

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
 Address (street, No) : (<http://www.avdep.ch/>)
 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 :
 Sex : Male Female
 Marital status : Single Married Separated Divorced Widow(er) Registered partnership
 Nationality :
 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/ Application Processing

The student may authorise the school where he/she is registered to follow up his/her application for a visa or a temporary residence permit for study purposes (except UNIL and EPFL).

The student authorises the school to handle the administrative follow-up of his/her application : No Yes

Place : Date : Signature :

D/ Entry into Switzerland

Before his/her entry into Switzerland, the student must file a visa application with the Swiss consular representation closest to his/her regular place of domicile abroad using the form provided for this purpose (<http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>).

Swiss consular representation with which the visa application was/will be filed :

The Vaud cantonal authority responsible for the policing of foreigners, that is to say the Population Service, generally authorises in advance the granting of a visa by the Swiss consular representation abroad, but it is the latter authority that is exclusively competent for its issue. The student must then await abroad the final decision of the consular authority concerning his/her visa application, and to enter into Switzerland he/she must hold a valid national passport.

A stay for study purposes lasting a maximum of three months (similar to a stay for tourism) does not require the issue of a residence permit. For this kind of stay, the Swiss consular representation abroad may issue a visa pursuant to article 13, par. 1, letter c of the Ordinance of 24 October 2007 on Entry and Visa Procedure (OPEV).

If the student is already in Switzerland, he/she must notify his/her presence formally to the local authority (Population Control / Aliens Office) of the municipality where he/she is domiciled.

D/ Information

Legal Bases

- The legal bases governing the granting of a temporary resident permit for study purposes are stated in :
 - article 27 of the Federal Aliens Act of 16 December 2005 (LEtr - http://www.admin.ch/ch/ff/rs/c142_20.html);
 - articles 23 and 24 of the Ordinance of 24 October 2007 on Admission, Residence and Gainful Employment (OASA - http://www.admin.ch/ch/ff/rs/c142_201.html); and
 - article 7 of the Vaud Cantonal Act on the Application of Federal Aliens Legislation (LVLEtr - http://www.rsv.vd.ch/dire-cocon/rsv_site/doc.fo.html?docId=602314&Pcurrent_version=1&PetatDoc=vigueur&docType=loi&page_format=A4_3&isRSV=true&isSJL=true&outformat=html&isModifiante=false&with_link=true)

Processing Time

- The processing time for a duly completed application is about four weeks from its receipt by the Population Service. However, it is also necessary to take into account the transmission time of the visa application from the Swiss representation abroad to the Population Service, which may vary between two and three weeks.
- Processing time may be longer if a considerable number of applications are received at the same time, in particular at the beginning of the academic year for schools or universities, or if the application needs to be submitted for approval to the competent federal authority, i.e. the Federal Migrations Office in Berne.

General Information

- The Population Service is competent to accept or refuse applications. However, the Federal Migrations Office may, at any time, take charge of applications accepted by the Population Service and, if appropriate, refuse entry into Switzerland (and therefore the granting of a temporary residence permit for study purposes), notwithstanding the acceptance of the application by the Population Service or by the Court of Administrative and Public Law of the Vaud Cantonal Court.
- If the student wishes to stay in a canton different from the one where he/she is studying, then it is the canton of the place where he/she is staying that is competent to issue the temporary residence permit for study purposes. The student must inform the competent authority of any changes in his/her domicile.
- Any change of the student's study plan during his/her stay in Switzerland must be notified immediately to the Population Service together with an explanation. This concerns any change of study orientation, school or extension of the stay for study purposes in relation to the dates indicated below at point E.
- The student's financial means are considered to be sufficient if the student, who is not in residence at a school or university, can count on about CHF 2'000. -- per month, plus accommodation expenses.
- Engagement in an accessory activity, in addition to studies, may be authorised at the earliest six months after the start of studies. The school must confirm that such accessory activity does not delay the planned studies. The maximum duration of accessory activity is 15 hours per week, or full-time during school vacations. Lastly, this accessory activity must be notified in advance to the Population Service and must be authorised by the competent cantonal Employment Service.
- Pursuant to article 90 of the Federal Aliens Act of 16 December 2005, the student and any third parties involved in the procedure must collaborate in the reporting of any facts that are decisive for the processing of an application for a temporary residence permit for study purposes.
- Pursuant to article 62, letter a of the Federal Aliens Act of 16 December 2005, the competent authority may revoke the temporary residence permit for study purposes if the student has made any false declarations or if he/she has concealed any essential facts during the procedure.

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 1st year courses : Planned end date of studies :

(where relevant, including completion of examination period)

Training with mandatory internships

Internships are authorised only for those students who are attending a school providing full-time occupational training. The total duration of such internships may not exceed half of the duration of the training.

Scheduled internship periods during the student's training

- | | |
|----------|----------|
| 1) | 2) |
| 3) | 4) |

! Internships must be notified in advance to the Population Service and authorised by the Employment Service.

| F/ List of documents to be enclosed | | |
|-------------------------------------|--|--|
| 1 | Attestation of studies Attestation of definite registration with the school confirming that the student has the educational level and language knowledge required for the envisaged studies. <i>For UNIL and EPFL</i> : if applications are filed abroad, attestation of admission to registration | <input type="checkbox"/> |
| 2 | School fees (except UNIL and EPFL) Attestation by the school of the payment of the school fees for the 1st semester at least or confirmation by the school that the student is able to pay the school fees. | <input type="checkbox"/> |
| 3 | Letter of Intent (on registration in a post-compulsory education facility) A letter signed by the student indicating the reasons for his/her decision to pursue studies in Switzerland and his/her plans for the future on completion of the studies envisaged in Switzerland. | <input type="checkbox"/> |
| 4 | Curriculum vitae (on registration in a post-compulsory education facility) Curriculum vitae indicating the schools attended and relevant dates together with copies of the study diplomas, certificates or attestations obtained. | <input type="checkbox"/> |
| 5 | Financial means (except for students in residence) The sufficiency of financial means is demonstrated by : - the existence of a solvent bank account in Switzerland or abroad (enclose a statement of account), or - an acceptance of responsibility by a solvent guarantor domiciled in Switzerland (enclose attestation of the acceptance of responsibility, form no 5 > http://www.vd.ch/formulaires-etrangers), or - an acceptance of responsibility by a solvent guarantor domiciled abroad (in this case, the Swiss embassy must attest the acceptance of responsibility), or - a firm guarantee of the student's entitlement to a study grant or loan (enclose a copy of the decision making the grant or the loan) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6 | Accommodation conditions (except for students in residence) Indication of the planned accommodation (copy of a lease, confirmation by a landlord or provision of a room by the school, together with the amount of the monthly rent to be paid). | <input type="checkbox"/> |
| 7 | Written commitment to leave Switzerland at the end of the planned studies A separate dated and signed letter or attestation, having the validity of a formal commitment. | <input type="checkbox"/> |
| 8 | Custody of a minor student (except for students in residence) Document signed by the legal representative indicating to whom the custody of the minor is entrusted. | <input type="checkbox"/> |
| 9 | Identity Documents ↪ If the application is filed abroad, a copy of the passport and the visa application. ↪ If the application is filed in Switzerland, a copy of the passport and the visa, together with the arrival report and 2 photos. | <input type="checkbox"/> |

| G/ Any comments |
|-----------------|
| |
| |
| |
| |

| H/ Signature of the student |
|--|
| Place : Date : Signature : |