



Short Stay Work Visa (up to 90 days)

Please note: Only Americans or foreign residents and foreign students in the United States who have got a valid Permanent Resident Card or a valid U.S. visa (e.g. categories F1 (I-20), H1B, G1, J1, etc.) may apply for a Swiss visa. If you have a B1 and/or B2 visa, you must apply in your country of residence.

Please check with your employer if you need to submit an application with a Swiss representation. If not, please refer to the section “**visa for which an authorization has been given directly in Switzerland**” on the website.

Requirements for applications submitted with a Swiss representation:

1. 3 printed Schengen visa application forms, fully completed and signed by the applicant. Please fill in and **print** your online application as well as **book your appointment** on the website: www.swiss-visa.ch.
2. 3 identical recent passport photos: please consult the requirements on the [webpage](#). US-standard size passport photos will also be accepted. Digital files and photocopies will **not** be accepted.
3. Original valid passport or travel document. Must be valid for at least three months beyond the planned stay, issued within the previous ten years and have at least 2 blank visa pages.
4. 2 copies of valid passport or travel document (photo, data and signature pages only)
5. Non-U.S. Citizens: 2 notarized copies of proof of residency in the USA, e.g. a valid permanent residence card (green card), H1B visa (plus I-797), F-1 visa (plus I-20), etc.
6. 2 copies of letter of appointment/work contract
7. Visa fee: please check the [website](#) for the current fees. For spouses and children of Swiss and EU/EFTA nationals, and for children under six years of age, the visa is free of charge.

Your request will be forwarded for a decision to the competent cantonal foreign police where you intend to work and the representation will only be able to issue your visa upon receipt of the authorization. Please note that the procedure takes at least 8 - 10 weeks.

Once the authorization has been given, you will have to mail the following documents to the competent Swiss representation in order to obtain your visa:

1. Original valid passport or travel document. Must be valid for at least three months beyond the planned stay and issued within the previous ten years.
2. Copy of authorization
3. Passports with issued visas will be mailed back. Please provide a prepaid, self-addressed return envelope **with a tracking number** of a secure carrier. **Applicants must indicate their name and address both as sender and recipient.** The Swiss representation does not assume any liability for the loss of documents submitted or returned by mail.