



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

Procedure

The application documents must be submitted in person to the Embassy of Switzerland, which will forward them to the competent authorities in Switzerland. Application forms are available free of charge at the premises of the Embassy or can be downloaded from the <https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

It is mandatory to fix an appointment by e-mail (dhaka.visa@eda.admin.ch) prior to submission of the application.

- o Fill all parts of the application form in clear writing or typing.
- o Arrange an additional **2 sets of photocopies** of all the supporting documents **as per the checklist order**.
- o Keep all the originals of the supporting documents separately.
Original documents must be shown at the counter but will be returned to the applicant after the interview.
- o All the photocopies of the documents should be in **size A4**.
These photocopies are part of the application and will not be returned to the applicant.
- o Do not staple the documents together.
- o Applicants must print the checklist and mark the appropriate box on the right-hand side.
- o Documents in Bengali must be presented with an official translation in one of the following languages: English, German, French or Italian.

***Submit the documents in the following order and mark accordingly: →	√	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). Including recent passport-size photographs (less than 6 months old) glued on each form.	☐	☐	☐
2. One identical clear and colour passport-size photo unglued (with white/light background; must be taken within the last six months)	☐	☐	☐
3. Valid passport & previous passport/s - 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 Schengen 'C' and 'D' visas (valid and expired) - Previous passport/s (if available) or a police report (GD) if the previous passport/s is/are lost	☐	☐	☐
4. Valid employment contract from a company in Switzerland, signed by both the employer and the employee.	☐	☐	☐
5. Personal Proof of academic degrees (All academic diplomas/certificates must be apostilled) and curriculum vitae.	☐	☐	☐
6. Recent police clearance certificate maximum six months old on the day of submission.	☐	☐	☐
7. Civil / Public documents: (certificates must be apostilled) - Marriage Certificate and Nikah Namah (English and Bangla) - Birth Certificate and National Identity Card (NID)	☐	☐	☐

Visa processing fee: **Euro 90.00 / BDT 12,500.00**

Please prepare the exact amount in Bangladeshi Taka, which must be paid in cash at the time of lodging the application. For exact fees please visit the website
(<https://www.eda.admin.ch/countries/bangladesh/en/home/visa/entry-ch/more-90-days/fees-national.html>)

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 entertained by this Embassy.

IMPORTANT INFORMATION

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/she may bring a copy of the authorization to the Embassy with his/her passport on their scheduled appointment date. The Embassy will then process the visa within 5 days.

After entering Switzerland

You must register yourself with the residents' registration office not longer than 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.**

Dhaka, 20.11.2025

Bay's Edgewater, 8th Floor
Plot 12, North Avenue
Gulshan 2, Dhaka 1212

Phone +880 2 55 05 1601, Fax +880 2 55 05 1614
dhaka.visa@eda.admin.ch, www.eda.admin.ch/dhaka