



Work Visa for SWITZERLAND

These requirements are valid for legal residents (including PR card, work or study permit) of

- **BC, AB, SK, YT & NT** who intend to work in Switzerland.
The visa application has to be submitted at the Consulate General of Switzerland Vancouver.
- **QC, MB, NB, NL, NS, ON, PE, NU & Bahamas** who intend to work in Switzerland.
The visa application has to be submitted at the Consulate General of Switzerland Montreal.

Diplomatic / service passport holders stationed in Ottawa and the Bahamas whose main destination is **Finland or Switzerland**, please contact the Embassy of Switzerland in Ottawa ottawa@eda.admin.ch to receive further information.

Applicants who are not legal residents of Canada must apply in their country of residence.

IMPORTANT: Generally, you need a work permit if you are going to work in Switzerland (even if you do not receive a salary or get paid by a company outside of Switzerland or are volunteering). The work permit applications are processed by the cantonal labour offices or the State Secretariat for Migration (SEM) in Switzerland and can take up to 15 weeks.

You need a work permit **from the first day of work**

- in the primary or secondary construction industry and civil engineering, catering and hotel services, industrial and private cleaners, surveillance and security services and in the erotic sector.

You need a work permit if you work **more than 8 days within a calendar year**

- for an occupation in any other sector.

Please consult the instructions on the following pages.

Vancouver

Consulate General of Switzerland
790 - 999 Canada Place
Vancouver, BC V6C 3E1

Montreal

Consulate General of Switzerland
1572 Av. du Docteur-Penfield
Montreal, QC H3G 1C4

Is your visa already authorized in Switzerland?
See the [Authorized Visa website](#) for complete instructions.

Short term work visas for less than 90 days or for 120 days within one year
(all documents must be in English, German, French or Italian)

Applicants must appear in person for a personal interview and for registering their fingerprints.

Exception: Your fingerprints were registered within the last 59 months for another Schengen visa application. These applicants apply for their visa by postal mail. If it is not possible to copy your fingerprints, you will, nevertheless, be contacted to appear in person.

Requirements

- Three printed [Schengen visa application](#) forms fully completed and signed by the applicant. Please fill in and **print** your application online www.swiss-visa.ch. Printing the application will allow you to access the appointment booking system (if personal appearance is required).
 - Two copies of employment or work contract.
 - Two photocopies of your passport (photo, data and signature pages only).
 - Two **loose** European size passport **color** photos according to [requirements](#).
 - If you are not a Canadian citizen, two copies of your proof of residency in Canada (PR card, work or study permit),
 - Please refer to our [website](#) for the current fee and methods of payment.
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Long term work visas for 90 to 120 days
(all documents must be in English, German, French or Italian)

These visas are applied for by post only, not in person.

Requirements

- Three forms "[Application for a long stay visa \(type D\)](#)" completed, dated and signed by the applicant.
 - Two copies of employment or work contract.
 - Two photocopies of your passport (photo, data and signature pages only).
 - Two **loose** European size passport **color** photos according to [requirements](#).
 - If you are not a Canadian citizen, a copy of proof of residency in Canada (PR card, work or study permit)
 - Please refer to our [website](#) for the current fee and methods of payment.
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Long term work visas for longer than 120 days
(all documents must be in English, German, French or Italian)

These visas are applied for by post only, not in person.

Please note: if you intend to work **more than 120 consecutive days** in Switzerland, your employer needs to apply for your work permit at the Cantonal authority in Switzerland. Once your work permit has been approved, your employer will be informed by the immigration office and he will receive an authorisation with a file number (in German: ZEMIS, in French: SYMIC, in Italian: SIMIC). At this point only, can you apply for your entry visa at the Consulate by submitting the following by post:

- Authorisation issued by the cantonal authority (original or copy)
- One photocopy of your passport (photo, data and signature pages only).
- Your original passport. The passport must have been issued within the previous ten years, be valid for at least three months after your arrival in Switzerland and have at least two blank visa pages.
- One **loose** European size passport **color** photo according to [requirements](#).
- A prepaid, self-addressed envelope (Xpresspost or Courier), if for the return of your passport. Keep the customer receipt for tracking the envelope.
- Please refer to our [website](#) for the current fee and methods of payment.

Foreign Representations, International Organisations, Youth Mobility Program (all documents must be in English, German, French or Italian)

Please note: Foreign Representations **and** International Organisations seated in Switzerland enjoy special privileges. If you will be working for or have signed an internship contract with a Foreign representation or an International Organisation on [this list](#), please follow the instructions below.

Requirements for short term work visas for less than 90 days

Applicants must appear in person for registering their fingerprints. Exception:

If your fingerprints were registered within the last 59 months for another Schengen visa application.

- One printed Schengen visa application form fully completed and signed by the applicant. Please fill in and **print** your application online www.swiss-visa.ch. Printing the application will allow you to access the appointment booking system (if personal appearance is required).
 - Your original passport. The passport must be valid at least three months beyond the intended stay, issued within the previous ten years and have at least two blank visa pages
 - A photocopy of your passport (photo, data and signature pages only).
 - One **loose** European size passport **color** photo according to [requirements](#).
 - If you are not a Canadian citizen, a copy of proof of residency in Canada (PR card, work or study permit).
 - A Note Verbal from the sending state confirming your name, as well as the purpose and duration of your stay **or** a confirmation letter from the International Organization you will be working for mentioning your name, as well as the purpose and duration of your stay **and** the signed working contract. The documents must be included in your application form.
 - A prepaid, self-addressed envelope (Xpress Post or Courier, if you would like the passport returned to you. Keep the customer receipt for tracking the envelope).
 - **Applicants are exempt from the visa fee.**
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Requirements for long term work visas for longer than 90 days

These visas are applied for by post only, not in person

- One form "Application for a long stay visa (visa D)" completed, dated and signed by the applicant.
 - Your original passport. The passport must have been issued within the previous ten years, be valid for at least three months after your arrival in Switzerland and have at least two blank visa pages.
 - One photocopy of your passport (photo, data and signature pages only).
 - One **loose** European size passport **color** photo according to [requirements](#).
 - A Note Verbal from the sending state confirming your name, as well as the purpose and duration of your stay **or** a confirmation letter from the International Organization you will be working for mentioning your name, as well as the purpose and duration of your stay **and** the signed working contract. The documents must be included in your application form.
 - A prepaid, self-addressed envelope (Xpress Post or Courier) for the return of your passport. Keep the customer receipt for tracking the envelope).
 - **Applicants are exempt from the visa fee.**
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Youth Mobility Program

Please consult <https://www.eda.admin.ch/countries/canada/en/home/switzerland-and/youth-mobility-program.html>.
