



APPLICATION FOR AUTHORISATION TO ENTER SWITZERLAND

Locally recruited staff member
subject to visa requirement to take up employment
To be returned to the Swiss Mission

Reminder of the rules and conditions according to the **Guidelines**

An application for authorisation to enter Switzerland to engage in gainful employment must be submitted in advance by the mission/delegation for the local staff members who are subject, based on their nationality, to visa requirement to take up employment, even if they are exempted from visa requirement for a short stay. If the request is accepted, the person will be issued with a type "E" legitimization card upon arrival in Switzerland as well as their family members, if applicable.

PERMANENT MISSION/DELEGATION OF _____

LOCALLY RECRUITED STAFF MEMBER ☐ Ms ☐ Mr

Name/surname _____

Nationality/ies _____

City/country of residence (when applying) _____

Date of birth _____

Civil status ☐ single ☐ married ☐ joined in a registered partnership ☐ divorced ☐ widowed

Starting date of function _____ Workplace ☐ mission-premises ☐ residence

Function ☐ employee with administrative tasks ☐ employee with domestic tasks

Replaced person ☐ yes, name/surname _____ ☐ no

The employee will be accompanied by their family members ☐ yes (annex to be completed) ☐ no

Official stamp of the permanent mission/delegation Date _____

Signature (authorised person) _____

Documents to be enclosed:

- Form "Declaration of guarantee in favour of a locally recruited staff member"
- Copy of the passport of the person
- If applicable, information on the family members (annex to be completed)

The Swiss Mission will return to the mission/delegation a copy of the request with its decision.

After examination, the Swiss Mission:

- ☐ accepts the request and has authorised the competent Swiss representation to issue the visa
- ☐ does not accept the request

Date _____

Signature _____

ANNEX to the application for authorisation to enter Switzerland for a local staff member

**Application for authorisation to enter Switzerland for family members
subject to visa requirement for family reunification**

Only for family members who are coming to Switzerland **together with the employee**. If family members intend to join the employee later on, the mission/delegation must apply for an authorisation to enter Switzerland in due course and by verbal note.

PERMANENT MISSION/DELEGATION OF _____

NAME/SURNAME OF THE EMPLOYEE _____

SPOUSE ☐ Ms ☐ Mr

Name/surname _____

Nationality/ies _____

Date of birth _____

Civil status ☐ single ☐ married ☐ joined in a registered partnership ☐ divorced ☐ widowed

CHILDREN (single, up to 25 years old) (additional children must be listed on a separate and signed form)

Name/surname _____

Nationality/ies _____

Date of birth _____ Sex ☐ female ☐ male

Name/surname _____

Nationality/ies _____

Date of birth _____ Sex ☐ female ☐ male

Name/surname _____

Nationality/ies _____

Date of birth _____ Sex ☐ female ☐ male

Documents to be enclosed:

- Form “Declaration of guarantee in favour of the family of a locally recruited staff member”
- Copy of each family member's passport
- Copy of the marriage/registered partnership certificate for the spouse
- Copy of the birth certificate for each child

The Swiss Mission will return to the mission/delegation a copy of the request with its decision.

After examination, the Swiss Mission:

- ☐ accepts the request and has authorised the competent Swiss representation to issue the visa/s
- ☐ does not accept the request

Date _____

Signature _____