

# Swiss study visa application guide

## 1. Who needs to apply for a visa?

### You do not need a Type D visa if you have:

A passport from a country in the European Union (EU) or from a European Free Trade Association (EFTA) member state (Norway, Liechtenstein and Switzerland).

All other passport holders are advised to check your visa eligibility by clicking the link below or consulting with your Education Counselor.

### Passport holders from Australia, Brunei, Japan, Malaysia, New Zealand, Singapore & United Kingdom:

These countries might require the AAS (Assurance d'Autorisation de Séjour) in lieu of a student type D visa to enter Switzerland. This is managed by the Admissions Team and they will send a copy to the Educational Counselor one month prior to intake.

[Check if you need a study visa to enter Switzerland ↗](#)

## 2. When should I apply?

You should apply for your study visa as soon as you receive your acceptance package. **It can take up to three months to obtain your visa**, so please make an appointment with the Swiss Embassy or Consulate in your country of residence **as soon as you receive your acceptance package**.

## 3. Contact your local Swiss Embassy or Consulate

Contact the Swiss Embassy or Consulate in your country of residence and make an appointment.

If you have a residency permit from a Shengen country, you are permitted to apply for your student visa type D at your local Swiss consulate or embassy.

## 4. Apply for a type D (study) visa

Tell them you need to apply for a **TYPE D VISA** for Les Roches and that you have been accepted to the school.

Please ask them for an ORBIS number and provide this number to your Educational Counselor who will add it to your file in case your visa needs to be tracked.

**Please, DO NOT request or attempt to enter Switzerland with a tourist visa.**

Please make sure to write the correct school address on the visa application form that the Embassy provides.

Follow the steps for how to fill in this form on the next pages (only fill in the left side of the form, the right side is for the authorities).

## How to correctly fill in your visa application form

[Download the type D visa application form ↗](#)

### Part 1: your personal information

Boxes 1-9: add your personal details

A. DEMANDEUR / APPLICANT

1. Nom de famille / Surname (Family name)

2. Nom de famille au moment de la naissance / Surname at birth

3. Prénom(s) / First name(s) (given names)

4. Date de naissance (jour-mois-année) / Date of birth (day-month-year)

5. Lieu de naissance / Place of birth

6. Pays de naissance / Country of birth

7. Nationalité(s) actuelle(s) / Current nationality(ies)

Nationalité à la naissance (si différente) / Nationality at birth (if different)

8. Sexe / Sex

Masculin / Male  Féminin / Female

9. Etat civil / Marital status

Célibataire / Single  Partenariat enregistré / Registered partnership

Marié(e) / Married  Veuf (Veuve) / Widow(er)

Séparé(e) / Separated  Autres (à préciser) / Other (please specify)

Divorcé(e) / Divorced



## Important documents

### Part 2: information about your parents

Boxes 10-11: add the details of your father and mother, as required

10. Nom et prénom du père; lieu et pays de naissance / Father's surname and first name; place and country of birth
11. Nom et prénom de la mère; lieu et pays de naissance / Mother's surname and first name; place and country of birth

### Part 3: details of your legal guardian or parent if you are minor (under 18)

Box 12: if you are a minor (under 18), add the details of your legal guardian or parent

12. Pour les mineurs: Nom, prénom, adresse (si différente de celle du demandeur) et nationalité de l'autorité parentale/du tuteur légal / In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian
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### Part 4: your passport details

Boxes 13-15: add your passport details. If you have more than one passport, you should input the details of the passport that you will use to apply for your Swiss visa

13. Type de document de voyage / Type of travel document	
<input type="checkbox"/> Passeport ordinaire / Ordinary passport	<input type="checkbox"/> Passeport officiel / Official passport
<input type="checkbox"/> Passeport diplomatique / Diplomatic passport	<input type="checkbox"/> Passeport spécial / Special passport
<input type="checkbox"/> Passeport de service / Service passport	
<input type="checkbox"/> Autres documents de voyage (à préciser) / Other travel document (please specify)	
14. Numéro du document de voyage / Number of travel document	
15. Date de délivrance / Date of issue	16. Date d'expiration / Valid until

### Part 5: your home address, phone and email

Box 17: add your home address and contact details

Box 18: add your residence details if you reside in another country

17. Adresse du domicile du demandeur / Applicant's home address	
Numéro(s) de téléphone & adresse de messagerie / Telephone number(s) & e-mail address	
18. Résidence dans un pays autre que celui de la nationalité actuelle / Residence in a country other than the country of current nationality	
<input type="checkbox"/> Non / No	
<input type="checkbox"/> Oui / Yes	Autorisation de séjour ou équivalent / Residence permit or equivalent
No	Date d'expiration / Valid until

### Part 6: student status and campus address

Box 19: you should put a "Student" as your occupation

Box 20: add your campus address. Please check once again on your visa attestation where your semester 1 is taking place and add that address in here.

Les Roches Crans-Montana campus:

Les Roches Switzerland Global Hospitality Education  
Route des Moulinettes 2  
3975 Bluche, VALAIS Canton (VS)  
Switzerland

19. Profession actuelle / Current occupation
20. Nom, adresse et numéro de téléphone de l'employeur. Pour les étudiants, nom et adresse de l'établissement d'enseignement / Employer and employer's address and telephone number. For students, name and address of educational institution

### Part 7: purpose of stay

Boxes 21-30: the rest of the document is all about your trip to Switzerland and your purpose of stay which is "studies/education".

B. BUT DU SEJOUR / PURPOSE OF STAY	
21. But du séjour en Suisse / Purpose of the stay in Switzerland	
<input type="checkbox"/> Activité lucrative / Employment	
<input type="checkbox"/> Regroupement familial / Family reunion	
<input type="checkbox"/> Etudes - Formation / Studies - Education	
<input type="checkbox"/> Raisons médicales / Medical reasons	
<input type="checkbox"/> Autre (à préciser) / Other (please specify)	
22. Durée du séjour / Duration of the intended stay	
Indiquer le nombre de mois / Indicate number of months	
23. Date d'arrivée prévue / Intended date of arrival	
24. Adresse probable en Suisse / Probable address in Switzerland	

### Part 8: date, location and signature

End of document: make sure that you put the date and location and that you sign the document before sending the application (if you are under 18, your parents need to sign this document).

Lieu et date / Place and date	Signature (pour les mineurs, signature de l'autorité parentale/du tuteur légal) / Signature (for minors, signature of parental authority/legal guardian)
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## 5. Prepare for your appointment

Please review the list of documents required for your student visa application appointment and take them to the Swiss Embassy or Consulate in your country of residence:

Copies of all your diplomas and grades (and official certified/notarized English translation if original document is not in French/Italian/German/English)

.....  
A copy of your Curriculum Vitae/Resume

.....  
Study/post-study statement – A short essay explaining why you want to study at Les Roches, signed and dated (applicants over 30 years old: please read the guidance)

.....  
Post-study statement – Signed and dated

.....  
English Language Certification (if needed)

.....  
Official Bank Guarantee

.....  
Letter of commitment from your financial sponsor

.....  
Acceptance letter from Les Roches (enclosed in your acceptance package)

.....  
Visa attestation from Les Roches (enclosed in your acceptance package)

**Please never give original documents to the Embassy/Consulate because you will not get them back, only give good/readable copies.** Keep the originals for yourself as you will need to present them at the authenticity session once you have arrived on campus.

### Study and post-study statement guidance for applicants over 30 years old

The visa process carries more risk of refusal for Master's students, particularly mature students over the age of 30. To help mitigate these risks, we strongly recommend the following:

Make sure your Study/post-study statement is convincing, containing the reasons why you have chosen Master's study ahead of direct employment.

.....  
The Post-study statement mentions that you will be leaving Switzerland upon completion of your program, please sign and date the document.

.....  
If you are married or have family dependents, you should be aware that the study visa does not allow your spouse or family to join you for the duration of your studies.

## 6. Wait for your return invitation

Once you have presented all of these documents, you must wait for an invitation to return to the Embassy or Consulate to have the original entry visa (sticker) stamped in your passport and complete all formalities.

## 7. Pick up your visa

You should receive the original entry visa at the Embassy or Consulate where you applied. However, if you need to pick it up in a different place, you must inform the Embassy or Consulate (as well as your Education Counselor) when you apply for the visa.

## Important notes

### Proof of payment

The visa process can be expedited if you provide evidence of payment. Some embassies even require proof of payment from both the student and the school.

### Penalties if you enter Switzerland without a study visa

Any student who requires a visa but enters Switzerland without the study visa is subject to a financial penalty and may be refused entrance at Les Roches.

### Deferring your studies

If you must defer your studies to the next semester, and you have started the visa formalities at the embassy or consulate, but your passport has not yet been stamped, then the visa can easily be deferred to the next semester. Once the passport has been stamped, a deferral is no longer possible, and you will have to start the visa formalities again.

### Do not make travel plans for your first ten weeks in Switzerland

If you require an entry visa for Switzerland, depending on your visa status (single or multiple entry and validity date) you should not make any travel plans to other countries for the first 10 weeks after your arrival to campus and until you receive your biometrical residency permit, which you will need to gain access back into Switzerland.

### Check COVID regulations

Depending on your home country, you may be subject to a mandatory quarantine upon arrival in Switzerland. The list of countries is continually changing, so we strongly advise you to regularly check the Swiss Government website ahead of your journey as well as your local airline policies before flying.

[Check the Swiss Government website for the latest Covid regulations](#) ↗

[Check the latest country-specific advice on the Swiss Travel Check website](#) ↗

