



Work visa – Schengen visa (short-term stays)

(Stay of maximum 90 days within 6 months or 120 days within 12 months)

All Non-EU citizens who would like to work in Switzerland for a maximum of 90 days within 6 months or a maximum of 120 days within 12 months will require a work permit.

The application for a work permit has to be submitted by the employer at the competent cantonal authority (cantonal immigration and labour market authorities).

https://www.sem.admin.ch/sem/en/home/ueberuns/kontakt/kantonale_behoerden/adressen_kantone_und.html

Employees with questions regarding the status of their application have to contact the competent cantonal authority. The Swiss representation is unable to give any information regarding the status of the application.

The competent cantonal authority will release an authorization to issue a visa if all the necessary criteria are met.

Applicants who have received the authorization to issue a visa will require the following documents to get their visa from the Swiss representation:

- 1 current passport picture
- Valid passport with at least two empty pages as well as a copy of the pages with the picture, the personal data and the signature.
- 1 copy of the „Ermächtigung zur Visumerteilung“ (with ZEMIS-Nummer) of the cantonal migration office
- Visa fee of EUR 60.00 in cash
- 1 completed visa application form (in German, French, Italian oder English) and signed in original by the applicant („Schengen visa (short-term stays“)

<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

The documents have 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.

We do however recommend an early presence in order to make it possible for us to return the passport in the afternoon with the visa. It is required to take fingerprints.

It is possible for the applicant to receive the visa by post or through a person carrying a written authorization if fingerprints have been taken within the last 59 months.

If applicable we recommend to send the documents by registered mail. The visa fee as well as the other fees will have to be transferred to our bank account in advance.

The visa will be processed once all the documents have been received and the money credited on the bank account.

The fees have to be transferred to the following bank account

Schweizerische Botschaft WIEN

Bank account number: 05410796661

IBAN: AT96 1400 0054 1079 6661

BIC: BAWAATWW

BLZ (= Bankleitzahl) : 14000

The following fees apply:

Visa fee:
EUR 60.--

Banking fees for transfers from:

Switzerland & Liechtenstein EUR 8.--

Croatia & Bosnia and Herzegovina EUR 12.—

Transfers from Austria, Czech Republic, Hungary, Slovakia and Slovenia are free of charge.

Postal fees:

Austria: EUR 4.—

Bosnia and Herzegovina, Croatia, Czech Republic, Hungary, Slovakia and Slovenia: EUR 8.--

It is important to indicate under remarks „Visa for.....(name)“.
The bank transfer must be made in Euors.

The Swiss representation cannot take any responsibility if passports are lost by the post or courier services.

Please, feel free to contact us for any further clarification by e-mail vie.rkc@eda.admin.ch.