

Visa process for short-term students

STEP 1:

Sending university provides the list of students to the Graduate Institute, Geneva:
Name, First name, Nationality, Date of birth, Gender, Email address.

STEP 2:

The Graduate Institute, Geneva provides Sending University an official registration letter (enclosed template 1) for each student; as well as invoice for tuition fees (enclosed template 2).

The Graduate Institute, Geneva informs the Swiss local authorities (OCP) of the program and list of students who will request a student visa.

STEP 3:

1. Sending university contacts the closest Swiss consulate or [embassy](#) and searches for the document check-list specifically required for the student's nationality. Once the student's visa application is finalized, it sends the package for each student to the Swiss consulate or Embassy nearby minimum 3 months prior to arrival in Geneva.

The application package includes.:

- 1.1 National form: [Form D](#) (forms provided by the Swiss consulate)
- 1.2 Cantonal forms (forms required by the cantonal authorities in Geneva)
 - a. For non EU students - form M and form E fully completed and signed by the applicant.
 - b. For EU students – form EU and E fully completed and signed by the applicant.
- 1.3. Two copies of registration letter from the Graduate Institute
- 1.4 Two copies of certification letter of enrollment from Sending University which includes proof of housing (enclosed template 3)
- 1.5 Proof of housing in Geneva (hotel, student's residence etc.)
- 1.6 Proof of study abroad health insurance (information on insurance provider)
- 1.7 Two copies of a very brief essay from the student on reasons to participate in the program in Geneva as well as future plans – including a written confirmation that he/she will leave Switzerland after he/she completes the chosen course study
- 1.8 Two copies of individual bank statement at the student's name (or from parents with an accompanying letter of support) demonstrating a minimum of \$4000.- available on account to support unforeseen fees during students stay in Geneva; if the amount is not available : proof of scholarship or funding;
- 1.9 Two copies of a resume (biographical data, schools attended, etc.)
- 1.10 Two copies of previous diplomas and school certificates
- 1.11 Four recent passport photos (official passport format)
- 1.12 Two copies of valid passport

- 1.13 If applicable, original and copy of proof of residency in the USA, e.g. a valid permanent resident card (green card), F-1 visa (plus copy of I-20), etc.
- 1.14 Visa fee & additional postage fee (depending on the Swiss consulate)

Students should scan all the documents provided in case they need to speed up the process at some point and send them directly to the cantonal authorities in Geneva by e-mail (sejour.ocp@etat.ge.ch).

2. Once the authorization has been given, students will have to send the following documents to the competent Swiss representation in order to obtain the visa:

- 2.1 Original passport or travel document
- 2.2 If applying by mail: one prepaid, self-addressed return envelope with a tracking number

3. Once in Geneva, students will have to check in at the Office Cantonal de la Population with their passport (local Swiss authorities) within 10 days of arrival and cover a students' permit fee (approx.. CHF 237.-).

1 - INVITATION LETTER FROM THE GRADUATE INSTITUTE

Genève, le xx xx 201x

A l'attention des autorités consulaires suisses

Madame / Monsieur xx xx, de nationalité xx, a été sélectionné(e) pour participer à un programme d'études conjointement organisé par l'Institut de hautes études internationales et du développement et de xxx, qui aura lieu du xx xx au xx xx 201x à Genève.

Ce programme réunit une vingtaine d'étudiants avancés qui se spécialisent dans l'étude des relations internationales et qui sont choisis au terme d'une sélection rigoureuse.

Je vous serais reconnaissant de faciliter l'octroi de ce visa et reste à votre disposition pour toute information supplémentaire.

Philippe Burrin

Contact direct :
Mme Concepta Canale
Student's Services
Tel : +41.22.908.57.20

2 - INVOICE FROM THE GRADUATE INSTITUTE

INVOICE

University

Date

Invoice number:

TUITION FEES : Geneva Study Programme,

XXX Students

TOTAL AMOUNT DUE:	CHF xx.-
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Banking details

Bank name and address:

UBS S.A. Geneva, rue du Rhône 8,
1204 Geneva, Switzerland.

Account Name:

Fondation pour l'étude des Relations
Internationales et du Développement

IBAN code:

CH08 0024 0240 4849 4300 D

BIC/SWIFT:

UBSWCHZH80A

Invoice number:

3 - CERTIFICATION LETTER (FROM SENDING UNIVERSITY)

DATE

To the Immigration Authorities of Geneva, Switzerland:

This is to certify that <<NAME>> <<Passport number>> has been accepted as a full-time student on <<Sending University>> study abroad program in Geneva, Switzerland run in collaboration with the Graduate Institute, Geneva (Institut de hautes études internationales et du développement, IHEID).

The program dates are <<DATE>> through <<DATE>> during which the students will be enrolled in two classes for a minimum of twenty hours of lectures and directed work per week.

The Directors of the program is xxx at <<Sending University>> and Prof. Bruno Arcidiacono, Director of Studies at the Graduate Institute, Geneva.

Following completion of this program, the student will return to <<Sending University>> to continue classes and complete the requirements for <<degree>>.

As a participant in the Geneva program, <<NAME>> will earn credit for <<number>> academic classes: <<classes title>>. Additionally, as part of this academic program, students will visit and attend lectures at the many international and non-governmental organizations in Geneva.

While in Geneva, student will reside in <<housing>>. Housing and tuition fees totaling <<\$xxx>> have been prepaid by the student. In addition, <<NAME>> will have at disposal <<\$xxx>> in scholarship and grant funds from <<Sending University/Parents>> to support other living expenses. All students in the program have comprehensive health insurance for the duration of their stay in Switzerland and have included information on the insurance provider with their visa applications.

I respectfully request that the appropriate student visa be granted to <<NAME>> so that she may undertake this academic program of study in Geneva.

Sincerely,

Director of the program at <<Sending University>>

Direct contact details

Contact at the Graduate Institute, Geneva:

Ms Concepta Canale, Students' Services, Direct phone number, 022.908.57.20