

Part I Materials:

1) 4 Passport Photos



Swiss Visa Application Packet Example

2) 3 Completed Visa Applications (each with original signature)

Example

 Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Eidgenössisches Justiz- und Polizeidepartement EJPD
Staatssekretariat für Migration SEM
Dienstbereich Zuwanderung & Integration
Abteilung Evisse

Application for a long stay visa (visa D)
Antrag auf Erteilung eines Visums für den langfristigen Aufenthalt (Visum D)

PHOTO
No photo (leave blank)

A. APPLICANT / ANTRAGSTELLER

1. Surname (Family name) / Name (Familienname)
WAVE

2. Surname at birth / Familienname bei der Geburt
WAVE

3. First name(s) (given names) / Vorname(n)
Willie Dean

4. Date of birth (day-month-year) / Geburtsdatum (Tag-Monat-Jahr)
20-09-1998

5. Place of birth / Geburtsort
Malibu, CA

6. Country of birth / Geburtsland
USA

7. Current nationality(ies) / Derzeitige Staatsangehörigkeit(en)
USA
Nationality at birth (if different) / Staatsangehörigkeit bei der Geburt (falls unterschiedlich)

8. Sex / Geschlecht
☒ Male / Männlich ☐ Female / Weiblich

9. Marital status / Zivilstand
☒ Single / Ledig ☐ Married / Verheiratet ☐ Widowed / Witwenstand ☐ Divorced / Geschieden
☐ Registered partnership / Eingetragene Partnerschaft ☐ Separated / Getrennt ☐ Other (please specify) / Sonstiger (bitte nähere Angaben)

10. Father's surname and first name; place and country of birth / Name und Vorname des Vaters, Geburtsort und Geburtsland
Wave, Walter
Malibu, CA, USA

11. Mother's surname and first name; place and country of birth / Name und Vorname der Mutter, Geburtsort und Geburtsland
Wave, Wanda
Malibu, CA, USA

RESERVIERTE FÜR ANTLICHE EINTRÄGE
Datum des Antrags:
Nummer des Visumantrags:
Antrag eingereicht bei:
☐ Botschaft/Konsulat
☐ Kanton
Akte bearbeitet durch:
Beleg:
☐ Reisepass
☐ Bescheinigung
☐ Arbeitsgeber / Schule
☐ Zivilstandsamt
☐ Ärztliche Zeugnise
☐ Mittel zur Berechtigung des Lebensunterhalts
☐ Sonstiges:
Visum D:
☐ Erteilt
☐ Abgelehnt
Gültig:
von
bis
Anzahl Einreisen:
☐ 1 ☐ 2 ☐ Mehrfach

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 Sorges des Vormunds

13. Type of travel document / Art des Reisepapiers
☒ Ordinary passport / Reisepass ☐ Official passport / Amtlicher Pass
☐ Diplomatic passport / Diplomatiepass ☐ Special passport / Sonderpass
☐ Service passport / Dienstpass ☐ 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
Issue Date (day, month, year) Expiration Date (day, month, year)
15-09-2015 15-09-2016

16. Applicant's home address / Wohnschrift des Antragstellers
2409 Sea Ridge St.
Malibu, CA 90265
Telephone number(s) / Telefonnummern:
(310) 506-4320

17. Residence in a country other than the country of current nationality / Wohnsitz in einem anderen Staat als dem, dessen Staatsangehöriger Sie gegenwärtig sind
☒ No / Nein ☐ Yes, Residence permit or equivalent
Ja, Aufenthaltstitel oder gleichwertiges Dokument Nr. Valid until Gültig bis

18. Current occupation / Derzeitige berufliche Tätigkeit
Student

19. 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
Moffett University
Av. Marc Dufour 15
1007, Lausanne, Switzerland
41-321-0909

20. PURPOSE OF STAY / AUFGENTHALTSZWECK
21. Purpose of the stay in Switzerland / Zweck des Aufenthalts in der Schweiz
☐ Employment / Erwerbstätigkeit
☐ Family reunion / Familieneinigung
☒ 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
☐ Single entry / Einmalige Einreise ☐ Two entries / Zweimalige Einreise
☒ Multiple entries / Mehrfache Einreise

26. Previous stays in Switzerland / Bisherige Aufenthalte in der Schweiz
☒ No / Nein ☐ 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
☐ Spouse / Ehegatte ☐ Child / Kind ☐ Grandchild / Enkelkind
☐ 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

28. Name and address of employer - educational institution - medical facility in Switzerland / Name und Adresse des Arbeitgebers - schulischen Einrichtung - medizinischen Einrichtung in der Schweiz
Moffett 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 Identifizierung 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 Dean

3) 2 Color Copies of Passport (each on its own separate page)



4) 2 Copies of Pepperdine Entry Letter (provided by IP Office)

19 August 2015

To Whom It May Concern:

This letter certifies that [REDACTED] is enrolled as a full-time student at Pepperdine University, an accredited, degree-granting university with home campus in Malibu, California. During the 2015-2016 academic year, this student will live and study as part of the Pepperdine University program in Buenos Aires, Argentina. Students will reside with local families. The Pepperdine University program offices are located at 11 de Septiembre 955 in Buenos Aires.

This student has paid all required tuition and fees for the program directly to Pepperdine University in Malibu, California, before leaving the United States. These payments cover the costs of all academic instruction, housing, food, and transportation during educational field trips, both within Argentina and to other countries.

Program instruction and activities for the academic year begin on 10 September 2015 and end on 30 April 2016.

I would be pleased to answer any questions or provide any additional information about this matter. Please call 310.506.4230 or send a facsimile message to 310.506.4502.

Sincerely,

A handwritten signature in black ink that reads "Greg Muger". The signature is written in a cursive, flowing style.

Greg Muger
Director
International Programs
Pepperdine University

5) 2 Copies of Flight Itinerary (provided by IP Office if you are on the group flight)

Example:

SHANGHAI G.E. | Summer 2015
GROUP FLIGHT ITINERARY

SATURDAY MAY 9, 2015

Flight#: OZ0201 (Asiana Airlines)			
Departs: Los Angeles (LAX)	Departure Time: 12:20pm	Saturday	May 9, 2015
Arrives: Seoul (Incheon Int)	Arrival Time: 5:20pm	Sunday	May 10, 2015

Flight #: OZ0367 (Asiana Airlines)			
Departs: Seoul (Incheon Int)	Departure Time: 8:00pm	Sunday	May 10, 2015
Arrives: Shanghai (Pu Dong)	Arrival Time: 8:55pm	Sunday	May 10, 2015

THURSDAY JULY 2, 2015

Flight #: OZ0368 (Asiana Airlines)			
Departs: Shanghai (Pu Dong)	Departure Time: 8:35am	Thursday	July 2, 2015
Arrives: Seoul (Incheon Int)	Arrival Time: 11:30am	Thursday	July 2, 2015

Flight#: OZ0202 (Asiana Airlines)			
Departs: Seoul (Incheon Int)	Departure Time: 2:50pm	Thursday	July 2, 2015
Arrives: Los Angeles (LAX)	Arrival Time: 10:20am	Thursday	July 2, 2015

*IP makes every effort to keep the flight times published.
However due to unforeseen circumstances, IP or the airline
may change the flight time or flight number. If this is done,
IP will send an updated itinerary as soon as it is confirmed.*

Current version as of 02/09/15



Swiss Visa Application Packet Example

6) 2 Copies of High School Transcript

Presidents High School		OFFICIAL COPY		
Office of the Registrar	YOUR NAME HERE	DOB: 09/23/1992		
Online verification: presidentshighschool.org/contact.cfm	Completion Date: 06/10/2011	ID#: SIN-10668		
Title	Units Attempted	Units Earned	Grade	Grade Points
*** ACADEMIC EQUIVALENCY TRANSCRIPT ***				
ADVANCED MATHEMATICS	0.5	0.5	A	2.0
ALGEBRA I	0.5	0.5	A	2.0
ALGEBRA I PART II	0.5	0.5	A-	2.0
ALGEBRA II	0.5	0.5	A	2.0
ALGEBRA II TRIGONOMETRY	0.5	0.5	A	2.0
BASIC BOOKKEEPING	0.5	0.5	A	2.0
GEOMETRY I	0.5	0.5	A	2.0
GEOMETRY II	0.5	0.5	A	2.0
MATH FUNDAMENTALS	0.5	0.5	A	2.0
SECTION TOTALS (MATHEMATICS)	4.5	4.5		18.0
ASTRONOMY BASICS	0.5	0.5	C	1.0
BEGINNING CHEMISTRY	0.5	0.5	C	1.0
BIOLOGY I	0.5	0.5	D	0.5
CHEMISTRY II	0.5	0.5	C	1.0
EARTH SCIENCE	0.5	0.5	D	0.5
GEOGRAPHY	0.5	0.5	C	1.0
INTRODUCTION TO PHYSICS	0.5	0.5	C-	1.0
SECTION TOTALS (SCIENCES)	3.5	3.5		6.0
CIVICS	0.5	0.5	C	1.0
CURRENT AFFAIRS	0.5	0.5	C	1.0
GENERAL PSYCHOLOGY	0.5	0.5	B-	1.5
HISTORY I	0.5	0.5	C	1.0
HISTORY II	0.5	0.5	B-	1.5
INTRODUCTION TO SOCIOLOGY	0.5	0.5	B-	1.5
POLITICAL SCIENCE	0.5	0.5	C	1.0
WORLD LITERATURE	0.5	0.5	B-	1.5
SECTION TOTALS (SOCIAL STUDIES)	4.0	4.0		10.0
Memoranda & Footnotes: CG Change of grade CR Credit for Course Study IR Incomplete removed IC Incomplete charged RC Repeated class AS Substitution BP By petition TC Transfer credit AO Audit only, no credit received	CERTIFIED TO BE A CORRECT TRANSCRIPT OF RECORD. STUDENT IN GOOD STANDING UNLESS OTHERWISE INDICATED.			

Swiss Visa Application Packet Example

7) 2 Copies of Departure Paragraph

Willie the Wave
Student - Pepperdine University
24255 Pacific Coast Hwy. #100
Malibu, California 90263

3 January 2018

Consulate General of Switzerland
Pier 17, The Embarcadero #600
San Francisco, CA 94111

Dear Consulate General of Switzerland,

I am a student studying with Pepperdine University in Lausanne, Switzerland Program for the 2018-2019 Academic Year term. I will be studying in Lausanne from 15 September 2018 to 19 April 2019. This confirms that I will leave Lausanne, Switzerland after my studies have concluded on 19 April 2019.

Respectfully,

Willie the Wave

Willie the Wave

Swiss Visa Application Packet Example

8) 2 Copies of Resume

Roger Eager

24255 Pacific Coast Highway #1234 ♦ Malibu, CA 90263

(310) 506-4000 ♦ Roger.Eager@pepperdine.edu

EDUCATION

Pepperdine University, Malibu, CA **2010 – Present**
B.A. in Communication, Minor in Spanish **Expected 2014**

- **Honors:** Dean's List (2011-Present), Golden Key Honor Society (2012-Present)
- **Activities:** New Student Orientation Leader (2012, 2013), Step Forward Volunteer Day (2011)
- **Relevant Coursework:** Public Speaking and Rhetorical Analysis, Communication Theory, Communication Ethics, Rhetorical Theory

Pepperdine University, Buenos Aires, Argentina **2012-2013**

- Studied language, history and culture and traveled extensively throughout South America

PROFESSIONAL EXPERIENCE

Pepperdine University Athletics Department, Malibu, CA **March 2013 – Present**
Student Assistant

- Develop and implement a new procedure to compile and store faculty records
- Catalog over 400 student grades and transcripts in university archive
- Manage student grievances, coordinate travel managements, schedule staff meetings, and draft memos

Housing and Residence Life, Pepperdine University, Malibu, CA **August 2012 – June 2013**
Resident Advisor

- Served as a student leader and mentor to 50 women in a residence hall
- Provided academic and social support to residents, demonstrating advanced skills in conflict resolution, mentoring, and peer counseling
- Organized group events to foster peer relationships and assist with successful college transition

Education Center, Malibu, CA **June 2011 – August 2012**
Tutor

- Provided advanced academic support to 5 high school students studying intermediate Spanish
- Created innovative teaching strategies to facilitate students' motivation and academic performance
- Communicated regularly with students' parents and teachers to assess progress

Coffee Bean and Tea Leaf, Calabasas, CA **September 2010 – May 2011**
Barista

- Provided high-quality service to over 200 customers daily in a fast-paced environment
- Trained and supervised employees on company policies and procedures
- Prepared beverages and maintained highest standards for safe and sanitary work environment

SKILLS

Computer

- Thorough knowledge of Microsoft Word, Excel, Access, and PowerPoint

Language

- Spanish (Fluent: reading, writing, speaking)

Swiss Visa Application Packet Example

9) 2 Copies of Future Plans Essay

Willie the Wave
Student - Pepperdine University
24255 Pacific Coast Hwy. #100
Malibu, California 90263

3 January 2018

Future Plans Essay

I am currently a Freshman at Pepperdine University, and I am majoring in Communications with a minor in Creative Writing. I have chosen to study Communication because I believe that the key to peace, goodwill, and understanding is the ability to communicate and listen effectively. I have chosen to study Creative Writing because I enjoy creating and telling stories.

I applied to study abroad in Lausanne, Switzerland because of the unique opportunity it will provide me to experience the Swiss culture, food, and climate while also allowing me to travel to other areas of Europe. I am thrilled to learn French, learn more about the French area of Switzerland, and learn to snowboard in the beautiful Swiss alps. I hope to gain invaluable knowledge and experiences during my time in Lausanne.

After graduation, I hope to secure a position as a Public Relations Coordinator with a surfing gear company. Eventually, I hope to also write children's books, sharing my life experiences and wisdom through simple tales. My studies at Pepperdine, and specifically in Lausanne, directly influence my future goals. Geneva, is one of the most diverse areas of the world, and I hope to travel to this nearby town to widen my horizons. These types of experiences are what will inspire my writing for years to come.

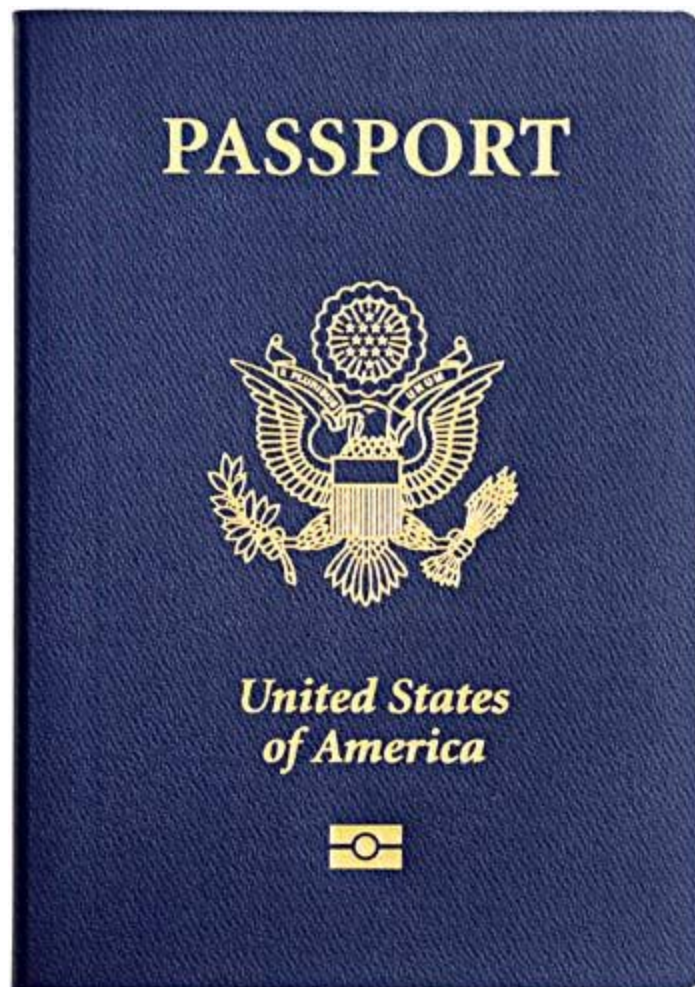
Sincerely,

Willie the Wave

Willie the Wave

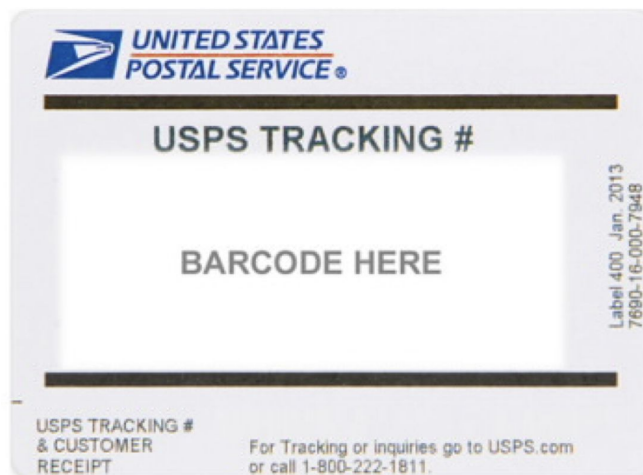
Part II Materials:

1) Actual Passport



Swiss Visa Application Packet Example

2) Self-addressed return envelope with tracking number



Swiss Visa Application Packet Example

3) 2 Copies of Official Pepperdine Transcript

Example:

Pepperdine University ACADEMIC RECORD				8035 SOUTH VERMONT AVENUE LOS ANGELES, CALIFORNIA 90044				MALIBU, CALIFORNIA 90265			
NAME/ADDRESS: RALPH E KENYON JR 145-103 S BUDDING AV VIRGINIA BEACH VA 23452 USA				STUDENT NUMBER: 011-44-2015				BIRTHDATE: 10/21/78			
MAIDEN OR PREVIOUS NAME:				DATE ADMITTED/SCHOOL: 343 10/12/78				MAJOR 1: HRM MAJOR 2: DEGREE AWARDED: DATE:			
COMMENTS:				PROFESSIONAL STUDIES							
DEPT.	COURSE	COURSE TITLE	GRADE	UNITS ATTEMPTED	UNITS EARNED	DEPT.	COURSE	COURSE TITLE	GRADE	UNITS ATTEMPTED	UNITS EARNED
PRIOR COLLEGE DEGREE						SPRING 76-77					
SPRING 67-68						HRM 663 PSY OF HUM REL 04/08/77 - 05/08/77 A 3.00 3.00					
MIAMI UNIVERSITY						HRM 610 ORGANIZATION AND MANAGEME 05/13/77 - 06/12/77 A 3.00 3.00					
OXFORD, OH						HRM 627 SOCIAL PATHOLOGY 06/24/77 - 07/24/77 A 3.00 3.00					
B.A.						HRM 630 BUDGETING AND FINANCE 06/24/77 - 07/24/77 A 3.00 3.00					
AUGUST 25, 1968						TRM ERN 12.00 AVGHR 12.00 GPTS 48.0 GPA 4.00					
B.S.						FALL 77-78 PROFESSIONAL STUDIES					
DECEMBER 22, 1968						HRM 613 HUMAN RESRC MGMT AND LEGAL 10/07/77 - 11/06/77 A 3.00 3.00					
ADMITTED GOOD STANDING 06/15/77						HRM 654 HMN RELS: INTPRSNL/INTGRP B A 3.00 3.00					
FALL 76-77						HRM 652 MGRL SOC: ORG, SOC, CULT BH A 3.00 3.00					
HRM 611 EMPER-EMPEE REL 01/28/77 - 02/27/77 A 3.00 3.00						TRM ERN 9.00 AVGHR 9.00 GPTS 36.0 GPA 4.00					
TRM ERN 3.00 AVGHR 3.00 GPTS 12.0 GPA 4.00						WINTER 77-78 PROFESSIONAL STUDIES					
WINTER 76-77						12/30/77 - 01/29/78					
01/28/77 - 02/27/77						HRM 601 RESEARCH METHODOLOGY 02/03/78 - 03/05/78 A 3.00 3.00					
ORGANIZATION DEVELOPMENT 03/04/77 - 04/03/77 A 3.00 3.00						HRM 650 MANAGERIAL PSY: IND-GRP BEHA A 3.00 3.00					
HRM 655 HUMAN RELA.: A PRACTICAL 03/04/77 - 04/03/77 A 3.00 3.00						TRM ERN 6.00 AVGHR 6.00 GPTS 24.0 GPA 4.00					
TRM ERN 6.00 AVGHR 6.00 GPTS 24.0 GPA 4.00						PEP ERN 36.00 AVGHR 36.00 GPTS 144.0 GPA 4.00					
						CUM 36.00 36.00 144.0					
						PASSED COMPREHENSIVE EXAMINATION					
						MASTER OF ARTS DEGREE AWARDED					
						DECEMBER 16, 1978					
						MAJOR: HUMAN RESOURCES MANAGEMENT					
						SCHOOL: PROFESSIONAL STUDIES					
						NO ENTRY VALID BELOW THIS LINE.					
						This transcript is sent at the request of the student and is intended only for the use of the addressee. In keeping with the student's right of privacy and confidentiality, this document must not be made available to any person or institution other than the addressee.					
JAN 19, 1979											

UNLESS OTHERWISE STATED, STUDENT IS IN GOOD STANDING.

OFFICIAL WHEN DATED, SIGNED AND SEALED

Swiss Visa Application Packet Example

4) Proof of Funds (3 options)

a) Letter from Your Bank,

 **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
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

Sincerely,

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

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

January 4, 2018

Student Name: [REDACTED]

Student ID: [REDACTED]

To Whom It May Concern:

Please be advised that the above named student, [REDACTED] is enrolled in Pepperdine University's Florence International Program for the Academic Year 2016-2017, starting September 7, 2016 to April 20, 2017.

Her financial assistance will cover a portion of the cost of the program with \$48,730.00 in grants/scholarship funds.

Please feel free to contact me, if you have any concerns.

Sincerely,

(Advisor Name)
Office of Financial Assistance
Veronica.Basadre@Pepperdine.edu

b) Letter from the Financial Aid Office, OR

c) Letter from Parent's Bank (similar to "a" above)

- Must also submit 2 color copies of parent(s)' passport (whoever is listed on the bank account)