



Checklist for the Issuance of a Visa for PRIVATE SERVANTS

**of staff members of diplomatic missions, permanent missions,
consular posts and international organizations based in Switzerland**

PLEASE READ CAREFULLY !

- ❖ This checklist is only intended for those who have received a job offer as a private servant from staff members of diplomatic missions, permanent missions, consular posts and international organizations based in Switzerland. **It is not for those who are still looking for employment abroad.**
- ❖ Applicants are required to appear personally to lodge their visa applications. No appointment needed. Kindly file your application during Embassy's visiting hours.
- ❖ Please make sure that you have all the necessary documents and fees when you apply. **Incomplete applications will not be accepted.**

Visa requirements:

<i>During your appointment, please bring the <u>original documents</u> listed below and provide the Embassy with <u>clear photocopies</u>. Do not staple the documents together.</i>	✓
One (1) visa application form , which must be completely and properly filled-out and signed by the applicant (write in block letters and use black or blue ink only). The form may be obtained for free from the Embassy or downloaded from the following link: http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html	
Two (2) identical, clear and coloured passport-sized photos (With <u>white</u> background; Must be taken within the last six months; Please do not staple the photos on the form.)	
Valid passport (Must be valid at least 3 months from the end of the approved duration stay; Must contain at least 2 blank visa pages.)	
Photocopy of <u>valid passport</u> as well as <u>old</u> passports (Inside front cover containing holder's personal information and photo; Inside back cover containing „Important reminders“, signature and other passport information.)	
Photocopy of <u>all visas</u> (valid and expired)	
Original signed private servant's declaration	
Original signed employer's guarantee	
Original written work contract , based on a model from the DFAE and countersigned by the DFAE.	
For foreign nationals who have valid residence status in the Philippines , submit also a copy of the Alien Certificate of Registration (ACR) and Re-Entry permit	

*The requirements listed are applicable to **Filipino citizens and foreign nationals who have valid residence status in the Philippines.***

Visa processing and issuance: Five (5) working days at the minimum.

VISA PROCESSING FEE: gratis

- In any case, it is **NOT** allowed to **begin working** without the necessary work or entry visa.
- There are no immigration programs.**
- The Embassy does not dispose of information on job vacancies in Switzerland / Liechtenstein, nor is in a position to provide assistance in terms of recruitment

Contact information of the Visa Section (Embassy of Switzerland in Manila)

Mailing Address 24th Floor BDO Equitable Tower
8751 Paseo de Roxas, 1226 Makati City
Metro Manila, PHILIPPINES

E-mail man.visa@eda.admin.ch

Website www.eda.admin.ch/manila

Visiting Hours Mondays through Thursdays 09:00 AM until 12 NN
Fridays: 09:00 AM until 11:00 AM

Visa Section Fax (632) 845 45 39