Checklist for student long-stay (more than 90 days)

Only Indonesian citizens or foreign residents (KITAS holders) in Indonesia may apply for a visa with the Embassy of Switzerland in Indonesia. If you have a short-term visa (e.g. Social/Cultural Visit Visa) for Indonesia, you must apply for the visa in your country of residence.

The application will be forwarded to the competent Swiss authorities for their decision. The processing time is between 8 and 12 weeks, therefore the application must be submitted well in advance at the Swiss Embassy in Jakarta after obtaining an appointment with VFS Global.

The Swiss authorities reserve the right to request additional documents. The submission of a complete file does not guarantee the granting of a visa. In case of a visa refusal, the Embassy of Switzerland is not liable for any costs that might have occurred in the application process.

Required supporting documents

- Arrange all the supporting documents **as per the checklist order**.
- All the photocopies of the documents should be in **A4 size**.
- Do not staple documents together.

	DOCUMENTS TO BE SUBMITTED	✓	✗
1.	**Three (3) duly filled out, dated and signed visa application forms (National, type D)**. Please find the visa application form here. In case of minors, both parents must sign the visa application form. Incomplete forms will not be accepted. Please indicate your e-mail address as well as your contact phone number in case additional information is required.	☐	☐
2.	**Passport** • Duly signed passport, which is valid for at least six (6) months at the time of entry into Switzerland and with at least two empty pages. • Three (3) photocopies of the personal data and signature pages of the passport, including any previous Schengen/USA/UK visa.	☐	☐
3.	**Passport picture** Four (4) recent, color passport photos taken against a light-colored background. Please refer to Schengen photo requirements on our webpage.	☐	☐
4.	Original and one (1) copy of the confirmation of enrolment from a school/college in Switzerland and two (2) copies of the confirmation of payment of the registration fees.	☐	☐
5.	Original bank statements of the last 3 months attesting that the applicant has sufficient financial means to cover the expenses during his/her stay in Switzerland and one (1) photocopy for the visa application file.	☐	☐
6.	Original and one (1) copy of the personal curriculum vitae in English.	☐	☐
7.	Original and two (2) copies of the diplomas attesting previous studies.		
8.	Original and two (2) copies of proof of language proficiency of the related studies.	☐	☐
9.	Original and one (1) copy of a motivation letter in English, in which the reasons for choosing Switzerland as the location for the studies and the future plans following completion of the studies are explained.	☐	☐
10.	Original and one (1) copy of a declaration in English signed by the applicant, that they will leave Switzerland after completion of their studies.	☐	☐
11.	Minors travelling alone must submit an authorization letter in English signed by both parents with a copy of their passports or IDs (original and two (2) copies).	☐	☐
12.	**For foreigners:** Original valid residence permit (KITAS) and one (1) copy.	☐	☐
13.	**Visa fees** Visas for elementary, high school, and college students, as well as graduate students (master's or doctoral programs), are free of charge.	☐	☐