

## Z-MB-Visa Incoming Students

Process:	6.01.03 Mobilität			
Version:	2.0.0.	Target Group:	Public	Document manager.: LeiterIn Stab Ressort Internationales
alt SFS:	2.4.3.3-13MB Visa Incoming Students			

### Disclaimer

This is a non-binding, unofficial translation of the original German version, "Merkblatt Visa Incoming Studierende". It was prepared with due care. Nevertheless, the ZHAW Zurich University of Applied Sciences takes no responsibility for any omissions and/or mistakes. The legally binding document is the original German version, which shall prevail in any case of doubt or differences in interpretation.

Please note that English is not an official language of the Swiss Confederation or the Canton of Zurich. This document is provided for information purposes only and has no legal force.

Original German version dated May 2015

---

# Visa, Residence and Work Permit Fact Sheet

(May 2015; all information subject to change)

**This information leaflet on visas, conditions of entry and work permits is designed for incoming students who wish to study or take up an internship at the ZHAW. Depending on the country of origin, different conditions may apply.**

## 1. Visa and entry permits

**Students from EU / EFTA countries** need a **valid passport** or **identity card** in order to enter Switzerland.

**Students from Japan, Malaysia, New Zealand and Singapore** are exempted from the visa requirement. However, upon arrival in Switzerland, they must apply for a residence permit and submit the same documentation as students who are subject to the visa obligation.

**Students from all other countries (third countries)** need an entry permit (*Einreisebewilligung*) as well as a visa. In general the following applies:

1. You apply for an entry permit at the **Swiss Embassy in your home country**.
2. Once you have a positive response, you may proceed to apply for a visa at the Swiss Embassy which, if approved, will allow you to enter Switzerland.
3. Within 14 days of your arrival in Switzerland, you must register with the residents' registration office (*Einwohnermeldeamt*).

### Please consider the following:

- You should apply for your entry permit and visa at least 3-4 months prior to your intended departure.
- You will need various documents for the application (including confirmation of enrolment at the ZHAW). You will receive a checklist from the person in charge at the ZHAW School you have applied to. This checklist will help you to file all the necessary documents. We recommend using the checklist as a coversheet for your application.

Please note, in general, all documents have to be translated into German. English may be accepted in some cases, but this needs to be verified. Translations must be authenticated by a notary.

Information and forms issued by the Federal Office for Migration are available in other languages:

<https://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>

- We advise you to grant authorisation to a designated person at the ZHAW in order to establish direct contact with the Swiss authorities. This will help to accelerate the entry and visa process. You will receive the authorisation form from the person responsible at the ZHAW. The authorisation to act in your name expires on your arrival in Switzerland.
- Your entry permit to Switzerland is dependent upon your ability to prove that you have sufficient funds to cover your living costs in Switzerland during your studies. The amount of CHF 21,000.- per year must be de-

## Z-MB-Visa Incoming Students

Process:	6.01.03 Mobilität				
Version:	2.0.0.	Target Group:	Public	Document manager.:	LeiterIn Stab Ressort Internationales
alt SFS:	2.4.3.3-13MB Visa Incoming Students				

posited in your name in a Swiss bank account or at an approved financial institution in your home country (see list: <http://www.finma.ch/e/beaufsichtigte/bewilligungstraeger/Pages/default.aspx>).

If you should have difficulty finding an approved financial institution, the ZHAW will be able to assist you by issuing a "guarantee letter". In such cases, the money has to be transferred to an account held by the ZHAW; upon receipt of this money, the ZHAW will send a guarantee letter to the Federal Office for Migration testifying to the availability of sufficient capital resources. Please be aware that in this case too, capital resources of CHF 21,000 per year are a requirement.

- Once your application for entry has been approved, you will receive your visa authorisation (*Ermächtigung zur Visumserteilung*), which enables you to collect your visa at the Swiss Embassy in your home country.

If you plan to stay less than 1 year but longer than 3 months, a reduction in the capital resources required can be discussed with the Federal Office for Migration.

**Note!** Do you already have a Schengen Visa? A Schengen visa only authorises entry for touristic purposes for up to three months or for travel through Switzerland. If you intend to study in Switzerland, you will need a residence permit.

If you have a visa for the EU/Schengen area (for study or work purposes) and would like to study at the ZHAW as a regular student on a full-time basis, you can apply for a visa at the Swiss representation in the EU/Schengen country. It is not necessary to apply in your home country.

These rules are subject to change. Please consult the Federal Office for Migration for current regulations applicable to individual countries: [https://www.bfm.admin.ch/bfm/de/home/themen/einreise/merkblatt\\_einreise.html](https://www.bfm.admin.ch/bfm/de/home/themen/einreise/merkblatt_einreise.html)

## 2. Residence permits

All students from abroad (including EU nationals) have to register **in person** at their local residents' registration office within 14 days of their arrival if their stay in Switzerland is to last longer than three months or 90 working days. To obtain a residence permit from the cantonal authorities, you must submit the following documents:

- Valid passport (or identity card for EU/EFTA citizens)
- Foreigner's identity document (*Ausländerausweis*), if applicable
- Confirmation of residence permit (if available)
- Copy of accommodation rental agreement
- Health insurance card or proof of insurance (see leaflet about insurance)
- Documents indicating civil status (marriage certificate, birth certificate for children)

For more details and information on how documents must be presented (originals or copies) and on the various fees that apply, please contact your local residents' registration office (*Einwohnermeldeamt*):

For Zurich: <https://www.stadt-zuerich.ch/prd/de/index/bevoelkerungsamt/personenmeldeamt/adressaenderungen/zuzug.html>

For Winterthur: <http://einwohnerkontrolle.winterthur.ch/zuzug-umzug-wegzug/>

## 3. Travel abroad while resident in Switzerland

As of 12 December 2008, Switzerland is an associate member of the Schengen Agreement. For **students from EU member states, the free movement of persons therefore applies**. After receiving their residence permit, students who require a visa may also travel freely in Switzerland and in the Schengen area (including Iceland and Norway) with a valid passport and Swiss residence permit.

For countries outside the Schengen area, individual restrictions may apply. Always check the applicable regulations well ahead of your departure!

## Z-MB-Visa Incoming Students

Process: 6.01.03 Mobilität

Version: 2.0.0.

Target Group: Public

Document manager.:

LeiterIn Stab Ressort Internationales

alt SFS: 2.4.3.3-13MB Visa Incoming Students

## 4. Work permits (part-time employment and internships)

### Part-time employment

Generally, foreign students with a residence permit may take up a part-time job provided this does not exceed **15 hours per week**. During semester breaks, foreign students may take on a higher work load. More detailed information can be found [here](#).

**EU national students** can register their employment and at the same time apply for a work permit at the residents' registration office before they begin work.

**Students from non-EU countries or Bulgaria and Romania** must first apply for a work permit at the Office for Economy and Labour ([Amt für Wirtschaft und Arbeit](#) (AWA)) in Zurich. This is best done in cooperation with your future employer. In Switzerland, the employer may submit the visa application directly and thereby shorten the process. If you have to submit the application yourself, you can find further information and also submit your documents online via the AWA website (see above).

### Internships

The same regulations apply if you are in Switzerland to complete an internship. Students from non-EU countries whose internship is part of their degree programme are eligible for a short-term permit. You will require a statement from your home institution to testify that the internship is an integral part of your higher education.

The current AWA regulations on student internships (applicable since January 2015) are as follows:

- Only non-quota permits are issued, i.e. the duration is limited to max. 4 months
- Ideally, internships should be coordinated through the following organisations, which can also process and submit work permit applications.
  - o IAESTE - Science and technology sectors
  - o AIESEC - Management and organisation sectors
  - o SWIMSA - Health care sector
- In all cases, the internship must be a compulsory component of a higher education programme.
- If an application for a work permit is not submitted through an internship intermediary organisation, the following documents must be submitted in cooperation with the ZHAW HR department:
  - o Entry application
  - o Brief justification for the application (based on information from the ZHAW School concerned)
  - o Internship contract and/or confirmation letter, to include the minimum salary of CHF 2,000.-
  - o Confirmation from the home institution that the internship is a compulsory component of a degree programme
  - o Training program
  - o Current confirmation of enrolment at higher education institution
  - o Curriculum vitae
  - o Copies of diplomas/certificates
  - o Copy of passport
  - o Copy of agreement between the institution abroad (sending institution) and the ZHAW

#### Exception:

The new regulations do not apply to applications for internships within the framework of the EU Erasmus+ exchange programme/SEMP.