



Work visa – Schengen visa (short-term stays)

**(stay of maximum 90 days within 6 months
or 120 days within 12 months)**

All Non-EU citizens who would like to work in Switzerland for a maximum of 90 days within 6 months or a maximum of 120 days within 12 months will require a work permit.

The application for a work permit has to be submitted by the employer at the competent cantonal authority (cantonal immigration and labor market authorities).

https://www.sem.admin.ch/sem/en/home/ueberuns/kontakt/kantonale_behoerden/adressen_kantone_und.html

Employees with questions regarding the status of their application have to contact the competent cantonal authority. The Swiss representation is unable to give any information regarding the status of the application.

The competent cantonal migration authority will release an authorization to issue a visa if all the necessary criteria are met.

Future employees who have received the authorization document will need to contact the Swiss representation per e-mail (wien.cc@eda.admin.ch) in order to obtain an appointment to obtain their entry visa personally.

The following documents need to be submitted on the day of the appointment:

- 2 recent passport size pictures
- valid passport with at least two empty pages as well as a copy of the pages with the picture, the personal data and the signature.
- copy of the residence permit issued by the country of legal residence
- copy of the „Ermächtigung zur Visumerteilung“ (authorization with ZEMIS-Nummer) of the cantonal migration office
- visa fee
- completed visa application form (in German, French, Italian oder English) and signed in original by the applicant („national visa type D“ - long-term stays“)

<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

The passport is usually returned with the entry visa on the same day of the appointment.

Please, feel free to contact us for any further clarification by e-mail wien.cc@eda.admin.ch.