

## Information on obtaining a Swiss Residency Permit

### 1st case: no visa required to enter Switzerland

If the student holds a valid passport from one of the countries listed below, he/she can travel freely in and out of Switzerland.

Andorra	Finland	Latvia	Portugal
Austria	France	Liechtenstein	Romania
Belgium	Germany	Lithuania	San-Marino
Bulgaria	Greece	Luxembourg	Singapore
Czech Republic	Holland	Malaysia	Slovenia
Cyprus	Hungary	Malta	Slovakia
Denmark	Iceland	Monaco	Spain
England	Ireland	Norway	Sweden
Estonia	Italy	New Zealand	Vatican
Fiji	Japan	Poland	

The Admissions Office will apply for the student's residency permit upon arrival in Switzerland.

### 2<sup>nd</sup> case: visa required to enter Switzerland

If the student is a citizen of a country not listed above, he/she will need to apply for a **student visa**. As soon as the student has been accepted at Collège du Léman, parents must submit a student visa request at the nearest Swiss Embassy/Consulate in their country of residence.

It can take up to three months for a visa request to be examined. Therefore, we strongly recommend starting the procedure **as soon as possible**.

### Documents to prepare for the Swiss Embassy or Consulate

- An attestation confirming the student is enrolled at Collège du Léman (provided by CdL upon receipt of payment and signed enrollment contract)
- An invitation letter confirming passport details and payment of fees (provided by CdL upon receipt of payment and signed enrollment contract)
- Application form for a long stay visa (visa D)
- A personal statement mentioning planned duration of studies, diplomas already obtained, expected diploma and intentions at the end of studies (only for students over the age of 14)



- 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
- 2 passport photos (please indicate surname, first name and date of birth on the back)
- 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.**

### **Arrival in Switzerland**

Student visas are usually delivered for a period of three months. Upon arrival in Switzerland, the Admissions Office will apply for a Swiss a residency permit for the student, allowing him/her to travel within the Schengen area for one year. Collège du Léman will renew permits on a yearly basis.

Please note that a Schengen visa **will not be accepted** in order to apply for a residency permit.

### **For more information**

If you have any questions about visas or residency permits, please do not hesitate to contact Ms. Alisa Picard, Admissions Officer at +41 22 775 55 55 or on [admissions@cdl.ch](mailto:admissions@cdl.ch)

List of diplomatic and consular representations of Switzerland:

<http://www.eda.admin.ch/eda/en/home/rep.html>

Federal Office for Migration: [www.bfm.admin.ch/bfm/en/home.html](http://www.bfm.admin.ch/bfm/en/home.html)



**Sample of declaration to leave Switzerland upon completion of studies**

Name  
Address

Place, date

**Declaration by xxx, born dd.mm.yyyy , to leave Switzerland upon completion of studies at Collège du Léman**

Dear Sir, Madam,

I have recently been admitted to the boarding programme at Collège du Léman in Versoix, Geneva, Switzerland. My studies start on dd.mm.yyyy and will presumably last until dd.mm.yyyy

I hereby confirm that I will leave Switzerland immediately after having completed my studies at Collège du Léman.

Yours sincerely,