

## Information on obtaining a Swiss residency Permit

### **Scenario 1: no student visa is required to enter Switzerland**

If the student holds a valid passport from one of the EU / EEA countries or Japan, he/she can travel freely in and out Switzerland. The Collège du Léman Admissions Office will apply for the student's residency permit upon arrival in Switzerland.

### **Scenario 2: A student visa is required to enter Switzerland**

If the student is a citizen of a country that is not part of the EU/ EEA or Japan, He/she will need to apply for a **student visa**. Once:

- ✓ Collège du Léman has accepted the child
- ✓ the school contract is signed
- ✓ and the advance payment processed

The school sends a School attestation and an invitation letter to the family. The parents must then submit a Student visa request at the nearest Swiss Embassy / Consulate in their country of residence.

A visa request examination takes up to three months. Therefore, we strongly recommend starting the procedure as soon as possible.

Documents to prepare for the Swiss Embassy or Consulate:

- ✓ A school attestation – sent to families by Collège du Léman as stated above
- ✓ An invitation letter confirming the passport details and payment of fees – sent to families by Collège du Léman as stated above
- ✓ Application form for an extended stay visa (student visa – visa D)
- ✓ A personal statement mentioning the planned duration of studies, diplomas already obtained, expected diploma and intentions at the end of the studies (only for students over the age of 14)
- ✓ A complete CV including dates (only for students over the age of 14)
- ✓ A written confirmation that the student will leave Switzerland upon completion of studies
- ✓ Copy of a valid passport
- ✓ Passport photos
- ✓ Proof of sufficient income (recent salary slip or bank statement)

**Other documents may be requested depending on the country of residence.**

**We suggest contacting your local Swiss Embassy/Consulate to find out if any additional documents will be required.**

The student visa is only valid for three months, and so **it is essential that the start date of the visa is the closest possible to the school entry date.**

Please make sure you give this information when requesting the authorisation for entry.

The Collège du Léman Admissions Office will apply for the Swiss residence permit for the boarding students, allowing them to travel in the Schengen area for one year. Collège du Léman will renew the residency permits every year with the condition that the student fulfils the requirements (school contract signed, and fees paid).

**The Swiss authorities do not accept Schengen or tourist visas as a basis to request a residency permit.**

If you have any questions about visas or residency permits, please do not hesitate to contact the Collège de Léman Admissions Office on [admissions@cdl.ch](mailto:admissions@cdl.ch) or +41 22 775 56 56.

[List of diplomatic and consular representations of Switzerland](#)

[Federal Office of Migration](#)

[Member states of EU / EEA](#)