



This form is free of charge

## National visa for Switzerland (type D) – Employment

(Information for Libyan citizens and foreigners with a valid work/resident permit in Libya who wish to take up employment in Switzerland)

### A) Employment with a company registered in Switzerland

#### 1. First step : Formalities in Switzerland :

Your future employer has to undertake the necessary steps to obtain a work and resident permit from the competent authorities in Switzerland for you.

#### 2. Second step : Formalities at the Embassy :

The decision of the cantonal authorities in Switzerland will be communicated to the Embassy as well as your future employer who should inform you about the result. Only then, you can contact the Embassy by e-mail on the following address:

[tunis.visa@eda.admin.ch](mailto:tunis.visa@eda.admin.ch)

The Embassy will allocate an appointment to you and you should then submit the following documents:

- National visa application form D** duly completed, dated and signed by the applicant
- Valid passport** containing at least two empty pages. The passport must not be older than 10 years
- 1 Passport-sized colour photo**, not older than six months, white background
- Visa fees** : equivalent in Tunisian Dinars of 80 € (to be paid in cash)

**Remarks:** Certain categories are free of charge. For spouses, children and other accompanying family members please contact the Embassy.

### B) Employment with an Embassy, a permanent mission or a UN Organization in Switzerland

The application needs to be submitted directly at the Embassy. The following documents are necessary **for each applicant**:

- National visa application form D** duly completed, dated and signed by the applicant
- Valid passport** containing at least two empty pages. The passport must not be older than 10 years
- 1 Passport-sized colour photo**, not older than six months, white background
- Copy of the passport or travel document** (pages with photo, personal data, validity extension and signature)
- Verbal note** from the Libyan Ministry of Foreign Affairs or a confirmation letter by the organization in Switzerland mentioning the following ::
  - o First name, family name, date of birth and passport number of the applicant
  - o Full name and function of the person to be succeeded in Switzerland (If it is an already existing position in the Embassy, Mission or Organization)
  - o Precise information regarding the position in the Embassy, Mission or Organization (if it is a new position)
  - o First name, family name, date of birth and passport number of **each accompanying family member**, if applicable
- The visa is free of charge**

#### Important notes:

The Embassy reserves the right to request additional documents.

Documents in Arabic need to be translated in an official Swiss language (German, French and Italian) or in English. A copy of the Arabic document is to be provided with the application.

#### Appointment and application procedure:

For this visa category, the appointment and the submission of the application have to be done directly at the Embassy (and not at VFS Global).