



Checklist for National Visa: Employment

Admission of foreign workers to an employer in Switzerland is subject to authorisations. The employer takes in principle the necessary steps with the competent cantonal authorities in Switzerland to obtain the required authorisations.

The entry visa is granted only when the requested authorisations have been delivered. *For Singapore and Brunei citizens, please see below.*

Applications for national visas must be submitted directly to the Embassy. Please book your appointment by visiting the website of **VFS Global**: <https://visa.vfsglobal.com/sgp/en/che/book-an-appointment>

Please submit the documents in the exact order given below, please do not staple any documents:

authorisation issued by the cantonal authority (original or copy)	<input type="checkbox"/>
valid passport (original)	<input type="checkbox"/>
1 identical, clear and colored passport-size photographs not more than 6-months old, white background. (Please do not affix photographs on the form)	<input type="checkbox"/>
1 national (type D) visa application form duly completed and signed by the applicant.	<input type="checkbox"/>
1 copy of passport data page (page with photo, personal data and signature only)	<input type="checkbox"/>
Visa fee: please check the website for the current fees .	<input type="checkbox"/>

Please note that:

- You can find the national (type D) visa application form on this link:
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>
- Only complete applications will be accepted.
- The visa will be issued within three business days.
- **EU/EFTA citizens as well as citizens of Singapore, Brunei, Japan, Malaysia and New Zealand may submit their applications for a Swiss residence permit directly in Switzerland** with the competent authorities (see web link below), as the above mentioned nationals are exempted from filing a national D visa application abroad with the Swiss Representation.
https://www.sem.admin.ch/sem/en/home/ueberuns/kontakt/kantonale_behoerden/adressen_kantone_und.html