



Work visa – national visa type D for specific categories

For specific professional categories a visa application has to be submitted at the Swiss representation in Vienna **before** the cantonal authorities can treat the application from the employer in Switzerland:

- PhD-students, post graduates, academic guests, scholarship holders and MAS-students who are employed in a higher educational institution as part of their continuing education
- Musicians and artists who will work less than 8 months (Art painters, sculptors, writers, actors, orchestral members, opera singers, composers, circus artists, ...)

The application has to be submitted personally during our opening hours (Monday – Friday between 09.00 and 12.00) at the Regional Consular Center in Vienna. No appointment is required.

The following documents are required:

- 3 current passport pictures
- Valid passport with at least two empty pages as well as 2 copies of the pages with the picture, the personal data and the signature
- Valid residence card and 2 copies of it (if not living in the home-country)
- Visa fee of EUR 60.00 in cash
- Working contract (original if possible and 2 copies of it)
- 3 completed visa application forms (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 fees for processing the application must be paid in cash at the time of submission. Processing begins on reception of the duly completed forms by the Swiss representation, together with the supporting documents. Fees will not be refunded in the case of refusal.

The application will be forwarded to the competent migration authorities in Switzerland for a decision. The decision of the Office for Migration will be mailed directly to you. Please bear in mind that this procedure normally takes between 6 and 12 weeks. The Regional Consular Centre in Vienna will only be able to issue a visa once authorization has been granted.

Once the authorization to enter Switzerland has been granted, the visa can be collected:

- 1) In person (or through a person carrying a written authorization) without prior appointment during the opening hours at the Regional Consular Center in Vienna (by the applicant himself or by an authorized third person). Please bring your passport and the letter of authorization "Ermächtigung zur Visumerteilung" with you. To process your application smoothly we suggest you arrive as early as possible. Then normally the visa is ready the same afternoon.
- 2) The passport can also be sent by post. Documents can however only be returned within our consular circumscription. The visa will be issued within approximately one week once our accounting department has confirmed the payment of the postal fees.

If you have any questions, please contact the Regional Consular Center (vie.rkc@eda.admin.ch).