



Checklist work permit

The Company / Employer in Switzerland must file the application for work permit at the responsible Office of Migration in Switzerland.

As soon as the Authorization letter of the Office of Migration in Switzerland is available, please visit the Swiss Embassy in Abu Dhabi. The following documents have to be submitted:

1	Authorization letter from the Cantonal Authority in Switzerland	
2	One completed application form duly signed by the applicant which may be downloaded from the following website: https://www.sem.admin.ch/content/sem/en/home/themen/einreise/visumantragsformular.html	
3	Two passport-size biometric photographs (undamaged and of recent date, not more than 6 months). Do not staple or damage the photo, background has to be light and plain.	
4	National passport valid for more than three months beyond the validity of the requested visa, with at least to two blank visa pages (pages do not need to be consecutive) The passport has to be signed.	
5	Visa Fee	

Please note that the processing time can takes up to 48 hours (two working days).

The entry visa will allow you to travel through the Schengen states and enter Switzerland during its validity. **Within the first 14 days following your initial entry** you will have to declare your arrival at the Foreign Police or Town Registrar at your place of residence (German: Fremdenpolizei / Einwohnerkontrolle; French: Police des étrangers / Contrôle des habitants; Italian: Ufficio degli stranieri / Controllo degli abitanti) The permit to stay, study or work in Switzerland will be issued upon notification of your arrival.

Some links about Switzerland which might be useful:

https://www.sem.admin.ch/sem/en/home/themen/arbeit/nicht-eu_efta-angehoerige/links_rund_um_das.html

Opening hours are: Sunday to Thursday (except UAE and Swiss public holidays) 09.00am – 11.00am
without prior appointment.

For enquiries you can contact the Embassy of Switzerland in Abu Dhabi by email:

adh.visa@eda.admin.ch

Thank you for your cooperation.

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