



Work Permit

The Company / Employer in Switzerland must file the application for a work permit at the responsible Office of Migration in Switzerland.

As soon as the Authorisation letter of the Office of Migration in Switzerland is available, please visit the Regional Consular Centre in person. No appointment is required. The following documents have to be submitted:

- Authorisation Letter from the Cantonal Authority
- 2 passport-size photographs (undamaged and not older than 6 months)
Do not staple or damage the photo; background has to be light and plain
- National passport or official travel document valid for more than 3 months beyond the validity of the requested visa, with at least two blank pages.
(Pages do not need to be consecutive)
- Visa fee

Please note that processing time is 24 hours (one working day).

The entry visa will allow you to travel through the Schengen states and enter Switzerland during its validity. **Within the first 8 days following your initial entry** you will have to declare your arrival at the Foreigners Police or Town Registrar at your place of residence (German: Fremdenpolizei/ Einwohnerkontrolle, French: Police des étrangers/ Contrôle des habitants; Italian: Ufficio degli stranieri/ Controllo degli abitanti). The permit to stay, study or work in Switzerland will be issued upon notification of your arrival.

Some links about Switzerland which might be useful:

http://www.bfm.admin.ch/bfm/en/home/themen/arbeit/nicht-eu_efta-angehoerige/links_rund_um_das.html

Opening hours are: Monday to Friday (except British and Swiss public holidays) 10.00 am – 11.30am without prior appointment. For enquiries you can contact the Regional Consular Centre in London by email via the following webpage:

www.eda.admin.ch/rcclondon – visa - link: “enquiries”- fill in the form and submit it.

Thank you for your cooperation.