



TLSCONTACT VISA APPLICATION CENTRE – KIEV

LIST OF DOCUMENTS

Studies – Long Stay Visa

You wish to go to Switzerland for study purposes and would like to stay more than 90 days.

- Three applications forms “Application for a long stay visa (visa D)” per person duly completed in German, French, Italian or English and signed**

In case of a temporary work lasting more than 8 days but less than 3 months per semester and less than 4 months in total within a civil year. Three application forms for a Schengen Visa (visa C) per person, including the complementary page “right to appeal” required by the Swiss authorities, duly completed in German, French, Italian or English and signed.

Each visa application form must be signed at 3 places:

- *Field no. 37*
- *Bottom of page 4*
- *Bottom of complementary page “right to appeal”.*

- Four passport-sized pictures**

Three glued on each application form, the 4th one attached.

Please note: you may refer to the information sheet “Visa forms / Photo requirements” on the website of the Embassy.

- International passport**

Which must be valid at least three months after the date when the holder intends to leave the Schengen space, containing at least two empty pages and issued within the previous 10 years.

- Copy of the first page of the international passport**

Page with personal data and photo.

- Internal passport**

The applicant must present the original and submit a copy of the internal passport.

- Minors (people under the age of 18)**

Written authorization from the parent not intending to take residence in Switzerland together with the child. The written authorization must have a stamp of a Notary public, be legalized by an Apostille and has to be presented in original together with 1 copy. If there is only one custodian, a court decision on sole custody, death certificate or other document must be presented. A translation of the authorization and of the further documents into German, French, Italian or English, duly legalized by a notary public, must be presented.



- Curriculum vitae**
- Motivation letter indicating why you decided to study in Switzerland, how these studies will be beneficial for your career, etc**
- Confirmation / matriculation letter from the school or university**

Original and copy

- Proof of sufficient financial means to cover the living expenses during the studies**

All applicants must document that they have the necessary financial means to cover the cost of the entire stay in Switzerland. Examples of solvency proofs: confirmation of deposit of prepayment of the school / university, bank account statement showing the movements of the last 3 months (original or copy with stamp of the bank), bank letter confirming the balance of the account (original and copy). If the parents or a third person sponsors the studies: similar documents plus original declaration of honor made and legalized by a Ukrainian notary public confirming the coverage of the costs (original and copy). All documents related to the proofs of solvency issued in Ukrainian or Russian must be translated into German, French, Italian or English.

- Previous diplomas, school certificates and study plan with translated into German, French, Italian or English**

Original and copy

- Signed obligation by the applicant to leave Switzerland after completion of the studies/the education**

May be hand written; 2 originals