



## ENTRY VISA PROCEDURE TO TAKE UP EMPLOYMENT IN SWITZERLAND (Visa type D – long stay visa)

### First step – requirements in Switzerland (by the employer)

Your future employer has to submit on your behalf a work and residence permit application to the relevant authorities in Switzerland. It is up to the employer to inform you about the necessary documents to be forward to him in order to obtain a work and stay permit.

Upon examination of your employer's request, the Swiss authorities' decision entitled "authorization empowering Swiss representations to deliver a visa (AE)" will be mail to your employer and equally emailed to the Swiss Embassy in Yaoundé.

Your future employer should notify you as soon as the AE authorization has been granted in Switzerland.

### Second step - requirements in Yaounde (by the applicant)

Once informed by your future employer that the decision entitled "authorization empowering Swiss representations to deliver a visa (AE)" has been issued, you have to report to the visa department of the Swiss Embassy in Yaoundé in order to withdraw your entry visa.

In order to receive your visa, you are required to submit the following documents to the Embassy:

- ✚ A [long stay visa form \(D\)](#) duly completed (typed), dated and signed;
- ✚ A copy of the document entitled "authorization empowering Swiss representations to deliver a visa (AE)" received from your future employer;
- ✚ A passport which must be valid for a period of at least 3 months after your departure date to Switzerland;
- ✚ 1 recent passport sized photograph on a white background;
- ✚ Fee: **the exact amount must be paid when submitting your application**  
Adults: XAF 60'500 / Children from 6 to 12: XAF 30'500 / Children < 6: free of charge



Further information regarding work permits can be obtain directly at the cantonal migration office (service de la population) of the future place of residence ([addresses here](#)).

Find out more about working in Switzerland: [www.ch.ch/en/work-switzerland-foreign-national/](http://www.ch.ch/en/work-switzerland-foreign-national/)

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