

Webster

GENEVA CAMPUS



Student Visa Application Process
For Non-EU Applicants

GENEVA
2024-2025

Address your questions to:

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Geneva Campus
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Important

For the most up-to-date information or for answers to detailed questions, **please contact the Swiss Embassy or Swiss Consulate nearest to you**, or refer to the [Swiss Department of Foreign Affairs website](#) – and select your country of residence¹.

Please remember that all students from outside the European Union and EFTA member states **must request a Swiss Student Visa** from the Swiss Embassy or Swiss Consulate in your home country (or country of legal residence) **before entering Switzerland**. Tourist and/or Schengen Visas are **not accepted** for study purposes and Webster Geneva Campus **will not** allow students to register for courses under a Tourist and/or a Schengen Visa.

Note: While every effort has been made to ensure that the information provided in this handbook is correct and precise, Webster Geneva Campus cannot guarantee that it is complete, accurate or up to date. The information in this handbook is not intended to give legal advice, however it is given to you as a tool for understanding and hopefully it will help you prepare for the application processes for a SwissStudent Visa.

Note: it can take between 6 - 12 weeks from the time you submit your application until the Swiss Embassy or Swiss Consulate notifies you of the Canton of Geneva's decision. For certain countries where the applicant's file also needs to be reviewed by the Federal Swiss level, it can take more than three months.²

Overview: Student Visa Application Process

You need to submit your application forms and supporting documents to the Swiss Embassy or Swiss Consulate nearest you. Once all your documents have been submitted, the Swiss Embassy/Consulate will forward your application to the '*office de la population et des migrations*' (immigration office) in the Canton (state) of Geneva. Geneva will assess your application (sometimes in consultation with the Federal authorities in Bern). They will notify the Swiss Embassy/Consulate of their decision (internally). Finally then, the Swiss Embassy/Consulate, through which you submitted all your documents, will then notify you.

When the Swiss Embassy/Consulate notifies you that the visa has been approved, they will ask you to bring or send your passport (bringing or sending depends on how far you live from the Swiss Embassy/Consulate). The Swiss Embassy or Swiss Consulate will then place a visa in your passport which is **valid for a specific period of time**. Within this visa period, you must arrive in Switzerland, register for classes and present yourself at the Geneva '*office de la population*' (immigration office) with the documents that we will provide you with at New Student Orientation.

The student visa process is lengthy and requires you to pay close attention to all of the details. Follow instructions carefully and provide all requested documents. **Visa applications will sit untouched if incomplete and the authorities may not contact you.** It is important to keep personal copies of all forms and documents submitted to the Swiss authorities.

¹ <https://www.eda.admin.ch/eda/en/fdfa/entry-switzerland-residence/visa-requirements-application-form.html>

² If for any reason your file is not ready before your anticipated flight to Geneva for orientation, please reach us in the final week so we can coordinate your options for either a late arrival or deferral to the subsequent term.

How to apply for a Swiss Student Visa

Please consult the following website to find the Swiss Embassy or Swiss Consulate nearest you. Once you have selected your country of residence on that website, please click on Visa section: Visa information or Entering Switzerland. On the right hand side of the page you will find all the necessary documents and forms to download to apply for a **Swiss Student Visa**.

In order to process the Student Visa application, you will need to submit the following documents to the Swiss Embassy or Swiss Consulate:

- 1 original of each **visa application form type D**, fully completed and signed by you. Applications which are not duly completed, dated and signed will not be accepted. **The type D form** is downloadable from here:
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

For your “intended living address” in Geneva – please refer to the attestation in French that you received from Webster Geneva Campus.

- 4 **recent passport photos**. Digital files and photocopies will not be accepted
- 1 **photocopy of your passport**
- **Letter of admission** from Webster Geneva Campus (original and a copy)
- **Attestation** in French from Webster Geneva Campus (original and a copy)
- 1 copy of **previous diplomas** and school certificates
- 1 copy of a **Resume/CV** (biographical data, schools attended, etc.)
- Proof of **sufficient funds** (bank statements) that will cover tuition, housing and other expenses for one year (approx. 25'000 CHF)
- **Confirmation of your deposit** to Webster Geneva Campus (Fondation Webster)
- 1 copy of a **written confirmation/declaration** that you will leave Switzerland after you have completed your education time at Webster Geneva Campus. The written letter must be signed by you
- 1 **letter of intention** (or statement of purpose) in which you identify your plans for the future. The written letter must be signed by you
- Contact Peter Carson for your **Student Schedule** at petercarson43@webster.edu
- Pay the applicable **Visa fee and postage fee** (please check the website

for the current fees)

- **NOTE: Always keep one copy of all submitted documents for yourself.**

Additional documentation may be requested:

- Confirmation of payment of the first semester at Webster Geneva Campus tuition fees (17'140 CHF)
- Confirmation of payment of the Webster Geneva Campus housing deposit (1000 CHF)

How to apply for a Swiss Student Visa

During the visa process, Webster Geneva Campus may not interfere with the authorities to speed up the process or inquire about missing documents. It is your responsibility to keep on top of your visa application process.

Please note that the procedure may take between **6 to 12 weeks to complete**.

Notes

To help you with some of the previously mentioned documents, please find below some additional information that you may want to use:
(keep copies of the forms for your arrival in Geneva)

1. **Sample written confirmation/declaration** that you will leave Switzerland after you have completed the chosen course study:

DECLARATION

I, [name], born [date] of [nationality] formally and irrevocably agree to leave Switzerland after completing my studies, and no later than [date of completion of studies] whatever the circumstances at that time.

Place: Date: Signature:

2. **Letter of intention** (or statement of purpose) in which you identify your plans for the future. You will need to write a statement about your intended professional developments after having finished your studies in Switzerland. Explain how your professional future is going to benefit from your studies at Webster Geneva Campus.
3. **Confirmation of Tuition Fee and Housing deposit.** Webster Geneva Campus advises you to pre-pay the first semester fee (approx. CHF 17'000) and make your housing deposit (CHF 1000) as soon as possible. Once the payments are received, Webster Geneva Campus will issue and send you confirmation attestations. These are additional documents that you can include in your visa application package. Semester and housing fee payments are fully refundable to the account of origin, if the Swiss Student Visa is denied.

If you have any questions, feel free to contact us:

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Route de Collex 15, 1293 Bellevue, Switzerland
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