



## VISA REQUIREMENTS FOR STUDENT VISA (LESS THAN 90 DAYS)

Each applicant has to present all documents listed below. Note that the originals will not be returned.

	✓	X
<b>1 Visa Application</b>		
One completed <b>Schengen visa</b> application form duly filled in, dated and signed <a href="https://www.sem.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Minors:</b> (under the age of 18)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Both parents must sign the visa application forms and add copies of their passports as well as a copy of the child's birth certificate. If there is only one guardian please present proof of custody such as divorce papers, birth or death certificate, custody order, etc. If one parent is unable to sign the forms, he/she must submit a letter of agreement together with a copy of his/her passport bearing the signature of the holder. If the child is travelling with only one parent, the written consent of the other parent is required as well as a copy of the passport of the latter bearing the signature.</b>		
One recent passport-sized colour photograph, in accordance with the guidelines of International Civil Aviation Organization (ICAO), with a white background, not damaged and stapled. <a href="https://home-affairs.ec.europa.eu/system/files_en?file=2016-12/icao_photograph_guidelines_en.pdf">https://home-affairs.ec.europa.eu/system/files_en?file=2016-12/icao_photograph_guidelines_en.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2 Travel documents</b>		
Original passport valid for further three months after the intended departure from the Schengen area and one copy of all relevant passport pages (data page, pages containing previous Schengen, UK, US or Canadian visas).	<input type="checkbox"/>	<input type="checkbox"/>
It shall contain at least two blank pages and should have been issued within the previous 10 years. <b>Please also submit all previous passports, either valid or cancelled.</b>		
For foreign nationals residing in Ghana: A photocopy of the valid residence permit. It must be valid for further three months after the intended departure from the Schengen area.	<input type="checkbox"/>	<input type="checkbox"/>
If the primary destination is not a Schengen country, the visa for that country must be obtained first.	<input type="checkbox"/>	<input type="checkbox"/>
Photocopy of birth certificate	<input type="checkbox"/>	<input type="checkbox"/>
A computer printout of the flight reservation / booking including return flight (no ticket).	<input type="checkbox"/>	<input type="checkbox"/>
Proof of accommodation:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Photocopy of hotel reservation in Switzerland/Belgium/Latvia and other Schengen States covering the whole period of stay.</li> </ul>		
Proof of travel medical insurance covering the entire period of intended stay, valid for all Schengen States. <b>Original and one copy thereof.</b> Please refer to Embassy's list of accredited local insurance companies:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Minimum coverage of EUR 30'000.</li> <li>• Repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay.</li> <li>• Policy must state policy number, name of insured applicant, dates of coverage until last day of departure from Schengen states, as well as scheduled benefits (please allow for extra days for the embassy to be more flexible with the duration of the visa).</li> </ul>		
<b>3 Justification of the stay</b>		
<b>Letter of acceptance</b> by the school / university in Switzerland/Belgium/Latvia.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of recommendation</b> from the applicant's school.	<input type="checkbox"/>	<input type="checkbox"/>

**4 Proof of sufficient financial means to cover the cost of the trip**

Proof of sufficient financial means of applicant or sponsor (father/mother):

- Original of personal and company's current bank statement (if applicable) for the past 3 months showing sufficient means of subsistence (approx. CHF 100 per day) to cover all costs during the trip. The applicants name must appear on the statements. (Neither cash nor bank letters are accepted).
- Sponsorship letter duly signed, if applicable
- Photocopy of sponsor's valid passport or ID, if applicable

**5 Proof of the applicant's occupational status**

For self-employed / business owners:

- Photocopy of business papers, such as business registration certificate
- Company's code/ form A, tax clearance certificates
- Proof of active business (bills of lading, import declaration form, invoices, etc.)

For employees:

- Original and signed letter of employment with indication of annual leave
- Photocopies of salary slip of the last 3 months or contract.

For students:

- Original letter from the university or school with indication of approved period of leave.

**6 Visa fee**

Visa fee

Please be aware:

- For all types of Schengen visas, the process time can take up to 15 days
- During the visa processing time, no passport withdrawal is possible

**In some individual cases, additional documents may be requested. Presentation of the documents does not automatically lead to the issuance of a visa. Possession of a visa does not confer an automatic right of entry. The ultimate decision regarding admission to the Schengen territory lies with the Border Authorities upon arrival.**