



TLSCONTACT VISA APPLICATION CENTRE – KIEV

LIST OF DOCUMENTS

Employee – Long Stay Visa

You wish to travel to Switzerland to work and stay more than 90 days.

- Three applications forms “Application for a long stay visa (visa D)” per person duly completed in German, French, Italian or English and signed**

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, including the complementary page “right to appeal” required by the Swiss authorities, duly completed in German, French, Italian or English and signed.

Each visa application form must be signed at 3 places:

- *Field no. 37*
- *Bottom of page 4*
- *Bottom of complementary page “right to appeal”.*

- 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.

- 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.

- Copy of the first page of the international passport**

Page with personal data and photo.

- Copy of all pages containing a Schengen visa issued within the last 24 months or a valid visa for third countries.**

- Internal passport**

The applicant must present the original and submit a copy of the internal passport.

- Work contract**

Original and 2 copies.