



Requirements for Work Permit (Visa D)

If you intend to work in Switzerland, your future employer has to apply for a work permit on your behalf at the cantonal Migration Office (for employment with an UN organization and exceptions see below).

After you have received the authorization (“Ermächtigung zur Visumerteilung”, “Autorisation habilitant des représentations suisse à délivrer un visa”) from your employer your entry visa D can be issued by any Swiss representation. In order to have the necessary entry visa issued in Australia, send the following by post to the Consulate General of Switzerland in Sydney.

1. [Application form](#) (long term, type D), fully completed and signed by the applicant or by both parents for minors.
 - 2 recent passport sized photographs (biometric requirements for pictures, 1 glued on the form, 1 loose)
 - Visa fee (in cash or postal money order). Please check webpage for current fees. Students taking up studies in Switzerland are exempt from paying the visa fee.
2. Visa-Authorization letter issued by the State Secretariat for Migration (SEM) in Switzerland
3. Original of your valid passport (with at least 2 empty pages)
4. Copy of valid passport (page with your personal data and picture)
5. Self-addressed and prepaid registered/express mail envelope (not necessary if you pick up your passport in person)

Processing time is approximately 3 working days (without counting delivery time). Unless otherwise stated, the visa D is valid for the initial entry only. Within 14 days upon your arrival in Switzerland you must register with the competent Migration Office which will issue the actual residence permit.

International Organizations / UN Organizations / AU Mission to the UN in Geneva:

If you are taking up employment with an International Organization in Switzerland or the Australian Mission to the UN in Geneva, please submit the following documents

1. [Application form](#) (long term, type D), fully completed and signed by the applicant or by both parents for minors.
 - 2 recent passport sized photographs (biometric requirements for pictures, 1 glued on the form, 1 loose)
2. Note verbal of your organization saying that they will apply for a “carte de légitimation” for you and if applicable for the accompanying family members.
3. Original of your valid passport (with at least 2 empty pages)
4. Copy of valid passport (page with your personal data and picture)
5. Self-addressed and prepaid registered/express mail envelope (not necessary if you pick up your passport in person)

Please note that this is not an exhaustive list. If necessary, you may be requested to submit additional documents. If you will be doing an internship with an UN organization get in contact with the Consulate by e-mail informing about the organization and the length of your internship. Please note that if your internship is for less than 90 days you will receive a Schengen visa and therefore will need to have your biometric data registered at the Consulate General of Switzerland in Sydney. Processing time is approximately 5 working days (without counting delivery time).

Exceptions: (see next page)

If the reason for you needing to apply for a work permit is one of the following:

less than 120 days or work, postdoctoral work, academic guest, fellow, musician or artist

Applications can either be lodged by your future employer at the cantonal Migration Office in Switzerland or you can lodge your own application by submitting the following documents:

1. 3 [Application forms](#) (long term, type D), fully completed and signed by the applicant or by both parents for minors.
 - 4 recent passport sized photographs (biometric requirements for pictures, 3 glued on each form, 1 loose)
 - Students are exempt from paying any visa fee
2. 2 copies of valid passport (page with your personal data and picture)
3. If applicable: 2 copies of proof of residence permit in Australia
4. 2 copies employment letter or work contract
5. If you are not receiving a salary: 2 copies of proof of sufficient funds for the planned duration of your stay (e.g. updated bank statement of the last three months)

Please note that this is not a final list. If necessary, you may be requested to submit additional documents by the cantonal Migration Office.

The original of the passport is only needed after the visa has been granted by the competent Migration Office. Unless otherwise stated, the visa D is valid for the initial entry only. Within 14 days of the arrival in Switzerland you must register with the competent Migration Office which will issue the actual residence permit.