- 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 ot Town Registrar at your place of residence. The permit to stay and study in Switzerland will be issued upon notification of your arrival.
- The Embassy cannot be held responsible for any inconvenience caused by delays or refusal of the visa.

Visa Section of the Embassy of Switzerland in the Philippines

Mailing Address	24th Floor BDO Equitable Tower 8751 Paseo de Roxas, 1226 Makati City, Metro Manila, Philippines
E-Mail	manila.visa@eda.admin.ch
Website	https://www.schweiz-philippinen.eda.admin.ch/en
Visiting Hours	By appointment only
Visa Section	+63 (2) 8845 45 45 (Press 1)