



VISA D – EMPLOYMENT

Information sheet for people who intend to work in Switzerland (more than 90 days).

GENERAL INFORMATIONS FOR EMPLOYMENT IN SWITZERLAND:

APPOINTMENT: In order to be able to submit the application for employment, an appointment with TLScontact must be arranged in advance. No applications will be accepted without an appointment. <ul style="list-style-type: none"> ○ Telephone number: +90 212 370 31 00 ○ https://ch.tlscontact.com/tr/IST/splash.php 	<input type="checkbox"/>
Applications for the "Visa D - Employment" are ONLY accepted at the Swiss Consulate General in Istanbul.	<input type="checkbox"/>
Applicants must submit the application in person.	<input type="checkbox"/>
The Consulate General of Switzerland reserves the right not to accept incomplete dossiers.	<input type="checkbox"/>
No electronically issued (online) documents will be accepted.	<input type="checkbox"/>
The application for employment purposes is sent to the responsible migration authority in Switzerland, which is responsible for approving the application. The Consulate General of Switzerland can only issue the Visa D after receiving the authorization of the migration authorities.	<input type="checkbox"/>
A waiting period of at least 8-10 weeks must be expected (even longer, depending on the situation and the authorities).	<input type="checkbox"/>
For further informations regarding "Visa D - Employment" please contact: istanbul.visa@eda.admin.ch	<input type="checkbox"/>

DOCUMENTS FOR THE APPLICATION "VISA D – EMPLOYMENT"

ALL REQUIRED DOCUMENTS ATTACHED TO THE VISA APPLICATION FORM MUST BE PROVIDED <u>IN DUPLICATE</u> TRANSLATED INTO ONE OF THE SWISS NATIONAL LANGUAGES	
Please submit all documents in following order and do <u>not</u> staple them	<input type="checkbox"/>
All documents must be issued in the name of the applicant.	<input type="checkbox"/>
The Consulate General of Switzerland reserves the right to request further documents	<input type="checkbox"/>
Three application forms for a national visa D (Application for a long stay visa) <ul style="list-style-type: none"> ○ https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html ○ Duly completed (German, French, Italian or English) ○ All forms must be signed personally (for minors, one of their legal guardians must sign the visa form) ○ Filled in by typewriter, online or in block letters (with a blue or black pen) ○ Please fill in your telephone number and e-mail address! 	<input type="checkbox"/>
Four recent, identical passport pictures <ul style="list-style-type: none"> ○ For further information consult: www.schweizerpass.admin.ch/dam/data/pass/ausweise/fotomustertafel.pdf 	<input type="checkbox"/>
Valid Passport: <ul style="list-style-type: none"> ○ Issued within the last 10 years ○ Minimum 2 empty pages ○ Valid at least 3 month after leaving the Schengen Area 	<input type="checkbox"/>
Two copies of passport: <ul style="list-style-type: none"> ○ Please make legible copies on A4 sheets ○ First page (page with the biometric data) ○ If available, previous visas and entry/exit stamps 	<input type="checkbox"/>
Contract of employment (original & two (2) copies)	<input type="checkbox"/>
Visa fee: Payment: Only in Turkish currency and cash: <ul style="list-style-type: none"> • Adult: 80.- € 	<input type="checkbox"/>