



## Work permit (national Visa, Type D)

Work permits for citizens of third countries (non-EU / non-EFTA nationals) are subject to an authorization, regardless of the fact whether the employment agreement is based on a Swiss or on a foreign contract and whether the work is paid or not.

### A – Procedure

If you intend to work in Switzerland, your future employer must apply for a work permit on your behalf at the cantonal authority (cantonal migration office / labour market authority):

[https://www.sem.admin.ch/sem/en/home/ueberuns/kontakt/kantonale\\_behoerden/adressen\\_kantone\\_und.html](https://www.sem.admin.ch/sem/en/home/ueberuns/kontakt/kantonale_behoerden/adressen_kantone_und.html)

Employees having questions regarding the status of their application must contact their employer or the competent cantonal authority. Swiss representations abroad (Consulate General / Embassy) are not able to provide any information on the status.

If the requirements are fulfilled, the cantonal authority will issue an entry permit in one of the following languages: "Ermächtigung zur Visumerteilung" (German), "Autorisation habilitant les représentations suisses à délivrer un visa" (French) or "Autorizzazione per il rilascio del visto d'entrata alle rappresentanze svizzere" (Italian). The applicant then must send the authorization by e-mail to the competent Swiss representation (Berlin, Frankfurt, Munich, Stuttgart) which will then inform the applicant on how to proceed. The following documents are required in order to pick up the visa:

1. one recent passport photo (3,5 cm x 4,5 cm, with neutral background);
2. national passport (valid for at least three months and with two blank pages) and one copy (photo, personal data and signature pages only). The passport must not be older than 10 years;
3. one copy of the entry permit (with ZEMIS number) received by the cantonal authority,
4. visa fees: see website "Entry visa fees"  
<https://www.eda.admin.ch/countries/germany/en/home/visa/entry-ch/work-permits/fees-work-permits.html>

Please contact the competent Swiss representation in Germany **to make an appointment**.

A person with a written power of attorney may also collect the visa. It is also possible to send the above mentioned documents by registered mail. The visa fee must be transferred beforehand to the bank account of the competent representation:

<https://www.eda.admin.ch/countries/germany/de/home/dienstleistungen/bankverbindungen.html>

A self-addressed and postage pre-paid envelope (registered mail) must be enclosed. The visa will be sent by registered mail and *only within Germany*. The Swiss representations assume no liability for any loss or damage of the passport which might occur when sent by mail.

**Exceptions: see next page**

## **B – Exceptions: Requirements for particular occupational groups**

For specific professional categories, a visa application has to be submitted at the Swiss representation **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 (painters, sculptors, writers, actors, orchestral members, opera singers, composers, circus artists, etc.)
- Other applicants when requested by the cantonal migration office.

**The following documents are required (for the above-mentioned occupational groups and exceptions):**

1. Three national [visa application forms](#) (National typ D visa application form), fully completed and signed by the applicant.
2. Three identical, recent passport photos (3,5 cm x 4,5 cm), with neutral background. Please attach two photos on the application forms and submit one loose.
3. National passport (valid for at least three months and with two blank pages) and two copies (photo, personal data and signature pages only).
4. German residence permit (original) and two copies.
5. Employment contract (original) and two copies.
6. Additional documents (two copies each) which might be useful for the application (not compulsory)
7. Visa fees: see website “Entry visa fees”:  
<https://www.eda.admin.ch/countries/germany/en/home/visa/entry-ch/work-permits/fees-work-permits.html>

### **Remarks:**

In addition to the visa application, the applicant has to make sure that the future employer in Switzerland submits a request for a work permit and a residence permit to the cantonal authority in Switzerland.

The procedure takes between 6 and 12 weeks; the employer will be informed accordingly. The processing time might be longer in particular cases

In order to follow up on the status of the application, the future employer in Switzerland can contact the cantonal migration authority.

This is not an exhaustive list. If necessary, you may be requested to submit additional documents.