

# Visa Application, Residence Permit and Registration in Zug for boarding students

## Non-EU Citizens

Non-EU citizens who are enrolled as boarding students obtain Swiss residence permits for the Canton of Zug on the grounds of receiving education in Switzerland. The boarding house where the student lives becomes the primary residence of the student. Boarding students who have gained their residence permits through their family do not change their residence permits by virtue of becoming a boarding student.

1. Student applies for a long-term entry visa at their Swiss embassy or consulate where they would like to pick up the entry visa (Cannot be in Switzerland)
2. Upon payment of the enrolment fees, Institut Montana submits supporting documents to the Migration office (of Canton Zug) confirming the student's enrolment into Montana and the supporting documents for the student's entry visa application.
3. Once student's visa application is approved by the Swiss embassy or consulate, the student's visa application is forwarded to the Migration Office in the Canton Zug for the final approval.
4. Once the Migration office gives the final approval of the visa application, a confirmation document (Ermächtigung zur Visumerteilung (Einreiseerlaubnis) which allows the student to pick up their entry visa from the embassy or consulate is sent to (the student via) Institut Montana
5. Institut Montana sends a scan of the document to the student/parents/legal guardian/agent which is required to pick up the entry visa
6. The student schedules an appointment with the embassy or consulate to pick up their visa.
7. Once the student/parent/legal guardian/agent confirms the exact arrival date into Switzerland to Institut Montana Zugerberg AG, we submit the documents to the Migration office for the residence permit and the student is registered in the City of Zug.
8. Institut Montana schedules an appointment with the Migration office for the student to give their biometric data for their Swiss residence permit card
9. Approximately 2-4 weeks later, the residence card is sent to Institut Montana and forwarded to the boarding houseparents to give to the student.
10. Institut Montana forwards the confirmation of mandatory health insurance of the student to the City of Zug.
11. The residence permit is renewed by the Institut Montana every year the student is enrolled at our school.

## Non-EU Students coming from another school in Switzerland with a valid residence permit

Students switching to Institut Montana from another Swiss school can have their valid Swiss residence permit changed to reflect their new residence at Institut Montana. Such students should ask their former school to avoid cancelling their residence permit such that Institut Montana can apply for the change to the Residence permit. Institut Montana coordinates dates of change with the former school. Only stage 8-11 are applicable to such students.

## EU Citizens

Eu students are not required to submit a Visa application in order to enter Switzerland.

1. The exact date of arrival into Switzerland must be confirmed to institute Montana.
2. Upon payment of the enrolment fees, Institut Montana submits supporting documents to the Migration office (of Canton Zug) confirming the student's enrolment into Montana and supporting documents for their residence permit as of the date of entry into Switzerland and the student is registered in the City of Zug.
3. Institut Montana schedules an appointment with the Migration office for the student to give their biometric data for their Swiss residence permit card.
4. Approximately 2-4 weeks later, the residence card is sent to Institut Montana and forwarded to the boarding houseparents to give to the student.
5. Institut Montana forwards the confirmation of mandatory health insurance of the student to the City of Zug.
6. The residence permit is renewed by the Institut Montana every year the student is enrolled at our school.

## Swiss Citizens

Swiss citizens are not required to submit a visa application to enter Switzerland. Swiss students who are not residing in Switzerland will be registered by Institut Montana online with the Resident Control of the City of Zug.

1. The exact date of arrival into Switzerland must be confirmed to Institut Montana
2. Upon payment of the enrolment fees Institut Montana registers the student as a resident of the City of Zug