



# Information on obtaining a Swiss Residency Permit

We would be grateful if you could send us a color copy of your child's valid passport.

## 1<sup>st</sup> case: no visa required for entry in Switzerland

For passport holders of the following countries:

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

If the future student holds a current passport from one of these countries, he/she can travel freely in and out of Switzerland. The Travel Office will obtain the student's residency permit upon arrival in Switzerland.

## 2<sup>nd</sup> case: visa required for entry into Switzerland

For students who are citizens of a country which is not listed above, a student visa for entry into Switzerland is required. As soon as the student has been accepted at Le Rosey, parents must submit a visa request in their country of residence at the nearest Swiss Embassy/Consulate.

The procedure for requesting a visa is quite long and may take up to three months. We would strongly recommend that you begin the process of obtaining a student visa for Switzerland as soon as possible.

### **Documents to be provided by Le Rosey for your dossier:**

These documents will be sent by email; should you wish to receive hard copies by post please contact the travel office:

- attestation of school attendance
- promise to leave Switzerland once studies are complete (must be signed by both Parents)
- confirmation of payment (issued by the accounting department once the school fees have been paid)

### **Documents which you must provide for the Swiss Embassy or Consulate:**

- four good quality passport photos (not torn, creased or marked) with the face positioned in the centre of the photograph
- three visa request forms
- passport and valid residency permit (if necessary)
- proof of sufficient income such as the most recent monthly salary slip or bank statement

- a letter confirming that the student has been accepted into our school
- a CV (only for students over the age of 14)
- a personal statement (for students over 14 years of age) in the form of letter written by the student indicating his/her reasons for choosing to study in Switzerland and his/her future aspirations once study in Switzerland is complete.
- other documents may be required depending on the country of residence.

### Arrival in Switzerland

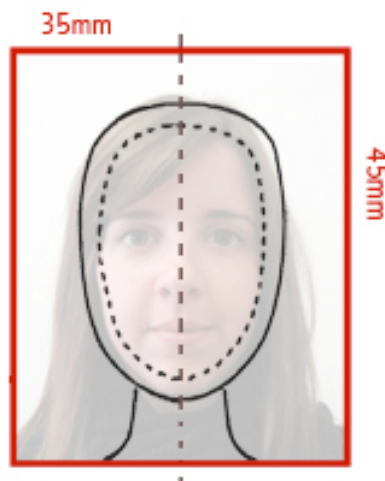
As soon as your child arrives in Switzerland, the Travel Office will obtain a Swiss residency permit for him/her allowing travel within the Schengen area for one year, usually up until the 30<sup>th</sup> September of the following year.

### To be provided by the parents in order for the residency permit to be obtained:

In order to obtain this permit, it is very important that our future students obtain a student visa before arrival in Switzerland.

### The photos required must respect the following criteria:

- photo format: 35 x 45mm
- the face should be in the middle of the photo, with the nose on the middle line at the centre of the photo, as shown below
- both eyes must be open, at the same level and clearly visible (including if glasses are worn)
- the facial expression must be neutral with the mouth closed (smiling is permitted!)
- the photo must be taken against a plain white background and without any shadow



### For more information

Travel Office • Tel. +41 21 822 56 44 • [traveloffice@rosey.ch](mailto:traveloffice@rosey.ch)

Federal Department of Foreign Affairs (List of diplomatic and consular representations of Switzerland)

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

Federal Office for Migration

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