



Work visa

Visa application forms

Depending on the duration of the gainful activity, different visa application forms need to be submitted:

- For a work of MORE than 90 days (3 months), you need to apply for a national visa, type D.
- For a work with a limited duration (from 8 days up to a total of maximum 90 days per semester and 4 months in total per year), such as IT or scientific mandates, you need to apply for a Schengen visa, type C.

Required Documents

1. Three applications forms "Application for a long stay visa (visa D)" per person duly completed in German, French, Italian or English and signed.
OR (in case of a temporary work lasting more than 8 days but less than 3 months per semester and less than 4 months in total within a civil year)
Three application forms for a Schengen Visa (visa C) per person, duly completed in German, French, Italian or English and signed.
Please note:
- Each visa application form must be signed at 2 places, i.e. 1) field no. 37, 2) bottom of page 4.
2. Four passport-sized pictures (three glued on each application form, the 4th one attached).
Please note: you may refer to the information sheet "Visa forms / Photo requirements" on the website of the Embassy.
3. International passport which must be valid at least three months after the date when the holder intends to leave the Schengen space, containing at least two empty pages and issued within the previous 10 years.
4. Copy of the first page of the international passport (page with personal data and photo).
5. Copy of all pages containing a Schengen visa issued within the last 24 months or a valid visa for third countries.
6. Internal passport: the applicant must present the original and submit a copy of the internal passport.
7. Work contract (original and 2 copies).

Important remarks

- Request for a work permit and a residing permit in Switzerland: the visa applicant must ensure that the employer in Switzerland submits on time (i.e. before or immediately after the visa application is made by the applicant in Kyiv) a request for a work permit and a residing permit to the competent cantonal migration office.
- Processing time: it takes 8 to 12 weeks in average from the date of application until the migration offices makes a decision on the work visa and informs the employer accordingly. The processing time might be longer in some cases or if further clarifications are judged necessary by the migration office. For more information concerning processing times for pending work visas, please contact the competent migration office in Switzerland.
- Follow-up: it is the responsibility of the visa applicant and of the employer to ensure the follow-up of the visa application and to actively contact if necessary the cantonal migration office or the Embassy (depending on where the file is pending) about the progress of the processing of her/his file. The surname, name, date of birth and nationality of the applicant must be indicated in all the correspondence related to a visa application file.

The Embassy of Switzerland reserves the right to:

- request additional documents