



## APPLICATION FOR A TEMPORARY RESIDENCE PERMIT FOR STUDY PURPOSES IN THE CANTON OF VAUD

FOR USE BY FOREIGN NATIONALS OF A COUNTRY THAT IS NOT A  
SIGNATORY TO THE AGREEMENT ON THE FREE MOVEMENT OF PERSONS  
CONCLUDED BETWEEN SWITZERLAND AND THE EUROPEAN UNION

All sections  
must be  
completed  
Tick the boxes  
that apply

### A/ Name and address of the school where studies are planned

School : ..... AVDEP member   
(Association Vaudoise des Ecoles Privées)

Address (street, No) : .....

Postcode, town : .....

Contact person : ..... Tel. No : .....  
(except UNIL and EPFL) (except UNIL and EPFL)

### B/ Personal details of the student

Application number (completed by SPOP) : VD .....

Last name(s) : .....

Maiden name : .....

First name(s) : .....

Date of birth : .....

Nationality : .....

Sex :  Male  Female

Marital status :  Single  Married  Separated  Divorced  Widow(er)  
 Registered partnership  Partnership dissolved by judgment  Partnership dissolved by death

Current address :  Switzerland  Abroad Street, No : .....  
Postcode : ..... Town : .....  
State/Canton : ..... Country : .....

Last name(s) and first name(s) of father : .....

Maiden name and first name(s) of mother : .....

Reference person in Switzerland :  No  Yes : .....

What is your relationship with the reference person : .....

**Identity data must be  
the same in all respects  
as that shown on  
the passport.**

### C/ Completion and follow-up of the application

**The application is completed by the student**

➔ If the student is in Switzerland, the application is filed with the Bureau of Foreign Nationals (Bureau communal des étrangers) in the town of residence and accompanied by the arrival report signed by the district authority.

➔ If the student is abroad, the application is sent to the Population Service (Service de la population), where relevant with the visa application filed with the Swiss representation in : ..... dated : .....

**The application is completed by the school (except UNIL and EPFL)**

➔ If the student is in Switzerland, the application is filed with the Bureau of Foreign Nationals (Bureau communal des étrangers) in the town of residence and accompanied by the arrival report signed by the district authority.

➔ If the student is abroad, the application is sent to the Population Service (Service de la population) and the visa application is filed with the Swiss representation in : ..... dated : .....

**The authority monitors the application with the student**

➔ In this case, the school monitors progress of the application through the student only.

**The authority monitors the application with the school (except UNIL and EPFL)**

➔ In this case, the Population Service (Service de la population) is authorised to process the application with the school and the signature below of the student serves as authorisation to proceed with formalities to obtain a residence permit for study purposes :

**Dated :** ..... **the student confirms the above with his/her signature :** .....

In this case, the student refers to the school regarding the progress of his/her application.

## D/ Legal bases and conditions

The residence permit for study purposes is a strictly temporary authorisation, subject to the conditions specified in articles 31 and 32 of the Federal Ordinance of 6 October 1986 limiting the number of foreign nationals (OLE) ([www.admin.ch/ch/f/rs/c823\\_21.html](http://www.admin.ch/ch/f/rs/c823_21.html)), as well as those arising from Federal and Cantonal jurisprudence. There is no entitlement in respect of obtaining such authorisation.

### Entry into Switzerland

- Entry into Switzerland requires a valid national passport.
- Entry into Switzerland requires a visa. Visas are issued by the Swiss representation abroad. Generally, the Cantonal authority gives its prior assent to the Swiss representation abroad to issue the visa.
- The web site of the Federal Administration ([http://www.weisungen.bfm.admin.ch/einreise/visumvorschriften\\_f.asp#top](http://www.weisungen.bfm.admin.ch/einreise/visumvorschriften_f.asp#top)) provides details of requirements regarding visas and travel documents for entry into Switzerland.
- In exceptional circumstances, the Population Service allows entry into Switzerland without a visa for minors with a place at boarding school.
- A study visit of three months maximum (similar to a tourist trip) does not require the issue of a residence permit. However, visa requirements remain mandatory for this type of stay (cf. Internet link above).

### The student must come to Switzerland unaccompanied (ref. to articles 31<sup>a</sup> or 32<sup>a</sup> of the OLE)

- Family groups (spouse, parents, etc) generally are not admitted.

### The student must attend a school recognised by the authority (ref. to articles 31<sup>b</sup> or 32<sup>b</sup> of the OLE)

- The school must offer general or specialised teaching or vocational training (as a minimum, twenty hours per week) leading to the award of a diploma or a certificate. Evening classes do not satisfy this condition. If the school is not yet recognised by the Population Service, the latter will carry out an assessment of the school with a view to recognising it before ruling on the student's application.

### The student's syllabus or study plan is determined in advance (ref. to articles 31<sup>c</sup> or 32<sup>c</sup> of the OLE)

- The plan and the total duration of studies, as well as the certificate(s) or diploma(s) expected to be obtained and, where appropriate, an indication of the studies planned with several schools to attain the final objective specified in advance, are communicated in writing at the time of the application. At the same time, a curriculum vitae of the student will be enclosed with the application to allow the Population Service to assess the consistency of the overall study project.

### The student must have sufficient language knowledge to follow the teaching (ref. to articles 31<sup>d</sup> or 32<sup>d</sup> of the OLE)

- Students must demonstrate that they are able to follow the teaching in the language used by the school. This demonstration is provided by concrete elements such as the assessment of the Swiss representation abroad, the result of recognised language tests or a school attestation. Language training prior to other studies does not satisfy this condition. Exceptions are possible for bringing knowledge of the language used in teaching up to the level required for the course(s).

### The student must have the necessary financial means (ref. to articles 31<sup>e</sup> or 32<sup>e</sup> of the OLE)

- Students must be able to finance their school fees and their material needs at least during the first year of their stay in Switzerland. Except where payment of school fees is confirmed by the school, it is necessary to complete the form "Student's financial means" enclosed with the present form regarding students' means of subsistence during their stay in Switzerland (an exception is made for minors with a place at boarding school).

### Guardianship of minors must be assured (ref. to article 31<sup>f</sup> of the OLE)

- If the student is a minor with a place at boarding school, the boarding school is deemed to be responsible for the student. If the student is a minor and attends a day school, his legal representative must indicate the person appointed as the student's temporary guardian.

### The student's departure from Switzerland after the study period is assured (ref. to articles 31<sup>g</sup> or 32<sup>f</sup> of the OLE)

- An assessment of this condition is based on the application overall, particularly the choice and motivation for studying in Switzerland, the student's age, his/her experience to date which has led him/her to study in Switzerland, his/her professional experience, and also his/her future plans once his/her studies are complete. The Population Service must ensure that the reason for studying in Switzerland does not conceal a plan for illegal immigration.

**Important ! The conditions specified in articles 31 and 32 of the Federal Ordinance of 6 October 1986 limiting the number of foreign nationals are cumulative**

## E/ Study plan

All courses envisaged in Switzerland must be indicated :

	<u>School</u>	<u>Course</u>	<u>Expected diploma</u>	<u>Duration</u>
1)	.....	.....	.....	.....
2)	.....	.....	.....	.....
3)	.....	.....	.....	.....

Course start date : ..... Final date set by school for entry into Switzerland : .....

End date of 1<sup>st</sup> year courses : ..... Planned end date of studies : .....

*(where relevant, including completion of examination period)*

**Note :**

Any change made to the study plan during the stay in Switzerland must be notified immediately to the Population Service with an explanation. This concerns a change of study orientation, of school, or an extension to the study period in relation to the dates specified above. If approved by the Population Service, these changes give rise to the issue of a new, updated temporary residence permit.

## F/ List of documents to be enclosed

→ **All students** : documents 1, 2, 3, 4, 5, 6, 7, 8 and 11

**Exceptions :**

→ **Minors attending a day school** : documents 1, 2, 4, 5, 6, 7, 8, 9, 11

→ **Minors, up to the age of 18, attending a boarding school** : documents 1, 2, 8, 11

→ **Grant holders at a Swiss institution/school or students benefiting from an exchange agreement** : documents 1, 2, 3, 4, 8, 10, 11

1	<b>Attestation of studies</b> Attestation of definite registration with the school <i>For UNIL and EPFL, for applications filed abroad : attestation of admission to registration</i>	<input type="checkbox"/>
2	<b>School fees (except UNIL and EPFL)</b> Proof of payment of school fees for the first six months; failing this, a declaration by the school attesting that the student is able to pay the school fees.	<input type="checkbox"/>
3	<b>Covering letter</b> Personal letter from the student, dated and signed, mentioning : - reasons for choosing to study in Switzerland, - future plans after completion of studies.	<input type="checkbox"/>
4	<b>Curriculum vitae</b> Mentioning all schools attended, as well as professional experience or activities with an indication of dates, plus attached copies of diplomas and attestations of employment obtained.	<input type="checkbox"/>
5	<b>Language knowledge</b> Assessment sheet by the Swiss representation abroad (embassy or consulate), otherwise attestation from the school indicating that language knowledge has been verified and is satisfactory, or recent results of a recognised international test (IELTS, TOEFL, CAMBRIDGE, DELF, etc).	<input type="checkbox"/>
6	<b>Financial means</b> « <a href="#">Students' financial means</a> » form duly completed and signed.	<input type="checkbox"/>
7	<b>Previous Swiss residence permit</b> ↪ Where relevant, provide a copy of the permit obtained or, failing this, details of the period of stay and type of permit.	<input type="checkbox"/>
8	<b>Written undertaking to leave Switzerland at the end of the planned studies</b> Separate letter or attestation, dated and signed, constituting a formal undertaking.	<input type="checkbox"/>
9	<b>Guardianship of a minor</b> ↪ If the student is not at boarding school, document signed by the legal representative indicating to whom temporary guardianship of the child has been assigned.	<input type="checkbox"/>
10	<b>Grant holder</b> ↪ If the student is in receipt of a grant, enclose the relevant attestation with the application.	<input type="checkbox"/>
11	<b>Identity documents</b> ↪ For applications filed in Switzerland, copy of passport and visa, with arrival report and 2 photos. ↪ For applications filed abroad, copy of passport with the visa application.	<input type="checkbox"/>

**Important!** The documents must be enclosed with the application and numbered according to the above list. Incomplete applications will be returned to the sender.



**"STUDENTS' FINANCIAL MEANS" FORM**

**Variant ① Student guaranteeing his or her own financial means**

The undersigned student certifies that he/she is in possession of the sum of : CHF .....

This sum is available and has the following source : .....

Comment or enclosed supporting document : .....

**Place :** ..... **Date :** ..... **Signature :** .....

**Variant ② Undertaking by a guarantor abroad**

Declaration by the guarantor → I the undersigned :

(last name) ..... (first name) ..... date of birth : .....

of ..... nationality, residing at (street, number., town, region, country): .....

undertake, throughout the duration of the studies in Switzerland, to meet the cost of upkeep, accommodation, study, and other living expenses, including any medical, hospitalisation and repatriation costs, of :

(last name) ..... (first name) ..... date of birth : .....

of ..... nationality, residing at (town, country): .....

Sum made available for the 1<sup>st</sup> year of studies : CHF .....

Source of this sum : .....

Comment or enclosed supporting document t : .....

Family relationship (or other connection) between the guarantor and the student : .....

**Place :** ..... **Date :** ..... **Signature :** .....

**Confirmation by the Swiss Embassy or Consulate for variant ① or ②**

The Swiss representation in ..... attests that the financial means referred to in variants ① or ② have been verified and found to be in accordance with the actual situation.

Comment : .....

**Place :** ..... **Date :** ..... **Signature :** .....

***In the absence of an attestation by the embassy or consulate, the Population Service (Service de la population) of the Canton of Vaud accepts the following supporting documents, which must be enclosed with the application :***

- Wage slips for the last three months.
- Bank statement attesting that the student/guarantor has sufficient savings or income to finance the period of study in Switzerland, in the order of CHF 18'000.- per annum.
- Irrevocable transfer order for the duration of the studies, or for at least one year.

***Important ! The amounts indicated must be converted into Swiss francs (CHF), US dollars (\$) or euros (€).***

**Variant ③ Financial means assured by a guarantor in Switzerland**

Identity and address of the guarantor : .....

Family relation (or other connection) between the guarantor and the student : .....

The following undertaking, duly completed, signed by the district authority of the guarantor's place of residence and enclosed with the application :

↳ [http://www.vd.ch/fileadmin/user\\_upload/themes/vie\\_privée/permis\\_sejours/fichiers\\_doc/Attestation\\_prise\\_en\\_charge.dot](http://www.vd.ch/fileadmin/user_upload/themes/vie_privée/permis_sejours/fichiers_doc/Attestation_prise_en_charge.dot)