



VISA TO TAKE UP AN EMPLOYMENT

Information sheet for people who intend to take up an employment in Switzerland.

REQUIRED DOCUMENTS AND GENERAL CONDITIONS:

- Three (3) application forms duly completed: in German, French, Italian, Spanish or English; online, by typewriter or in block letters with a blue or black pen; and signed by the applicant
- Signed passport, issued within ten (10) preceding years, valid at least three (3) months beyond the planned stay in the Schengen states and containing at least two (2) empty pages
- Three (3) copies of the applicant's passport: pages 1–4; last page; all pages showing extension of validity; all pages with previously obtained visas
- Four (4) recent and identical, biometric passport-size pictures
- Visa application fee: EUR 60.- (**TRY equivalence**)
- ALL required documents attached to the visa application form must be provided **in triplicate**, translated into one of the Swiss national language or English
- The applicant has to apply in person
- Working contract (original plus two (2) copies). Musicians must provide an ASCO-contract (original and two (2) copies)
- Proof of the professional activity. Musicians must provide (in triplicate) stage pictures, CDs and/or DVDs of their performances

The visa application will be sent to the competent cantonal migration office in Switzerland. Upon receiving the authorization from the cantonal migration office, the Consulate General of Switzerland will issue the visa to take up employment.

Please be aware that the procedure might take **8-10** weeks. It is recommended to apply in time.

The Consulate General of Switzerland reserves the right to request additional documents.