

## Visa application: checklist and instructions

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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

☐ **Proof of financial resources**

This can be demonstrated by 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

☐ **Proof of housing in Geneva**

- For students residences/hostels: copy of the confirmation;
- For direct rentals: copy of the leases;
- For sublets:
  - Written confirmation by the original tenant/lease holder, as well as copy of his/her ID and of the lease;
  - **Form EL**
- 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**

☐ **Curriculum Vitae/resume**

Include education, work and other experience.

- ☐ Graduate Institute's **admission attestation + admission letter**
- ☐ 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.