



## Work Visa (national visa, type D)

**Basic rule: The employer in Switzerland has to start the authorization process in Switzerland and the applicant will just request the authorized entry visa without submitting a complete visa request.**

### For people intending to work in Switzerland.

All foreigners wishing to work in Switzerland need a special residence permit, regardless whether an employment contract has been concluded by a Swiss or foreign company or whether the work is paid or unpaid. Activities of temporary and interim employment agencies also require a work permit.

All information, regardless the source - be it from an agency or private person or from a newspaper - alleging that employment may be taken up with a tourist, visitor or business visa is not true. You must obtain a work visa before entering Switzerland. If you decide to accept a respective job offer, you should read your contract carefully and consult with a lawyer for legal advice.

If you arrive in Switzerland as a tourist and somebody offers you a job there, you cannot obtain a work permit in Switzerland. You must leave our country and your potential employer has to apply for a work visa authorization process in Switzerland. If the work visa request is positively decided you might request the issuance of the authorized visa in your passport by taking a prior appointment according the information in our website [www.eda.admin.ch/moscow](http://www.eda.admin.ch/moscow).

After receipt of your visa, please check on the visa-sticker in your passport if your surname and first name, your passport number as well as the remark "raisons professionnelles" (professional reasons) have been stated correctly.

Due to the international engagements contracted by Switzerland with its neighbors, priority is given to citizens of the European Union (EU) and to countries of the European Free Trade Association (EFTA). Only in exceptional cases fulfill citizens of other countries the conditions required to obtain a work permit, for example if they have exceptional skills or talents that no person in Switzerland and no citizen of an EU/EFTA-country can offer.

In case of illegal work, legal sanctions are severe.

In some exceptional cases the Swiss Cantonal authority might ask **in written form** for the submission of a personal visa request (3 forms), which we send to the competent Cantonal authority for prove and decision. In

such cases the following documents are required:

1. 3 application forms "Antrag auf Erteilung eines Visums für den langfristigen Aufenthalt (Visum D)" (Application for long term-stay visa, visa D) duly completed (in German, French, Italian or English) and signed by the applicant in person (consult "Visa forms / Photo requirements" on our website).
2. Passport which must be valid for at least three months after the date of the first departure from Switzerland and containing at least two empty pages.
3. 2 copies of the applicant's passport (pages with photo, personal data and signature).
4. 2 copies of the last two Schengen visas (if applicable).
5. 4 identical, recent passport photographs, meeting Schengen requirement (three glued on the application forms, the fourth attached) (consult "Visa forms / Photo requirements" on our website).
6. Work contract (original plus 2 copies).

**For Third country nationals:**

All non-Russian citizens living in Russia have to be legal residents of the Russian Federation and need to present the relevant documents (residence permit, long-term visa or FMS registration: original and copy).

The applicant's file will be forwarded for decision to the responsible immigration authority in Switzerland; therefore the Embassy will charge additionally CHF 5.00 for postage (equivalent amount in RUB). The Swiss Embassy can only issue a work visa upon receipt of the authorization. Please note that the procedure takes approx. 6 – 12 weeks.

People wishing to work in Switzerland must apply for their visa **in person**.

The Embassy of Switzerland reserves the right to:

- request additional documents.

Moscow, 14.11.2014