



## 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](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

<https://www.vfsglobal.ch/switzerland/srilanka/>

Applicant must come to the Embassy in person by **prior appointment only**.

To fix an appointment, please call or write

Monday to Thursday 14:00 – 16:00pm

Phone: (+94) 011 269 12 20

E-Mail: [col.visa@eda.admin.ch](mailto:col.visa@eda.admin.ch)

The application **process will take approximately three months**.

- o Fill all parts of the application form **and** the questionnaire in clear writing or typing.
- o Arrange **photocopies** of all the supporting documents **as per the checklist order**.
- o 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.
- o 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.
- o Do not staple the documents together.
- o Documents in Sinhalese or Tamil must be presented with an official translation in one of the following languages: English, German, French or Italian.

	√	X	n/a
1. <b>Three application forms for long stay visa (visa D)</b> 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 : <a href="http://www.sem.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html">http://www.sem.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html</a>			
2. <b>Four identical clear and colour passport-size photos</b> (with white / light background; must be taken within the last six months)			
3. <b>Valid passport &amp; previous passport</b> <ul style="list-style-type: none"> <li>- Current passport must be valid for at least 3 months beyond the intended stay.</li> <li>- Copy of the bio page &amp; amendment page should be annexed to the application form.</li> <li>- Passport must contain at least two blank pages.</li> <li>- Photocopy of all visas (valid and expired)</li> </ul>			
4. <b>Previous passport</b> (if available) or a police report if the previous passport is lost			
5. Valid <b>employment contract</b> 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 <b>police clearance</b> maximum six months old			

### Visa processing fee:

For adults: Euro 60.00

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 VFS website, frequently asked questions. In case of application being refused or withdrawn the fee is not reimbursed.

Please note that in addition to the above mentioned documents the visa officer may request you to furnish further documents at his discretion depending on each individual case.  
No information regarding a file or the progress of a file will be given on telephone. Only enquires by e-mail will be responded.

### **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. Once the applicant has received the authorization from the Cantonal authority, he may bring it to the Embassy with his passport and flight itinerary and the visa will be processed in a few days.

#### **After entering Switzerland**

- You have to 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.**