



Checklist work permit

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

In order to apply for an entry permit to work in Switzerland you have to appear in person.

Opening hours: Monday to Thursday (except UAE and Swiss public holidays) 09.00am – 11.30am. Prior appointment is required. Appointments are available only by e-Mail to abudhabi.visa@eda.admin.ch

1	Authorization letter 'Ermächtigung zur Visumserteilung' from the Cantonal Authority in Switzerland	
2	One completed application form (recommended) 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 two blank visa pages (pages do not need to be consecutive) The passport has to be signed.	
5	Visa Fee (EUR 80.--) payable in AED only in cash (exact amount please)	

Please note that the processing time can take up to 48 hours (two working days). Foreign passports who are subject of a mandatory Schengen consultation take up to 10 days processing time.

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 resident' registration office 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.html>

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

Thank you for your cooperation.