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| Bundeslogo_sw_pos_600 | Embassy of Switzerland in Kenya |

**Checklist for the Issuance of a SCHENGEN Visa for STUDY**

**PLEASE READ CAREFULLY !**

**From 6th June 2013 biometric Schengen visas will be issued. Therefore, all visa applicants**

**have to personally come to Swiss Consulate in Kigali to submit the visa application. Please**

**also see the document ‘Introduction of Biometric Visa’ on our homepage.**

**The** **Embassy of Belgium in Kigali is not competent for visa applications linked to study**

**programme in Switzerland for citizens of Rwanda and foreign nationals.**

Visa applicants have to make an appointment in Nairobi 4 weeks before the intended travel date

to lodge for the **“short stay”** visa application **form C.** Please, see information below on how to

make an appointment. For **“Long stay”** visa application **form D**, submit through the Consulate in

Kigali. Visa forms can be obtained for free from our Consulate.

Visa can only be processed if the applicant is a legal **resident in Rwanda.**

**Please make sure that you have all the necessary documents when you apply.**

**Incomplete applications will not be accepted and a new appointment will have to be**

**made.**

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**Visa requirements:**

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| 🗹 ***For D visas only please bring the original documents and provide the Consulate in Kigali with clear double sided photocopies. Do not staple the documents together.*** |

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| **Four (4) visa application forms D**, which must be complete and properly filled-out and signed  by the applicant (write in block letters and use black or blue ink only). The form may be obtained  for free from the Embassy or downloaded from the following link: <http://www.eda.admin.ch/nairobi>  or <http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html> |

**Four (4)** recentclear and coloured **passport-size photo** (With white/grey background;

**Please do not staple the photo on the form**.)

**Valid passport** (Must be valid at least 3 months from the end of the approved duration

stay; Must contain at least 2 blank visa pages.) **Previous passport in original** if a new

passport has been issued within the last 3 years.

**Four (4) photocopies of valid passport + National ID Card** (page containing holder’s

personal information and photo, important reminders, signature and other passport

information.)

 **Four (4) photocopies of all visas** (valid and expired)

 **Four (4) photocopies** of a signed acceptance/confirmation letter from the school/University

that you have sufficient knowledge of the language necessary to follow the programme

to be faxed directly to the Embassy.

 **Four (4) photocopies** of a signed confirmation letter of payment of tuition fees to be faxed

directly to the Embassy.

 **Four (4) photocopies** of adetailed time table of the subjects to be studied

 **Four (4) photocopies Proof of financial resources of the applicant:** a recent certified

bank statement for the last 3 months (If study is sponsored, include a signed letter of the

financial guarantor + passport copy showing the signature of sponsor).

 **Four (4) photocopies** of previous diplomas and all school certificates – primary, secondary

 **Four (4) original of** Curriculum vitae

 **Four (4) original motivation letter to explain:** why you would like to pursue your studies in

Switzerland, which diploma you intend to pursue, the duration of study, your address while

in Switzerland, your intention once the diploma has been obtained and confirmation that

you will leave Switzerland at the end of your studies.

**For foreign nationals who have valid residence status in Rwanda and need a visa for Switzerland / Liechtenstein / Schengen States**, submit also a copy of the valid Re-Entry permit.

**VISA PROCESSING AND ISSUANCE:** Visa applications will be transmitted for decision to the competent Swiss immigration authority where the applicant intends to study. The Embassy is only allowed to issue an entry visa upon receipt of a positive decision or authorization.

**Please note that the normal processing period is 8-12 weeks at the minimum.**

**VISA PROCESSING FEE for adults: for D visas in Kigali.**

**Postage Fee: CHF. 28,--**

**Visa fee is paid cash in RWF according to the exchange rate of the day.**

**For “Short stay” study visa processing fee for adults in Nairobi**

(Please prepare the **exact** amount to be paid in RWF/ Kenyan Shillings in order to avoid delay).

*The requirements above are applicable to* ***Rwanda citizens and foreign nationals who have valid residence status in Rwanda and require a visa to enter the SCHENGEN territory****.*

***I M P O R T A N T I N F O R M A T I O N***

In particular cases, the Embassy explicitly reserves the right

- to request for more information or additional documents

- The Embassy will not assume any responsibility should the visa application be rejected

- reject applications based on incorrect/false declarations or on forged or missing documents

In addition to the above mentioned requirements, the application will be assessed on the criteria for which the relevant documents have been submitted:

* the purpose of the journey
* accommodation, or proof of sufficient means to cover accommodation
* assessment of sufficient means of subsistence both for the duration of the intended stay and for the return to the country of origin or residence

Depending on the school / university chosen by the applicant, it is possible that the

Embassy may have to evaluate his / her language knowledge with an oral test.

The visa handling fee must be paid at the time the visa application is submitted to the

Embassy. The fee is **NOT** reimbursed in case of the application finally being rejected, or

withdrawn.

In any case, it is **NOT allowed to begin working** without the necessary work or entry visa.

Inquiry of application status email us with your **visa file number** to the email address

below.

For Visa enquires only send an email [nai.visa@eda.admin.ch](mailto:nai.visa@eda.admin.ch) .

Telephone Visa Section for enquiries only from Monday to Thursday between:13.30-15.00

hrs

**How to make an appointment in Nairobi for short stay study programme only.**

**Appointment has to be made 4 weeks before intended travel date. The applicant has to give his/her full name as written in the passport, date of birth, intended travel date and mobile number/email address.**

**Visa Appointment ONLY can be made via email to:**

[nai.visaappointment@eda.admin.ch](mailto:nai.visaappointment@eda.admin.ch) (Answer will be sent by email)

**or by phone** (+254) 700 304 996

Monday to Friday, between 8h30 – 11h30am

**Contacts de l’Agence consulaire (Ambassade de Suisse à Kigali)**

**Addresse** 38, Blvd de la Révolution

Case postale 957

Kigali, Rwanda

**E-mail** ac-kigali@sdc.net

**Website** [www.eda.admin.ch/nairobi](http://www.eda.admin.ch/nairobi)

**Heures d’ouverture** Lundi à Vendredi 09:00h à 11:00h

**Fax** (+250) 252 57 24 61

**Téléphone** (+250) 252 57 55 34

**Contact information of the Visa Section (Embassy of Switzerland in Nairobi)**

**Address** 89 General Mathenge Drive

Spring Valley,

Westlands

P.O. Box 2600

Nairobi 00621

KENYA

**Visiting Hours** Monday to Thursday 08:00 AM until 11:00 AM

**Visa enquiries Telephone** (+254) 708 168 982

**Visa enquiries E-mail** [nai.visa@eda.admin.ch](mailto:nai.visa@eda.admin.ch)

**Visa Section Fax** (+254 20) 267 3535

**Website** [www.eda.admin.ch/nairobi](http://www.eda.admin.ch/nairobi)

As of June 2013 / Replaces all previous information

See next page



POLITE NOTICE

On the 5th April 2010 a new Visa regulation came into force for all Schengen Member States. If you want to apply for a Schengen visa, please consider the following:

1. All visa applications have to be submitted at least

15 calendar days before the date of the intended .

departure.

2. An application submitted less than 15 calendar

days before the intended departure may be

accepted, but the applicant should bear in mind

that the final decision might be taken after the

intended date of departure.

3. Visa applications cannot be submitted earlier than

three months before the start of the intended visit.

4. It is the applicant's responsibility to take the

necessary precautions to respect the deadlines

where an appointment system is in place.

5. Normal processingtime for visa applications can

take up to 15 calendar days.

6. When further scrutiny is needed, the deadline may

be extended up to a maximum of 30 calendar

days. Exceptionally, where additional

documentation is required, the deadline may be

extended up to a maximum of 60 calendar days

after the application has been considered

admissible.