

Hauteville, Switzerland

Spring Only 2024 Preparations Checklist

Please note that these dates are subject to change.

	Required Task	Deadline
	Submit Travel Questionnaire	November 11, 2022 <small>2 weeks after acceptance</small>
	Apply for a Passport <small>(must be valid until at least December 2024)</small>	November 18, 2022
	Submit Passport Copy**	January 20, 2023
	Visa Application & Supporting Documents	See Reverse
	Submit Second Passport Copy** <small>(if needed)</small>	March 31, 2023
	Submit Flight Form	September 1, 2023
	Vaccine Documentation <small>(upload to Student Health Portal)</small>	If Needed
	Submit Health Clearance Form**	October 10, 2023 - November 28, 2023
	Complete In-Person & Asynchronous Orientation	November 2023
	Register for Program Classes <small>(on Wavenet)</small>	November 2023
	Submit Visa Copy** <small>(if needed)</small>	December 15, 2023

****Scan here to upload final copies of these documents****



For additional information on any of the above documents, please contact the IP Office.
international.programs@pepperdine.edu | 310.506.2430

Last Updated on 09.14.2022

Swiss Visa Materials Checklist

Spring 2024 Only

Please note that these items are subject to change.

	1. Actual Passport	Make sure the top section has your original signature.
	2. Three (3) Complete Visa Applications	Please complete the Application for a long stay visa (visa D) in its entirety, using the sample as a guideline and reference. Black or blue pen preferred. All copies must be signed by hand.
	3. Four (4) Identical Passport-Sized Photos	All four photos must be identical and taken professionally. They must be 35-40mm in size.
	4. Two (2) Color Photocopies of Passport	This must be a clear, color copy of your passport or travel document (photo, data, and signature pages only).
	<i>(ONLY FOR NON-U.S.-PASSPORT HOLDERS)</i> 5. Two (2) Notarized copies of proof of residency	<i>(ONLY FOR NON-U.S.-PASSPORT HOLDERS)</i> Examples include a valid permanent resident card (green card), H1B visa (plus I-797), F-1 visa (plus I-20), etc. Originals must be notarized.
✓	6. IP Entry Letters	<i>The IP Office will provide this document.</i>
	7. Two (2) Copies of Proof of Funds <i>(showing access to at least \$1,000 per month in Italy)</i>	Choose one of the following options: 4) A letter from your bank or bank statement about your bank account 5) A letter from your bank or bank statement (additional documentation required) a) Two (2) color copies of each account holder's passport b) Letter of Support 6) Letter from the Office of Financial Assistance
	8. Two (2) Copies of High School Transcript	One original and one photocopy. Your high school transcripts can be official or unofficial.
	9. Two (2) Copies of Pepperdine Transcript	One original and one photocopy. Original must be an <i>official</i> transcript.
	10. Two (2) Copies of Resume	Please visit the Pepperdine Career Center for guidance.
	11. Two (2) Copies of Your Future Plans Essay	Your essay must be one full page. Each copy must have an original signature.
	12. Return Envelope <i>(Academic Year students, fall students, Spring DC+ students)</i>	This will be the envelope the IP Office uses to send your passport back to you. Therefore, it needs to have paid postage, a tracking label, and be self-addressed to your permanent address.

Upon gathering all materials, you **must** submit virtual scans of each item to the Swiss Visa Document Form.



For additional information on any of the above documents, please contact the IP Office.
international.programs@pepperdine.edu | 310.506.2430

Last Updated on 09.14.2022