

Visa Guidelines for International Joint Master Students

Procedure for students who need a visa to enter Switzerland

Please hand in your visa application at the Swiss Embassy in The Hague by **no later than 15 November 2015**:

Regional Consular Center Benelux
c/o Swiss Embassy
Lange Voorhout 42
2514 EE Den Haag

0031 70 364 28 31 / 32
Opening hours: Monday – Friday, 10:00 – 12:00

Your visa application must be supported by **ALL** of the documents listed below. This list has been prepared by ETH in cooperation with the Migration Office of the Canton of Zurich and satisfies the official requirements. Please note that should any one of the documents mentioned on this list be missing from your application, this can lead to delays of several weeks. Should the Swiss Embassy in The Hague request further documents, please enclose these as well.

1. **Visa application form**

The visa application form (**type D visa is required!**) is provided free of charge by the Swiss Embassy. Alternatively, it can be downloaded from the Internet in PDF format.¹ Usually, it must be submitted in triplicate. Most representations request you to present yourself in person, so please make sure in advance whether or not this is the case in The Hague.

IMPORTANT: On the visa application form, you are required to mention the duration of your studies. Make sure the duration you mention is not too short (see point 4)! It is always possible to leave Switzerland earlier, but it is very complicated to apply for an extension of the residence permit because you had not mentioned a long enough duration of your stay.

2. **Passport**

A passport which is valid for at least 3 months over the planned duration of your stay in Switzerland

3. **Passport-size pictures**

3 recent passport-size pictures

4. **Separate sheet containing the following information (listed):**

Title of Programme

Please mention that you join the “Joint Master in Applied Geophysics”

Duration of Programme

Mention the exact duration of your stay in Switzerland. If you do not know yet when you will move to Aachen, please indicate 1 February 2016 – 31 August 2016 or even 30 September 2016 (it's better to indicate a too long period instead of a too short one, but you will need to prove you've got the necessary funds for your stay in Switzerland too!)

Reasons why you need to study at ETH Zurich

Please write a short statement. (Write that your time at ETH is part of the Joint Master Programme and that this programme is not offered anywhere else).

¹ <http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/visumantragsformular.html> (then choose „long-term stays“!)

5. **Confirmation of Matriculation at ETH Zürich**
Please use the German letter addressed to "Sicherheitsdirektion Kanton Zürich". You will get this letter in a separate email from the ETH International Student Support Office.
6. **Curriculum vitae / foreign language skills**
Personal data sheet in German or English. Foreign language skills must be listed in detail. An example can be found in the appendix.
7. **Diplomas / certificates of present and previous studies**
Copies are sufficient. If the original documents are not in German, French, Italian or English, a certified translation into German or English is required.
8. **Letter of motivation / future plans**
Describe your future plans after having completed your studies.
9. **Commitment to leave Switzerland on completion of studies**
You must confirm in writing (in German or English) that you will leave Switzerland upon completion of your studies. A sample letter can be found in the appendix.
10. **Evidence of sufficient financial means**
You must produce evidence of sufficient financial means to support your stay in Switzerland. You can do this by providing a bank statement and/or scholarship awards. In either way, you must show that you have **at least CHF 1'750 (approx. EUR 1'610) per month!** So, if you will stay in Switzerland from 1.2.2016 – 31.8.2016, you will have to show that you have CHF 12'250 (approx. EUR 11'300), if you stay even till 30.9.2016 the required amount will be CHF 14'000 (approx. EUR 12'900).

Bank statement: The bank can be an international one, but it must have at least one branch in Switzerland (examples of accepted banks: ABN AMRO, HSBC, Citibank, Deutsche Bank). The account must be registered in your own name and the amount must be displayed in CHF, EUR or USD. Anything else (like bank loans, supporting letters from parents etc.) is NOT accepted.
11. **Authorisation (not mandatory, but highly recommended)**
In case you wish ETH to be able to ask at the Migration Office in case there is any problem with your visa application, this document is required. Please note that without this authorisation, ETH will not be able to get any information regarding your application. A sample letter can be found in the appendix.

Procedure

Your application for a student visa will be forwarded for decision to the responsible authorities in Switzerland. The Migration Office of the Canton of Zurich reserves the right to ask for additional documents and information. You will be notified by post once your visa is ready for collection at the Embassy in The Hague.

Visa fee

The visa fee is determined by the embassy (usually around EUR 60). This amount is due upon submission of your application. Another CHF 95 for the handling of your documents as well as CHF 162 for your residence permit (issuing fee) are due after arrival in Switzerland.

IMPORTANT:

You are obliged to obtain a **residence permit** as soon as you have arrived in Switzerland. You must apply for your residence permit at the Municipal Office in charge of your place of residence² **within 14 days of arrival**. You must produce your proof of being registered at ETH Zurich, proof of having sufficient financial means, and your passport. A few weeks later, you will receive an official letter at your residential address in Zurich, requesting you to pick up your residence permit.

² In the city of Zurich, this office is called "Kreisbüro". There's a "Kreisbüro" in every city district responsible for registering all the citizens living in that particular district. More information can be found at www.ethz.ch/en/studies/international-immigration-housing.html -> leaflet residence permit

Useful Links

- **State Secretariat for Migration**
<https://www.sem.admin.ch/sem/en/home.html>
- **Migration Office of the Canton of Zurich**
www.ma.zh.ch (in German only)
- **ETH Zurich International Student Support**
www.ethz.ch/en/studies/international-immigration-housing.html
- **Handbook for International Students at ETH**
www.ethz.ch/content/dam/ethz/main/education/internationales/pdf-de/handbook.pdf

APPENDIX 1:

Sample CV

Curriculum Vitae	
Personal information	
Surname	Zhang
First name(s)	Xu Example
Address	P.O. Box 1325, YuQuan Campus Jiaotong University 200070 Shanghai V.R. China phone: 0086-00-00000000 e-mail: example@yahoo.com
Date of birth	May 30, 1987
Place of birth	Hangzhou
Nationality	China
Marital status	single
Occupation of parents	Father: bank employee Mother: bus driver
Education	
09/1993-07/1999	Primary School of the Hubei area, Zhabei district, Shanghai
09/1999-07/2006	Lower and upper grades of the Shibei Secondary School, Shanghai
09/2006-07/2010	Bachelor degree programme in Mechanical Engineering and Automation (Design and Manufacturing), Jiaotong University, Shanghai
July 1, 2010	Degree: Bachelor of Science in Engineering
Professional experience	
06/2008-09/2008	a 3 month internship at ABB Shanghai Motors Co., Shanghai
Language skills	
Chinese:	Mother tongue
English:	Fluent (TOEFL score: 660, paper version; IELTS score: 8)
German:	Good (Zertifikat Deutsch, Goethe-Institut Beijing)
Computer skills	Excellent computer skills (MS Office, Photoshop)

Place, date, signature

APPENDIX 2:

Sample of a declaration to leave Switzerland upon completion of studies

Name
Address

Place, date

Declaration of *X*, born on *dd.mm.yyyy*, to leave Switzerland upon completion of studies at ETH Zurich

Dear Sir or Madam,

I have been admitted to the Joint Master programme in **Applied Geophysics** at ETH Zurich. My studies start on *X* and will presumably last until *X* (write a hypothetical but fixed date in 2016. You will NOT be obliged to leave on that day).

I herewith confirm that I will leave Switzerland immediately after having completed my studies at ETH Zurich. After that I will continue my study programme at the **RWTH Aachen University** in Germany.

Yours sincerely,

(signature)

APPENDIX 3:

Authorisation / Vollmacht

Student's name and address:

Place and date:

Vollmacht

Hiermit ermächtige ich folgende Person an der ETH Zürich, mich im fremdenpolizeilichen Einreiseverfahren zu vertreten:

ETH Zürich
International Student Support
Annina Wanner
HG F 22.3
Rämistrasse 101
8092 Zürich

Authorisation

I herewith authorise the following person at ETH Zurich to substitute me in the procedure of getting a visa:

ETH Zürich
International Student Support
Annina Wanner
HG F 22.3
Rämistrasse 101
8092 Zürich

Unterschrift / Signature:
