

Visa application: checklist and instructions

Please submit to the embassy/consulate all the documents it requires (visa type D application form, etc.)

Unless already included, the following must be added, as per Geneva cantonal requirements. Submit **2 copies** of each:



Form E, completed and signed

[Click here](#) for an unofficial translation and helpful tips



Proof of financial resources

Minimum CHF 26,000 for your first year of study. This amount can be a combination of personal funds, financial aid, loan and/or guarantor/sponsor funds (family or other). Proof will need to be submitted in the form of:

- Confirmation of financial aid from the issuing sponsor/institution *and/or*
- Loan certificate *and/or*
- Bank savings in an internationally-reputed bank *and/or*
- Your own or your guarantor's income certificate, employment contract or salary slips *and/or*
- Your guarantor's bank statements (funds available in an account in your own name are however preferable) and a written confirmation that s/he will cover your outstanding expenses *and/or*
- **Form O** *if* you have a guarantor in Switzerland – [Click here](#) for an unofficial translation and helpful tips



Proof of housing in Geneva

- For student residences/hostels: copy of the confirmation;
- For direct rentals: copy of the lease;
- For sublets:
 - written confirmation by the original tenant/lease holder, as well as copy of his/her ID and of the lease;
 - **Form EL** – [Click here](#) for an unofficial translation and helpful tips;
- Alternatively: a hotel booking confirmation for the first week of your stay. This can be a solution if you have not yet found a permanent address in Geneva. As soon as you have a more permanent arrangement, you can cancel the hotel reservation and update OCPM with your accommodation details.



If you come with your spouse/partner, s/he must complete **Form M** – [Click here](#) for an unofficial translation and helpful tips



Curriculum Vitae/resume

Include education, work and other experience.



Graduate Institute's **admission attestation + admission letter**

Available from your online follow-up when you pay your pre-registration fee.



Printout of your **programme curriculum**



Motivation letter containing:

- Any job or internship planned;
- Expected post-study plans;
- Expected post-programme studies;
- Commitment to leave Switzerland at the end of your study programme.
Note: This does not oblige you to leave the country; it states that you will only stay if you may legally do so, for example if you obtain a work permit.
- *Students over 30*: explain why you need to further your studies and why the Graduate Institute is a better option for you than institutions in your own country.



Passport-format **photos** with your name on the back Colour



copy of your (valid) **passport's identification page**

IMPORTANT

All the above-mentioned forms and documents are mandatory and must be included in your visa application. The Geneva cantonal authorities (OCPM), who will assess your file once received from the embassy/consulate, will **not** grant the visa if your application is incomplete.

If the embassy/consulate refuses to include certain documents in your file, please keep these documents and bring them directly to the Geneva cantonal authorities (OCPM) when you arrive in Geneva.

To better understand the procedure and make sure your application is processed efficiently, please read our **visa page** thoroughly, including all the important tips. Some guidelines have also been added in the translations of the above-mentioned forms.