



# Work visa in 13 steps

## Steps:

1. Who needs a work visa? .....	2
2. Who does not need a work visa? .....	2
3. Who should start the process in order to get a work visa? .....	2
4. How will the employer be informed that a work visa for his/her employee can be issued by the Regional Consular Center in Stockholm? .....	2
5. What should the employer do after receiving the authorisation from the competent cantonal migration authority? .....	2
6. Which supporting documents should the employee send or bring to the Regional Consular Center in order to obtain a visa? .....	2
7. How to submit the supporting documents? .....	3
8. How much does it cost? When and how to pay? .....	3
9. After receiving the supporting documents, visa and postal fees, how long will the Regional Consular Center in Stockholm need to issue the visa? .....	3
10. The applicant received his/her passport with the entry visa. What shall he/she do next? .....	4
11. Is a non-EU/EFTA national allowed to enter Switzerland without a visa? .....	4
12. Do EU/EFTA citizens as well as citizens of Australia, Brunei Darussalam, Great-Britain, Japan, Malaysia, Monaco, New Zealand, San Marino, Singapore and Vatican City need a gainful employment visa to enter Switzerland? .....	4
13. Which type of visa application should the applicant's spouse or child submit if they wish to join him/her in Switzerland? .....	4

### 1. Who needs a work visa?

Non-EU/EFTA nationals living in a Nordic (Denmark, Finland, Iceland, Norway or Sweden) or a Baltic (Estonia, Latvia or Lithuania) country who do not hold a recognized and valid residence permit or a valid national visa D issued by another Schengen State at the time of planned entry into Switzerland.

### 2. Who does not need a work visa?

If, at the time of the planned entry into Switzerland, a non-EU/EFTA national still has [a recognized and valid residence permit](#) or a valid national visa D issued by another Schengen State, he or she no longer needs an additional visa D issued by the Regional Consular Center in Stockholm. The person can go directly to Switzerland without authorisation. [The recognised passport](#) must be valid at least 3 months at the planned date of entry.

The granting of a residence permit is primarily the responsibility of the cantonal migration authorities. The foreigner must therefore submit an application for a residence permit to the cantonal migration authority of his future place of residence in Switzerland. The cantonal authority has the right to ask the foreigner to wait abroad for a reply to his application. If the conditions for admission are clearly fulfilled, the cantonal authority may also allow the applicant to wait in Switzerland for a reply.

Some foreign nationals do not need a visa, see step 12.

### 3. Who should start the process in order to get a work visa?

The employer in Switzerland should first request an authorisation to employ a non-EU/EFTA employee directly to the [competent cantonal migration authority](#).

### 4. How will the employer be informed that a work visa for his/her employee can be issued by the Regional Consular Center in Stockholm?

The competent migration authority will deliver to the employer an authorisation for his/her employee. The authorisation is called:

In German: **Ermächtigung zur Visumerteilung (Einreiseerlaubnis)**

In French: **Autorisation habilitant les représentations suisses à délivrer un visa**

In Italian: **Autorizzazione per il rilascio del visto d'entrata, alle rappresentanze svizzere**

### 5. What should the employer do after receiving the authorisation from the competent cantonal migration authority?

The employer should send a copy of the authorisation to his/her employee who has to apply for a visa to the Regional Consular Center in Stockholm.

### 6. Which supporting documents should the employee send or bring to the Regional Consular Center in order to obtain a visa?

Indicate on a blank paper a **return address** (Nordic or Baltic country) **for the passport**;

**1 recent passport photo** (please consult the requirements [here](#));

**Original passport**

The passport has to be issued within the last 10 years, with at least three months validity after the scheduled arrival and with at least 2 blank pages;

- 1 photocopy of passport** (pages with photo, personal data and signature only)
- 1 photocopy of the authorisation issued by the competent cantonal migration authority called: (see steps 3 and 4):**
  - in German: Ermächtigung zur Visumerteilung (Einreiseerlaubnis)
  - in French: Autorisation habilitant les représentations Suisses à délivrer un visa (AE)
  - in Italian: Autorizzazione per il rilascio del visto d'entrata, alle rappresentanze svizzere

The Regional Consular Centre does not make copies of documents on behalf of the employee. Incomplete visa application will not be accepted and returned to the employee.

## 7. How to submit the supporting documents?

Supporting documents can be submitted by post or a courier service (DHL, Fedex, etc.) of your choice.

By post, use the following address:

Embassy of Switzerland, Regional Consular Center, Box 26143, 100 41 Stockholm

By courier service (do not select service point delivery), use the following address:

Embassy of Switzerland, Regional Consular Center, Valhallavägen 64, 114 27 Stockholm

The employee or a third person can also submit the supporting documents directly to the Regional Consular Center, Valhallavägen 64, in Stockholm during the opening hours from Monday to Friday, between 09:00 and 12:00 ([except public holidays](#)). No appointment is required.

Supporting documents **cannot** be sent by email.

## 8. How much does it cost? When and how to pay?

[Visa and postal fees](#) are published on our website.

When sending the supporting documents, payment must be made into the following account:

International payment:  
Embassy of Switzerland in Stockholm  
Bank: Nordea, 105 71 Stockholm  
IBAN: SE48 9500 0099 6042 0457 1527  
BIC: NDEASESS

Payment within Sweden:  
Embassy of Switzerland in Stockholm  
Plusgiro 45 71 52-7

The **amount must be transferred in Swedish Crowns (SEK)**. The option **“all fees paid by the sender”** must be chosen in order to avoid any additional fees for the Regional Consular Center.

Add the following reference on bank transfer: “131.12 + applicant’s family and first name”.

Payment by credit card at the counter of the Regional Consular Center if supporting documents are submitted directly by student or a third person. See step 7 for opening hours.

## 9. After receiving the supporting documents, visa and postal fees, how long will the Regional Consular Center in Stockholm need to issue the visa?

It will take between 2 and 4 days before the passport with the affix visa will be sent back to the employee by post (registered mail). An email sent by Postnord will inform the employee as soon as the passport is on its way. It will take approximately 2 to 4 days for Postnord to deliver the passport back to the employee. The Regional Consular Center is not responsible for any delays in the delivery of mail.

If the employee or a third person bring the passport together with a photocopy of the authorisation to the Regional Consular Center in Stockholm the visa will usually be issued on the same day at latest 16:00. This service is not guaranteed and is subject to change. See step 7 for opening hours.

#### **10. The applicant received his/her passport with the entry visa. What shall he/she do next?**

The entry visa allows the bearer to travel through the Schengen states and enter Switzerland during the visa validity. **Within the first 14 days following the initial entry to Switzerland**, the employee will have to declare his/her arrival at the cantonal migration authority or Town Hall at the place of residence called as follow in national languages:

German speaking region: Migrationsamt/Einwohnerkontrolle;  
French speaking region: Service de la population/Contrôle des habitants ;  
Italian speaking region: Ufficio degli stranieri/Controllo degli abitanti.

The permit to stay and work in Switzerland will be issued by the [competent cantonal migration authority](#) upon notification of employee's arrival.

#### **11. Is a non-EU/EFTA national allowed to enter Switzerland without a visa?**

A non-EU/EFTA national will not be allowed to enter Switzerland without the visa he/she applied for.

#### **12. Do [EU/EFTA citizens](#) as well as citizens of Australia, Brunei Darussalam, Great-Britain, Japan, Malaysia, Monaco, New Zealand, San Marino, Singapore and Vatican City need a gainful employment visa to enter Switzerland?**

These citizens do not need a visa to enter Switzerland. The cantons are responsible for issuing work permits. For detailed information on the application procedure (where to apply in Switzerland, which form to fill out, how long it will take, etc.), contact directly the [competent cantonal migration authority](#).

#### **13. Which type of visa application should the applicant's spouse or child submit if they wish to join him/her in Switzerland?**

The spouse and/or child should apply for a family reunion visa.

This document is published on our website where you can access the hyperlinks:  
[www.eda.admin.ch/stockholm](http://www.eda.admin.ch/stockholm) -> Visa and entry to Switzerland -> Visa – entry to and residence in Switzerland -> National visa for a stay of more than 90 days -> Which documents I should submit with a national visa application -> Documentation to submit with a national visa application

Stockholm, August 2024