Checklist for an **EMPLOYMENT VISA** (National / visa D) for **Switzerland** and **Liechtenstein**

For people with a confirmed long employment in Switzerland / Liechtenstein only. For more information about work permit for non EU/EFTA citizen, please read the following link of the State Secretariat for Migration (SEM):
http://www.sem.admin.ch/content/bfm/en/home/themen/arbeit/nicht-eu_efta-angehoerige.html

In case you intend to work less than 8 days within one year, please refer to the business, training, workshop and seminar checklist (and you will have to lodge the application at our visa outsourcing: VFS Global offices
in Sri Lanka https://www.vfsglobal.ch/switzerland/srilanka/
in the Maldives https://visa.vfsglobal.com/mdv/en/che

Applicant must come to the Embassy i person **prior appointment only**.
To fix an appointment, please call or write:
Phone: (+94) 011 269 12 20 (Monday to Thursday 2pm – 4pm) or E-Mail: colombo.visa@eda.admin.ch

- Fill all parts of the application form in clear writing or typing.
- Arrange **photocopies** of all the supporting documents **as per the checklist order.**
- Keep all the originals of the supporting documents separately.
  Original documents have to be shown at the VFS counter but will be returned to the applicant after the interview.
- All the photocopies of the documents should be in **A4 size**.
  These photocopies are part of the application and will not be returned to the applicant.
- Do not staple the documents together.
- Documents in Sinhalese, Tamil or Dhivehi must be presented with an official translation in one of the following languages: English, German, French or Italian.

	√	X	n/a
1. **Three application forms for long stay visa (visa D)** which must be filled in and signed by the applicant (write in block letters and use black or blue ink only) Application form can be obtained free of charge from the Embassy or downloaded from the following link : https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html			
2. **Four Identical clear and colour passport-size photos** (with white / light background; must be taken within the last six months)			
3. **Valid passport & previous passport** - Current passport must be valid for at least 3 months beyond the intended departure. - Copy of the bio page & amendment page should be annexed to the application form. - Passport must contain at least two blank pages. - Photocopy of all visas (valid and expired) - Sri Lankan passports with alterations of names on the second page will not be accepted. **4.** **Previous passport** (if available) or a police report if the previous passport is lost			
5. **Valid employment contract** from a company in Switzerland, signed by both the employer and the employee			
6. **Proof of academic degrees** (previous diplomas/certificates) and curriculum vitae			
7. Recent **police clearance** maximum six months old on the day of submission			

Visa processing fee:

For adults: Euro 90.00

Please prepare the exact amount in Sri Lankan Rupees, which has to be paid in cash at the time of lodging the application. For the amount in Sri Lanka Rupees, refer to the website or to the information displayed at the Embassy.

Please note that in addition to the above mentioned documents the Swiss Embassy may request you to submit further documents.

Information regarding the progress of an application will not be given by phone only enquires by email will be answered.

I M P O R T A N T I N F O R M A T I O N

Applications will only be accepted and processed after submission of all documents.

The Embassy will then forward the visa application to the competent authority in Switzerland for decision. The application **process will take approximately three months** Once the applicant has received the authorization from the Cantonal authority, he may bring a copy of the authorization to the Embassy with his passport and flight itinerary. The Embassy will then process the visa within 5 days.

After entering Switzerland:

You have to register yourself with the residents' registration office within 14 days after your entry into Switzerland.

Important notice when passing the border:
The border authorities are obliged to examine whether the conditions for the traveller's entry still apply. If the prerequisites for entry no longer apply or if you are unable to provide the relevant evidence, you may be refused entry although you are in possession of a valid visa. **It is therefore strongly recommended that you carry copies of the documents which you supplied with your visa application.**