



## Checklist residence permit visa

**Please note that the visa application must be submitted to the Swiss Representation responsible for your place of residence.**

In order to apply for a residence visa you have to appear in person.

Opening hours: Sunday to Thursday (except UAE and Swiss public holidays) 09.00am – 11.30am.

Prior appointment is required. Appointments are available through VFS Global Website

<https://www.vfsglobal.com/en/individuals/index.html>

1	<p><b>Three</b> completed application forms duly signed by the applicant. Can be downloaded from the following website: <a href="https://www.sem.admin.ch/content/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/content/sem/en/home/themen/einreise/visumantragsformular.html</a> <b>Minors:</b> Both parents must sign the form and add a copy of their passports. If one parent is unable to sign the form, he/she must submit a letter of agreement together with a copy of his/her passport.</p>	
2	<p><b>Four</b> passport-size biometric photographs (undamaged and of recent date). Do not staple or damage the photo, background has been light and plain.</p>	
3	<p><b>The original and a copy</b> of the passport of the applicant with all its valid visas and residence permits. The passport has to be valid for at least three months beyond the foreseen entry date in Switzerland.</p>	
4	<p>An extract from the curriculum vitae of the applicant indicating places of residence, employment and gainful activities, date of retirement, family members and their places of residence.</p>	
5	<p>A statement confirming that the applicant is not and will not perform any gainful activity in Switzerland or abroad.</p>	
6	<p>A statement containing exact details of the applicant's income and assets with official proof and bank statements.</p>	
7	<p>A written confirmation that the applicant intends to live permanently in Switzerland and does not maintain any other domiciles abroad.</p>	
8	<p>Visa fee payable only in cash</p>	

The documents 4-7 have to be written in one of the official Swiss languages (German, French or Italian).

**Two sets of the documents 3-7 must be submitted.**

**IMPORTANT:** Please note that this not an exhaustive list. If necessary, you may be requested to submit additional documentation. Photocopies of all relevant documents must be provided for the Embassy of Switzerland in Abu Dhabi (please bring along all original documents; they may need to be inspected).

**The entire application will be forwarded to the competent authorities for the decision (around 12-16 weeks). On receipt of the authorization, the applicant will be contacted directly by the Cantonal Authorities.**

In the event that the authorization is already available, the applicant would have to submit **only one form with two photographs** along with the copy of authorization, your passport, copy of the passport, copy of the UAE residence visa and the prevailing visa fee to obtain the entry visa. Please note that the processing time can take up to 48 hours (two working days).

The entry visa will allow you to travel through the Schengen states and enter Switzerland during its validity. **Within the first 14 days following your initial entry** you will have to declare your arrival at the Foreign 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:

[https://www.sem.admin.ch/sem/en/home/themen/arbeit/nicht-eu\\_efta-angehoerige/links\\_rund\\_um\\_das.html](https://www.sem.admin.ch/sem/en/home/themen/arbeit/nicht-eu_efta-angehoerige/links_rund_um_das.html)

**Non-compliance with the set guidelines (items not presented / photocopies missing) will lead to the application being rejected without being processed.**

Thank you for your cooperation.

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