



## Stay for more than 90 days consecutive - Work Visa

If you are a foreign resident in Japan and planning to start a new job in or getting transferred to Switzerland, you can apply for an authorization at the Embassy of Switzerland in Tokyo.

You may submit your visa application by mail only. Please fill out the [national \(type D\) visa application form](#) online and send the print-out together with the other documents to the Embassy.

Generally, if you are applying for a work visa, your biometric data will not be captured. Nevertheless you may be invited for a personal interview to the Embassy.

If your documents are not in a Swiss language (German, French, Italian) or English, they need to be translated in one of the beforehand mentioned languages.

Please submit the documents in the exact order given below, please do not staple any documents:

- **3 print-out of your national (type D) visa application form:** fully filled out in a Swiss or English language, dated and signed.
- **2 colored passport photo** (please consult the requirements on the following [website](#) from the European Commission)
- **Passport:** issued within 10 years with at least 2 blank visa pages, must be valid at least 3 months after your scheduled departure from the Schengen area. **Please attach 2 copies**
- **Residence card** or special permanent resident certificate. **Please attach 2 copies**
- **Employment contract** (in case the expenses will be borne by a third party, 2 copies of the confirmation letter for expense payment from the person) **Original and 1 copy**
- **Visa fee:** please check the website for the [National visa fees](#) . For spouses and children of Swiss and EU/EFTA nationals, and for children under six years of age, the visa is **free of charge**.

**Working as an official or for an international organization in Switzerland:** Please contact the Embassy of Switzerland for more information.

The Embassy of Switzerland reserves the right to ask for additional documents.

Your request will be forwarded for decision-taking to the competent [cantonal immigration authority](#) where you intend to stay. The procedure takes at least 8 -12 weeks. Once the entry visa has been authorized, you will have to submit your original passport or travel document to the Embassy in order to obtain your visa.

No copies are made on your behalf and incomplete applications will not be accepted.

\* The original passport will be returned to you at time of application. If you wish to receive it back by post, please submit a prepaid, self-addressed return envelope with a tracking number of a secure carrier ([letter pack](#)). Applicants must indicate their name and address as recipient. The Swiss representation doesn't assume any liability for lost documents returned by mail.