



Application for Visa

1) Application procedure

Exchange students who do not own a European passport need a visa for their stay in Switzerland; exceptions are citizens of Japan, Malaysia, New Zealand and Singapore who do not need a visa.

Please fill in and sign the form “Gesuch um Einreisebewilligung” and upload it on Mobility Online together with the application documents for your exchange stay and a scan of your passport. We will apply for the visa on your behalf at the Migration Office in Zurich. They will return us a visa authorization form, which we will e-mail you approximately at the end of June (for fall semester applicants), respectively at the beginning of December (for spring semester applicants). With this visa authorization form you will receive the visa directly from the Swiss embassy or consulate in your country of residence. Please ask the embassy/consulate, if you have to hand in supplementary documents. Usually, you have to go there in person and you will only have to hand in the form, your passport and pay a fee.

Make sure that your passport is valid at least **six months** beyond the completion of your exchange semester/year.

Your visa will be valid from September 1 to January 31 for five months (fall semester students), respectively from February 1 to July 31 for six months (spring semester students). If your exchange lasts for two semesters, your visa will be valid for 11 months. Please note that the duration of your stay will start the moment you enter Switzerland; meaning if you enter Switzerland for example on August 24, your residence permit and visa will be valid until January 24.

Your visa is for Switzerland only, however, once you have your Swiss residence permit you can travel freely in the Schengen area.

Please note that you will be able to enter Switzerland two weeks before the start of your visa at the earliest. **Do not book any flights before that date!** The exact entry date will be printed on your visa authorization form.

2) Visa fees

The visa procedure incurs three different fees:

- The Migration Office in Zurich charges 95 CHF for the document that entitles you to get a visa (“Authorization for visa/Ermächtigung zur Visumserteilung”). You will receive the invoice from the Migration Office through Global Student Experience at UZH and you will have to pay it by international wire transfer, before receiving your authorization for visa. **Please note that you will also have to pay this fee in case you cancel your exchange at UZH.**
- When you get your visa at the Swiss embassy/consulate of your home country, you may need to pay another visa fee. The amount of this fee is different in each country.
- Irrespective of whether you require a visa, you need a residence permit for your stay in Switzerland, which you will have to apply for once you are in Switzerland. The Citizens’ Registry Office (“Kreisbüro”) in Zurich incurs a fee of 182 CHF for the residence permit.

3) Important information for students over 30

Students that are 30 years of age and over who are doing an exchange at Bachelor or Master level, can be asked by the Migration Office to substantiate their reasons for the continued education and exchange semester/year. This does not concern exchange students over 30 at PhD level.

4) Students from Iran and Pakistan

Students with Iranian or Pakistani citizenship have to hand in additional documents for their visa application. The documents are as follows:

- A personal data sheet (CV/resume in tabular form)
- Motivation letter describing their reasons for an exchange stay at UZH
- Rental contract for housing during the exchange stay
- If applicable: a confirmation of your scholarship

The State Secretariat for Migration may also ask for additional documents or information.

5) How to fill in the visa application form (“Gesuch um Einreisebewilligung”)

Please fill in the application form as follows:

1	Familiename(n)	<i>family name(s)</i>	
	Geburtsname(n)	<i>maiden name(s)</i>	If you are married, write down your birth name; otherwise leave blank
2	Vorname(n)	<i>first name(s)</i>	
	Geburtsdatum	<i>date of birth</i>	
	Geschlecht (m/w)	<i>sex (male/female)</i>	
3	Staatsangehörigkeit	<i>citizenship</i>	
	Geburtsort	<i>place of birth</i>	
	Geburtsland	<i>country of birth</i>	
4	Zivilstand	<i>marital status</i>	ledig = <i>single</i> , verheiratet = <i>married</i> , geschieden = <i>divorced</i>
5	Name und Vorname des Vaters	<i>Last name und first name of father</i>	
	Staatsangehörigkeit	<i>Citizenship of father</i>	
	Name und Vorname der Mutter	<i>Last name und first name of mother</i>	
	Staatsangehörigkeit	<i>Citizenship of mother</i>	
6	Ist der/die Ehegatte/in Schweizer Bürger/in? ...		Only if you are married: is your partner a citizen of Switzerland? ...of a EG/EFTA member? Does s/he have a residence permit? If you are not married, leave blank
7	Wohnadresse im Ausland	<i>Address you are currently registered at in your country</i>	
8	Befindet sich der/die vorerwähnte Ausländer/in zurzeit in der Schweiz?	<i>Do you currently live in Switzerland? If yes, since when? Address?</i>	Ja = <i>yes</i> , nein = <i>no</i>
9	Welche Schweizer Auslandvertretung soll zur	<i>Which Swiss representation shall be</i>	Please write down the City of the Swiss embassy or consulate in the country that is authorized to issue visa.

	Visumserteilung ermächtigt werden?	<i>authorized for issuing the visa?</i>	Addresses of Swiss representations can be found on https://www.eda.admin.ch/eda/en/fdfa/representations-and-travel-advice.html
10	Mitreisende Familienangehörige	<i>family members travelling with you</i>	Please leave blank
11	Familienangehörige im Ausland	<i>family members abroad</i>	Please leave blank
12	Frühere Aufenthalte in der Schweiz	<i>Previous stays in Switzerland</i>	
	Ort	<i>City</i>	
	Dauer: vom... bis	<i>Duration: from... to</i>	
	Zweck oder Tätigkeit	<i>Purpose of stay</i>	
13	Gewünschte Aufenthaltsdauer	<i>Duration of stay in Switzerland</i>	Please write down the duration of your stay: for fall semester 2020: "01.09.2020 – 31.01.2021" for academic year 2020/21: "01.09.2020 – 31.07.2021" for spring semester 2021: "01.02.2021 – 31.07.2021"
	Vorgesehener Aufenthaltsort	<i>intended residence city</i>	Please write down "Zürich"
14	Genaue Angabe des Einreisezwecks	<i>purpose of entry</i>	Please write down "Austauschstipendiat/in, Universität Zürich"
15	Name und Adresse des Gesuchstellers	<i>your name and current address</i>	
	Telefonnummer	<i>your phone number</i>	
16	Hiermit bestätige ich die Richtigkeit der Angaben	<i>I herewith confirm the accuracy of the above-mentioned details</i>	
	Datum	<i>date</i>	
	Unterschrift	<i>signature</i>	Please sign this form by hand
Page 2	Aufnahme einer Erwerbstätigkeit	<i>employment in Switzerland</i>	Do not fill in this page since you are not going to work in Switzerland.

If you have any questions regarding your visa, please contact the Incoming Team at Global Student Experience (incoming@int.uzh.ch).