



# *Swiss Visa Workshop*

For Lausanne Academic Year and  
Fall Only Students  
2018-2019

March 7, 2018

# Swiss Visa Application Process for U.S. Passport Holders

1. Complete visa application
2. Submit completed visa application and materials to IP Office
3. IP Office reviews materials and sends packet to Swiss Consulate in San Francisco
4. Once approved, IP office sends passports to Swiss Consulate
5. Consulate returns passports to IP Office
6. IP Office mails passports to students

# Required Documentation for Visa Application

## **Part I: due by March 29, 2018**

- 1) 3 completed visa applications (each with original signature, not dated)
- 2) 4 passport photos
- 3) 2 color copies of passport
- 4) 2 copies of Pepperdine Entry Letter (provided by IP Office)
- 5) 2 copies of flight itinerary (provided by IP Office)
- 6) 2 copies of high school transcript
- 7) 2 copies of Departure Paragraph
- 8) 2 copies of resume
- 9) 2 copies of Future Plans Essay

## **Part II: due by April 20, 2018**

- 1) Proof of Funds (3 options)
- 2) 2 copies of Pepperdine transcript
- 3) Actual Passport
- 4) Self-addressed return envelope with tracking number

## **Part III: due by May 17, 2018**

- 1) Actual passport (if not previously submitted)

# 1) 3 Completed Visa Applications

(Part I)

- Any color pen - black is preferable
- European-style of date (day - month - year)
- DO NOT date - IP Office will do this for you because it is time-sensitive

**Let's walk through it together!**

Example



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Eidgenössisches Justiz- und Polizeidepartement EJPD

Staatssekretariat für Migration SEM  
Direktionsbereich Zuwanderung & Integration  
Abteilung Einreise

### Application for a long stay visa (visa D)

### Antrag auf Erteilung eines Visums für den langfristigen Aufenthalt (Visum D)

PHOTO

No  
photo  
(leave blank)

As it appears on  
passport (include  
middle name if  
applicable)

City, State

#### A. APPLICANT / ANTRAGSTELLER

1. Surname (Family name) / Name (Familienname) → WAVE	RESERVIERT FÜR AMTLICHE EINTRAGUNGEN
2. Surname at birth / Familiennam bei der Geburt → WAVE	Datum des Antrags:
3. First name(s) (given names) / Vorname(n) → Willie Dean	Nummer des Visumantrags:
4. Date of birth (day-month-year) / Geburtsdatum (Tag-Monat-Jahr) 20-09-1998	Antrag eingereicht bei: <input type="checkbox"/> Botschaft/Konsulat <input type="checkbox"/> Kanton
5. Place of birth / Geburtsort → Malibu, CA	Akte bearbeitet durch:
6. Country of birth / Geburtsland USA	Belege: <input type="checkbox"/> Reisedokument <input type="checkbox"/> Bescheinigung Arbeitgeber / Schule <input type="checkbox"/> Zivilstandsurkunden <input type="checkbox"/> Ärztliche Zeugnisse
7. Current nationality(ies) / Derzeitige Staatsangehörigkeit(en) USA Nationality at birth (if different) / Staatsangehörigkeit bei der Geburt (falls unterschiedlich)	

<p>8. Sex / Geschlecht</p> <p><input checked="" type="checkbox"/> Male / Männlich      <input type="checkbox"/> Female / Weiblich</p>	<p><input type="checkbox"/> Ärztliche Zeugnisse</p> <p><input type="checkbox"/> Mittel zur Bestreitung des Lebensunterhalts</p> <p><input type="checkbox"/> Sonstiges:</p>
<p>9. Marital status / Zivilstand</p> <p><input checked="" type="checkbox"/> Single / Ledig      <input type="checkbox"/> Registered partnership / Eingetragene Partnerschaft</p> <p><input type="checkbox"/> Married / Verheiratet      <input type="checkbox"/> Widow(er) / Verwitwet</p> <p><input type="checkbox"/> Separated / Getrennt      <input type="checkbox"/> Other (please specify) / Sonstiger (bitte nähere Angaben)</p> <p><input type="checkbox"/> Divorced / Geschieden</p>	<p><input type="checkbox"/> Zusicherung Aufenthaltsbewilligung</p> <p>Visum D:</p> <p><input type="checkbox"/> Erteilt</p> <p><input type="checkbox"/> Abgelehnt</p>
<p>10. Father's surname and first name; place and country of birth / Name und Vorname des Vaters; Geburtsort und Geburtsland</p> <p>Wave, Walter Malibu, CA, USA</p>	<p>Gültig:</p> <p>von</p> <p>bis</p>
<p>11. Mother's surname and first name; place and country of birth / Name und Vorname der Mutter; Geburtsort und Geburtsland</p> <p>Wave, Wanda Malibu, CA USA</p>	<p>Anzahl Einreisen:</p> <p><input type="checkbox"/> 1   <input type="checkbox"/> 2   <input type="checkbox"/> Mehrfach</p>

12. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian / Bei Minderjährigen: Name, Vorname, Anschrift (falls abweichend von der des Antragstellers) und Staatsangehörigkeit des Inhabers der elterlichen Sorge/des Vormunds	
13. Type of travel document / Art des Reisedokuments	
<input checked="" type="checkbox"/> Ordinary passport / Reisepass <input type="checkbox"/> Official passport / Amtlicher Pass <input type="checkbox"/> Diplomatic passport / Diplomatenpass <input type="checkbox"/> Special passport / Sonderpass <input type="checkbox"/> Service passport / Dienstpass <input type="checkbox"/> Other travel document (please specify) / Sonstiges Reisedokument (bitte nähere Angaben)	
14. Number of travel document / Nummer des Reisedokuments	
Passport Number	
15. Date of issue / Ausstellungsdatum	16. Valid until / Gültig bis
Issue Date (Day, Month, Yr)	Expiration Date (Day, Month, Yr)
17. Applicant's home address / Wohnanschrift des Antragstellers	
2909 Sea Ridge St. Malibu, CA 90265 Telephone number(s) / Telefonnummer(n) (310) 506-4320	
18. Residence in a country other than the country of current nationality / Wohnsitz in einem anderen Staat als dem, dessen Staatsangehörige(r) Sie gegenwärtig sind	
<input checked="" type="checkbox"/> No / Nein <input type="checkbox"/> Yes. Residence permit or equivalent                      No.                      Valid until Ja. Aufenthaltstitel oder gleichwertiges Dokument    Nr.                      Gültig bis	

19. Current occupation / Derzeitige berufliche Tätigkeit

Student

20. Employer and employer's address and telephone number. For students, name and address of educational institution / Name, Anschrift und Telefonnummer des Arbeitgebers. Für Studenten, Name und Anschrift der Bildungseinrichtung

Pepperdine University  
Av. Marc Dufour 15  
1007, Lausanne, Switzerland  
41-321-0909

Pepperdine University  
Av. Marc Dufour 15  
1007, Lausanne, Switzerland  
41-321-0909

B. PURPOSE OF STAY / AUFENTHALTSZWECK

21. Purpose of the stay in Switzerland / Zweck des Aufenthalts in der Schweiz

- Employment / Erwerbstätigkeit
- Family reunion / Familiennachzug
- Studies - Education / Studium - Ausbildung
- Medical reasons / Gesundheitliche Gründe
- Other (please specify) / Sonstiges (bitte nähere Angaben)

22. Duration of the intended stay / Dauer des geplanten Aufenthalts

Indicate number of months / Anzahl der Monate angeben

4 Months (1 semester)  
8 Months (Academic Yr.)

23. Intended date of arrival / Geplantes Ankunftsdatum

Date of Arrival

24. Probable address in Switzerland / Voraussichtliche Adresse in der Schweiz

Av. Marc Dufour 15  
1007 Lausanne, Switzerland



25. Number of entries requested / Anzahl der beantragten Einreisen <input type="checkbox"/> Single entry / Einmalige Einreise <input type="checkbox"/> Two entries / Zweimalige Einreise <input checked="" type="checkbox"/> Multiple entries / Mehrfache Einreise	
26. Previous stays in Switzerland / Bisherige Aufenthalte in der Schweiz <input checked="" type="checkbox"/> No / Nein <input type="checkbox"/> Yes. From _____ to _____ Ja. Von _____ bis _____	
27. In case of family reunion: Relationship with the family member in Switzerland / Im Falle eines Familiennachzuges: Verwandtschaftsverhältnis zum Familienmitglied in der Schweiz <input type="checkbox"/> Spouse / Ehegatte <input type="checkbox"/> Child / Kind <input type="checkbox"/> Grandchild / Enkelkind <input type="checkbox"/> Dependent ascendant / Abhängiger Verwandter in aufsteigender Linie	
Surname / Name	First name(s) / Vorname(n)
Date of birth / Geburtsdatum	Nationality / Nationalität
If the family member is non-Swiss citizen: indicate type and number of the residence permit / Falls das Familienmitglied kein Schweizer Staatsangehöriger ist: Typ und Nummer des Aufenthaltstitels angeben	
Address of the family member / Adresse des Familienmitglieds	

Leave blank



28. Name and address of employer - educational institution - medical facility in Switzerland / Name und Adresse des Arbeitgebers - schulischen Einrichtung - medizinischen Einrichtung in der Schweiz  
Pepperdine University  
Av. Marc Dufour 15  
1007, Lausanne, Switzerland  
41-321-0909

Pepperdine University  
Av. Marc Dufour 15  
1007, Lausanne, Switzerland  
41-321-0909

29. Description of the job - education - medical treatment in Switzerland / Beschreibung der Arbeitsstelle - der Ausbildung - medizinischen Behandlung in der Schweiz

Study Abroad ~~Student~~ Program

30. Travel expenses and costs of living during the applicant's stay are covered / Die Reisekosten und die Lebenshaltungskosten während des Aufenthalts des Antragstellers werden getragen

by the applicant himself/herself / vom Antragsteller selbst

by a sponsor (host, company, organisation), please specify / von anderer Seite (Gastgeber, Unternehmen, Organisation), bitte nähere Angaben

I agree, if deemed necessary, to submit my personal biometric identifiers (fingerprints and photograph) for identification purposes.

Falls es für die Identitätsabklärung für erforderlich gehalten wird, bin ich mit der Abnahme meiner biometrischen Daten (Fingerabdrücke und Gesichtsbild) einverstanden.

ww

I declare that to the best of my knowledge the above particulars are correct and complete.

Ich versichere, vorstehende Angaben nach bestem Wissen und Gewissen richtig und vollständig gemacht zu haben.

ww

Place and date / Ort und Datum

Malibu, CA 20/09/2017

Signature / Unterschrift

Willie W

City, State

## 2) 4 Passport Photos (6 total)

(Part I)

- 6 total (4 for application and 2 for emergency packet)
- All photos must be identical
- Must be taken by a business that offers this services:
  - CVS
  - Walmart
  - Costco
  - Walgreens
- Print name on the back of photos (last name, first name)
- Examples of acceptable photos:



# 3) 2 Copies of Passport

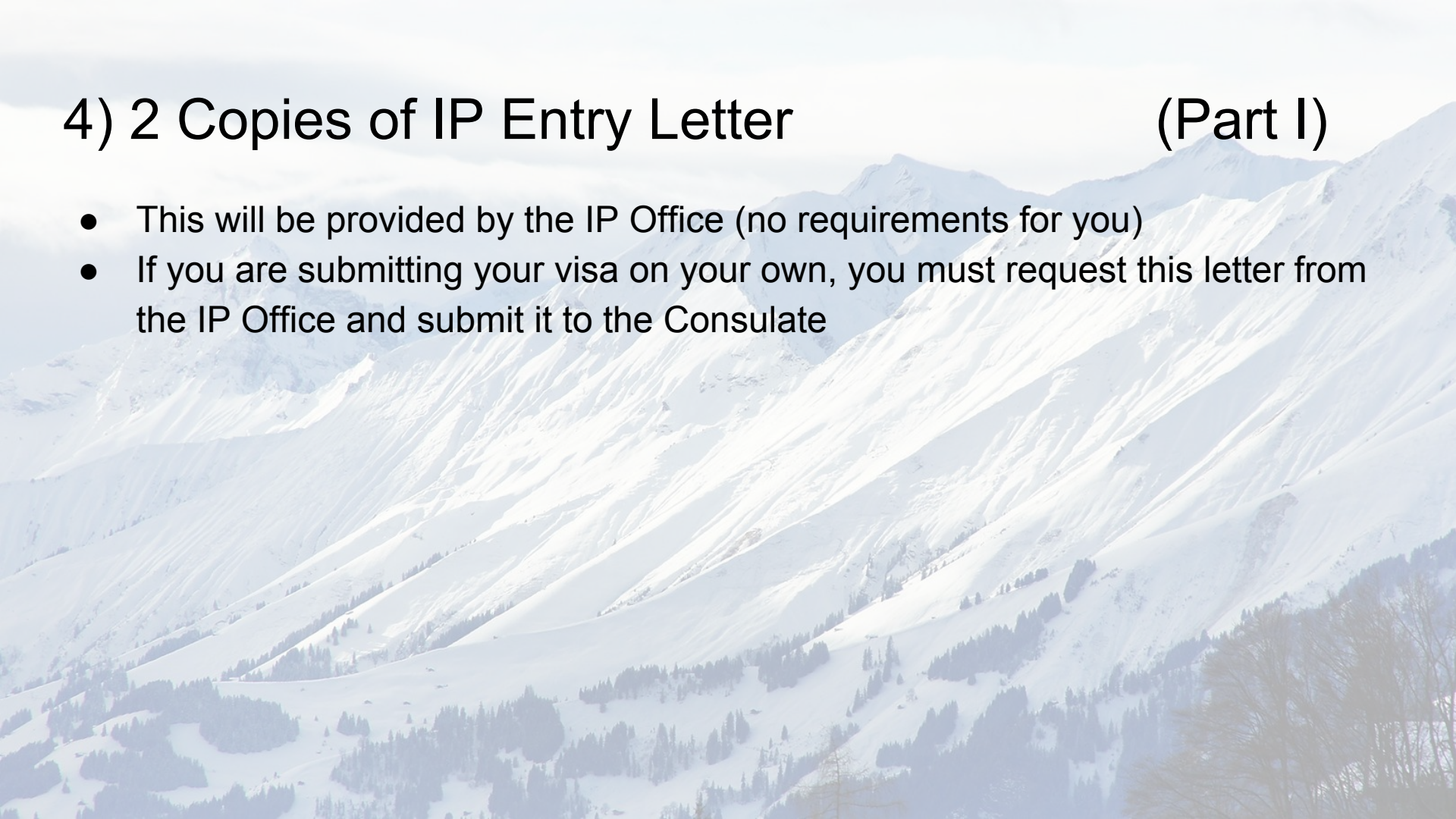
(Part I)

- Clear, color copy
- Must be valid within 6 months of return date
  - Fall only: through June 2019
  - Academic year: through October 2019
- Must be the same passport you will use when traveling to Switzerland

## 4) 2 Copies of IP Entry Letter

(Part I)

- This will be provided by the IP Office (no requirements for you)
- If you are submitting your visa on your own, you must request this letter from the IP Office and submit it to the Consulate



## 5) 2 Copies of Flight Itinerary

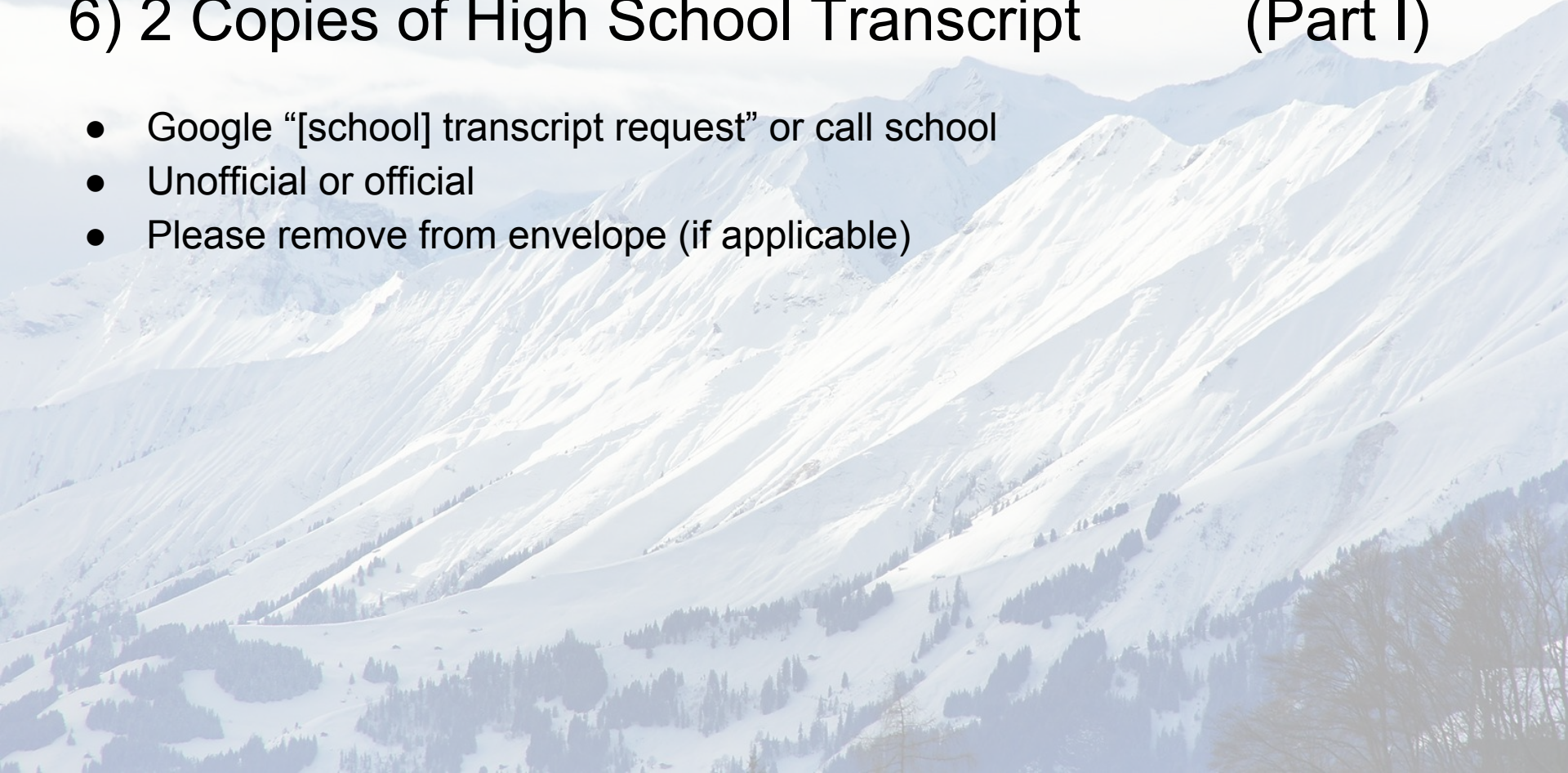
(Part I)

- IP Office will provide this for exempt and group flight students for the purpose of the visa application
- Flight exempt: If different arrival or departure dates, please provide us with your itinerary



## 6) 2 Copies of High School Transcript (Part I)

- Google “[school] transcript request” or call school
- Unofficial or official
- Please remove from envelope (if applicable)



## 7) 2 Copies of Departure Paragraph

(Part I)

- Must be typed
- European-style date [day - month - year]
- Sign the document

“I am a student studying with Pepperdine University in Lausanne, Switzerland Program for [2018-2019 Academic Year term, Fall 2018 term]. I will be studying in Lausanne from [departure date] to [return date]. This confirms that I will leave Lausanne, Switzerland after my studies have concluded on [return date].



## 8) 2 Copies of Resume

(Part I)

- If you need assistance, please visit Pepperdine Career Services
  - Tyler Campus Center, Suite 210
  - (310) 506-4184
  - Resume Review drop-in times: Fridays 8am-5pm
  - Email resumes to [careerambassador@pepperdine.edu](mailto:careerambassador@pepperdine.edu)
- Resume samples - <https://seaver.pepperdine.edu/career-services/students/resumes/>

# 9) 2 Copies of Future Plans Essay

(Part I)

- Must be typed
- One page
- Single or 1.5 spaced
- Include:
  - Immediate plans at Pepperdine University: current year, major/minor and why it was chosen, activities (academic, professional, Greek life, sports)
  - Reason for studying in Lausanne, Switzerland
  - Future plans after graduation
  - Career goals
  - How your studies at Pepperdine and your experience abroad will help you achieve your immediate and future goals

A wide-angle photograph of a majestic mountain range covered in snow. The mountains are layered, with some peaks appearing more prominent than others. The slopes are steep and covered in a thick blanket of white snow. In the foreground, there are several clusters of evergreen trees, their dark green needles contrasting with the white snow. The sky is overcast with soft, grey clouds, creating a diffused light across the scene. The overall atmosphere is serene and cold.

**Part 1: Due by March 29th**

# 1) Proof of Funds

## (Part II)

You must prove that you have access to at least \$1,000 for every month you will be abroad (Semester Only: \$4,000; Academic Year: \$8,000)

1. A letter from your bank
  - Bank statements are not sufficient
  - Must be printed on bank letterhead and signed by bank official
2. A letter from the Office of Financial Aid
  - If you receive scholarships or grants (not loans) totaling above the specified amount
3. A letter from your parents' or guardians' bank
  - Bank statements are not sufficient
  - Must be printed on bank letterhead and signed by a bank official
  - Must also submit 2 color copies of parent(s)' passport (whoever is listed on the bank account)

# Option 1: Bank Letter

“Per client’s request, we are releasing the following account information below. Accounts ending in **4567** (Checking) and **8765** (Savings) are currently open and active. These funds prove financial support for the student during the time period spent studying abroad. Please contact account holder if additional information concerning this account is required.

**Account title:** Willie Wave  
**Customer since:** May 12, 2009  
**Combined balance (Checking & Savings):** \$8,932.82  
**Checking 12 Mo Avg. Balance:** \$5, 573.21  
**Saving 12 Mo Avg. Balance:** \$2,129.87”



Waves Bank & Trust

June 9, 2014

Re: Willie Wave  
9876 Main Street  
Malibu, CA 12345

To Whom It May Concern:

Per client’s request we are releasing the following account information listed below. Accounts ending in **4567** (Checking) and **8765** (Savings) are currently open and active. These funds prove financial support for the student during the time period spent studying abroad. Please contact account holder if additional information concerning this account is required.

**Account title:** Willie Wave  
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**Combined balance (Checking & Savings):** \$8,932.82  
**Checking 12 Mo Avg Balance:** \$5,573.21  
**Saving 12 Mo Avg Balance:** \$2,129.87

Sincerely,

(SIGNATURE)

Jonny Tsunami  
Financial Service Representative  
Waves Bank & Trust  
Malibu Branch 876

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MALIBU BRANCH 876  
1234 Lower Beach Road | Malibu, CA 90265  
Phone: (555) 123-1234 Fax: (555) 123-5678  
E-Mail: wavesbank@fakebank.com

# Option 2: Letter from Office of Financial Aid

- Complete “Pepperdine University Financial Aid Letter Request-International Programs”
- Turn in form to OneStop
- Please allow two weeks for the office to generate your letter

**Pepperdine University**  
**Financial Aid Letter Request- International Programs**

1.) **Student Name:** \_\_\_\_\_

2.) **Student CWID:** \_\_\_\_\_

3.) **Program:** \_\_\_\_\_  
 Academic Year  
 Fall Only  
 Spring Only  
 Summer

4.) **Number of Units:** \_\_\_\_\_

5.) **Date letter is needed by:** \_\_\_\_\_

6.) **Delivery:**  
 Home  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 Pick up in person

7.) **Contact Phone Number:** \_\_\_\_\_

\*Note to the financial aid office: Please submit two copies (original + photocopy) of the financial aid letter to the student.

# Option 3: Letter from Parent's Bank

- Bank statements are not sufficient
- Must be printed on bank letterhead and signed by a bank official
- Must also submit 2 color copies of parent'(s) passport (whoever is listed on the bank account)

## 2) 2 Copies of Pepperdine Transcript (Part II)

- Both copies must be official
- Order on website or from OneStop
  - Website: <https://www.pepperdine.edu/registrar/transcripts/>
  - OneStop: Second floor of Thornton Administrative Center, (310) 506-7999, [onestop@pepperdine.edu](mailto:onestop@pepperdine.edu)
- Please remove from envelope (if applicable)



# 3) Actual Passport

# (Part II)

- Must be valid for a minimum of 6 months after your return date
  - Fall Only: through June 2019
  - Spring Only and Academic Year: through October 2019



## 4) Envelope

(Part II)

After the Consulate returns your passports (with Swiss visas) to the IP Office, we will return it to you by mail.

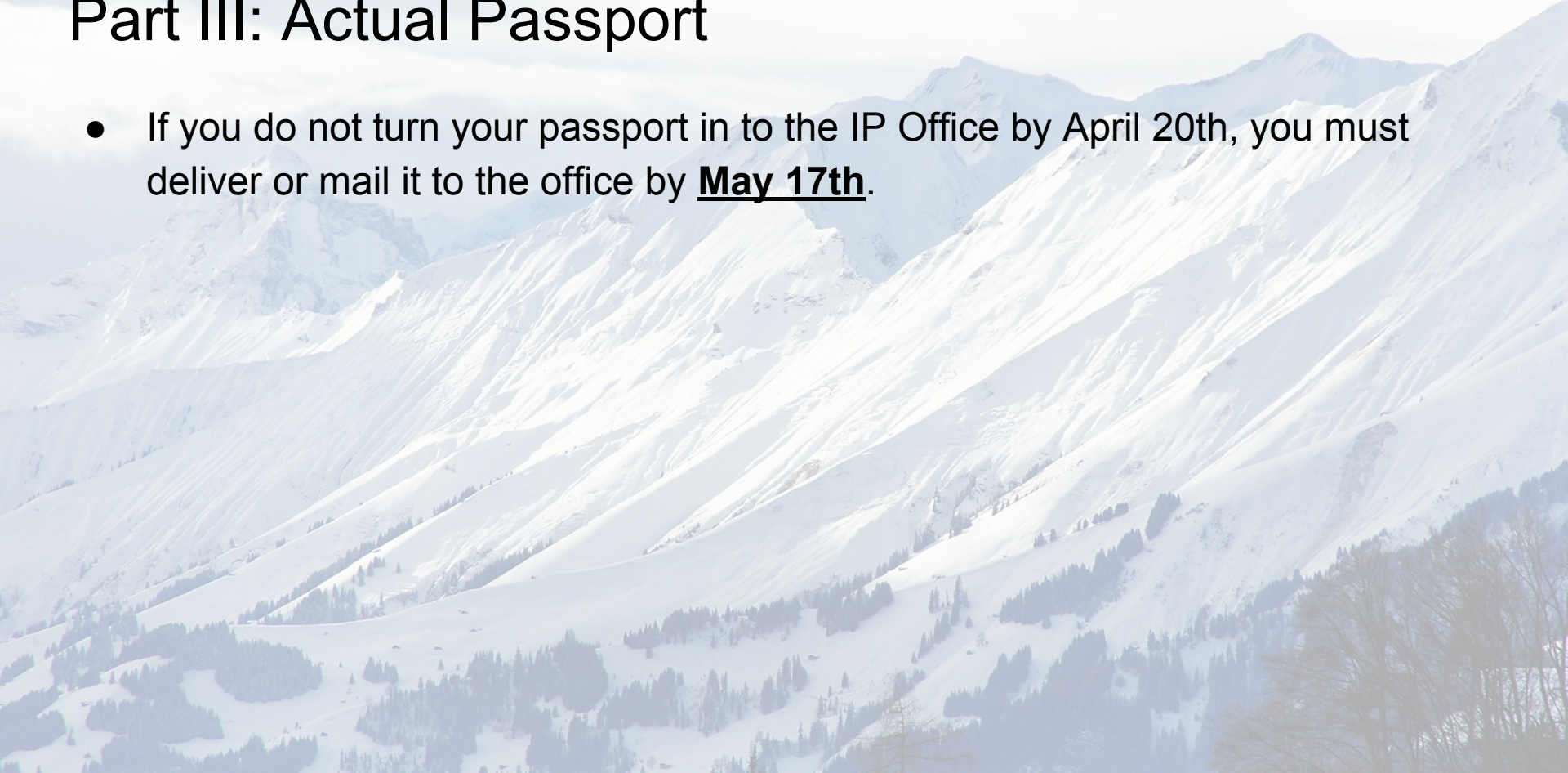
- Must be self-addressed
- UPS, FedEx, or USPS Priority Mail only
- Envelope must have a PAID tracking number
- Envelope must have PAID postage

A scenic view of a snow-covered mountain range. The mountains are covered in a thick layer of snow, with some rocky peaks visible. The foreground is filled with evergreen trees, some of which are partially covered in snow. The sky is overcast with grey clouds. The overall tone is cool and wintry.

**Part 2: Due by April 20, 2018**

# Part III: Actual Passport

- If you do not turn your passport in to the IP Office by April 20th, you must deliver or mail it to the office by **May 17th**.



# Important Dates

**March 29, 2018**: Deliver Part I materials to IP Office

**April 7, 2018**: Academic Year & Fall Only Orientation

**April 20, 2018**: Deliver Part II materials to IP Office

**May 17, 2018**: Deadline to deliver passport to IP Office

# Independent Visa Process / Non-U.S. Passport Holders

- Already scheduled plans to travel or will need passport from May 17 to late-August
- Non-U.S. passport holders

Please schedule an appointment with Beverly ASAP

# Contact Information

**Beverly Cawyer, Manager of Academics & Internships**

[beverly.cawyer@pepperdine.edu](mailto:beverly.cawyer@pepperdine.edu)

(310) 506-4051

**International Programs Office**

**(310) 506 - 4230**