Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

**EMBASSY OF SWITZERLAND TO
THE UNITED ARAB EMIRATES AND BAHRAIN**

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 an entry permit to take residence in Switzerland you have to appear at our Embassy in Abu Dhabi in person.

Opening hours for the submission of documents: Monday – Thursday, 09:00 AM – 11:30 AM (except on UAE and Swiss public holidays). A prior appointment is required therefore we kindly ask you to contact us by e-Mail.

1	**Three** completed application forms duly signed by the applicant. Can be downloaded from the following website: https://www.sem.admin.ch/content/sem/en/home/themen/einreise/visumantragsformular.html **Minors:** 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	
2	**Four** passport–size biometric photographs (undamaged and of recent date). Do not staple or damage the photo, background has been light and plain.	
3	**The original and a copy** of the passport of the applicant with all its valid visas and UAE/Bahrain residence visas and permits. The passport has to be valid for at least three months beyond the foreseen entry date in Switzerland.	
4	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 (2 copies)	
5	A statement confirming that the applicant is not and will not perform any gainful activity in Switzerland or abroad (2 copies)	
6	A statement containing exact details of the applicant's income and assets with official proof and bank statements (2 copies)	
7	A written confirmation that the applicant intends to live permanently in Switzerland and does not maintain any other domiciles abroad (2 copies)	
8	Visa fee (EUR 90.--) payable in AED and only in cash (exact amount please)	

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.

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P.O. Box 95199
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abudhabi.visa@eda.admin.ch, www.eda.admin.ch/uae

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

The complete application will be forwarded to the competent Cantonal Authorities for prove and decision. Please be aware that the processing time takes up to 16 weeks! Once the decision is made in Switzerland, 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, valid 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 resident' registration office 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.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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