



Application should be submitted at the Facilitation centre:

Switzerland Visa Application Centre

No. 4, Second Floor, Block E, International Trade Tower, Nehru Place, New Delhi – 110019,

Contact no. 011 – 4652 3036

Website: www.vfs-ch-in.com

The visa application form is FREE OF COST and can be downloaded from the website link:

http://www.eda.admin.ch/eda/en/home/reps/asia/vind/ref_visinf/visind.html

EMPLOYMENT IN SWITZERLAND

Please note that effective April 05, 2010, a valid travel document has to satisfy the following criteria:

- (a) its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States;
- (b) it shall contain at least two blank pages;
- (c) it shall have been issued within the previous 10 years.

PROCEDURE FOR FORMAL EMPLOYMENT

In essence, the first step you would be required to take would be to secure employment in Switzerland prior to entry. The prospective employer in Switzerland must then apply to the Cantonal Aliens Police for a *WORK PERMIT* for the foreign national. If such a permit is granted, then an "Assurance of a Residence Permit"

in German:	"Zusicherung der Aufenthaltsbewilligung"
in French:	"Assurance d'autorisation de séjour"
in Italian:	"Assicurazione di rilascio di un permesso di dimora")

is sent to the employee's address outside Switzerland.

Nationals who require an entry-visa in Switzerland must make an application at the Embassy in New Delhi (if he is a resident of the northern/eastern regions) or at the Consulate (if he is a resident of the western/southern states) at the same time as the employer applies for the Residence Permit in Switzerland.

Required documents:

- 3 Only Typed written applications forms will be accepted (completed and signed by the holder of the passport submitted)

- National passport valid at least 3 months beyond the date of return, with available pages for visa sticker and of „standard“ quality (not damaged, torn, faded, etc.)
- Your previous passport if available
- 2 copies of the valid visas (if any)
- 4 new passport sized photographs (size 35-40mm in width, no copy or scanned photograph). 3 photograph should be pasted on the three forms and the other photo to be given along with the application. Stapled or pinned photographs would not be accepted.

2 sets of the following documents are to be submitted:

1. Covering letter on a business/employment letterhead stating that the applicant wishes to take up employment in Switzerland.
2. An invitation letter from the company in Switzerland confirming the employment for the applicant
3. Copies of the first and last page of the passport.

The visa fee is Euro 60 + postal charges, fees to be paid in the national currency of the country in which the application is made.

The visa fee can vary due to the fluctuations in exchange rate.

The above documents would be forwarded to the competent Swiss authorities for their decision which could take approximately 6 to 8 weeks.

After granting a Work Permit an authorisation to issue the entry-visa is sent to the appropriate Swiss Embassy/Consulate where the foreign national has to collect said visa.

On entry into Switzerland the following must be produced:

- a) a valid passport
- b) an “Assurance of a Residence permit” or a “Visa for the purpose of employment”.

(This procedure also applies to trainees).

A medical examination might be required upon arrival. Details of timings and addresses are given with the “Assurance of a Residence Permit” or the entry-visa.

Registration with the Aliens Police must take place within 8 days of arrival, and at all events before starting work.

Foreign nationals married to Swiss citizens and foreign children of Swiss citizens

Foreign spouses of Swiss citizens, and foreign children of Swiss citizens, must follow the immigration procedure outlined above. However, they are not subject to the quota restrictions. An employer in Switzerland should have no difficulty in obtaining a Work Permit for such applicants.

Self-employment

As a rule, self-employment is only possible after a permanent Residence Permit (C Permit) has been obtained. It is therefore virtually impossible to immigrate to Switzerland for the sole purpose of being self-employed.

Anyone entering Switzerland as a tourist will not be able to obtain a Residence Permit. An application will only be considered after his/her departure from Switzerland.

1. Policy

The Swiss Government's very restrictive immigration policy has made it extremely difficult to obtain Residence Permits with a view to taking up employment. As a rule only persons who have been offered jobs which cannot be filled by Swiss nationals have a chance of obtaining Residence Permits. Inevitably, these vacancies are usually only in an occupation of a highly specialised nature.

The Embassy is unable to assist in finding employment in Switzerland. No lists of Swiss or foreign companies, agencies or organisations are available.

2. Residence Permits (work permits)

Switzerland does not use the term "work permit" in its traditional sense. The Residence Permit is a combination of both a residence and work permit, entitling the holder to live in a particular Canton and work for a specified employer.

IMPORTANT:

Photocopies of all relevant documents must be provided for the Embassy.

Do not submit originals. Once submitted, no document will be returned.

Please note that this is not exhaustive list. If necessary, you may be requested to bring additional documentation or to appear for a personal interview.