# VISA AND WORK PERMIT

## FOR VISITING PROFESSORS AND ACADEMIC VISITORS (Business purposes)

**A. Application for a visa to enter and work in Switzerland (done by you)**

### a. If you are a European citizen, you don't need a visa to enter Switzerland.

### b. If you are NOT a European citizen, you require a visa to enter Switzerland and work in Switzerland. Please be advised of the following information and procedure:

- Contact the closest Swiss Embassy or Consulate in your country of residence and ask for the exact procedure and documents to provide. The process may vary from one country to another. It may take up to several weeks to get an appointment with the Swiss embassy. Then, the full procedure to obtain a visa can take up to 3 months. *Therefore, please start the visa procedure at your possible date or earliest convenience.*

  1. **If you stay less than 90 days,** you apply for a Schengen VISA C for « professional reasons » if your embassy accepts to deliver this kind of visa. If not, you have to follow the procedure described below for a stay longer than 90 days. (During the Covid-restrictions the Schengen VISA C is not deliver at all. The decision to grant or refuse a Schengen visa is the exclusive responsibility of the Swiss consular representation abroad.)

    Your **family members** (spouse and children) need to apply for a “tourist visa” if they accompany you.

  2. **If you stay longer than 90 days,** you apply for a **Working visa TYPE D.** To this extend, you may submit the following documents:

    1. The original EPFL invitation letter
    2. The 40 OASA Attestation requested only for people working at the EPFL Lausanne
    3. A valid passport
    4. **If you are single or if you travel alone:** your birth certificate mentioning the name of your parents (single) or wedding contract (married) – printed in English, French, German, or Italian
    5. **If you are married and if your spouse travels with you:** your wedding contract - printed in English, French, German, or Italian. No need for birth certificate.
    6. **If you have children and they travel with you:** their birth certificates – printed in English, French, German, or Italian.

    Your **family members** (spouse and children) need to apply for a “family reunion long stay visa” if they accompany you.

### Authorization to enter Switzerland: once the procedure is completed, you receive notification either from the Swiss embassy or from EPFL to collect your visa in your home country; only now you are authorized to travel and enter Switzerland.
B. Residence and Work permit in Switzerland (done by EPFL)

A residency permit with the intention of employment is mandatory for all people coming to work at the EPFL regardless of their nationality, the duration of employment or whether the employee is remunerated or not.

a. In parallel to your requests at the Swiss Embassy or Consulate in your home country, the EPFL HR department submits the necessary application to the Swiss authorities for a work and residence permit, whatever the duration of the stay (less or longer than 90 days).

C. Registration at the Commune

a. For everyone

i. If you stay less than 90 days, you don’t need to register in the Commune. EPFL HR announce the visit to the authorities. An email of approval from the authorities will be notified to you. Nothing else to do!

ii. If you stay longer than 90 days, you need to register in the Commune. You and your family are required to register your arrival at the Inhabitants control (Contrôle des habitants) where you live within 14 days after your arrival in Switzerland. This also applies to Swiss citizens coming from another canton or another country. If you are living in a temporary accommodation, you must report to the commune where this temporary accommodation is located in order to start the process for obtaining your permit. It may take some weeks/months to get your permit.

Usually required papers to bring with you are the followings:

1. The original EPFL invitation letter
2. A valid passport (husband, wife and child) with the visa
3. If you are single or if you stay alone: your birth certificate mentioning the name of your parents (single) or wedding contract (married) – printed in English, French, German, or Italian
4. If you are married and if your spouse stay with you: your wedding contract - printed in English, French, German, or Italian. No need for birth certificate.
5. If any child: birth certificate mentioning the name of the parents – printed in English either French, German, or Italian.
6. Rental contract (if private rental it requested to provide a copy of the owner’s identity card as well)
7. Photo good quality and recent (passport size 35 x 45 mm)
8. CHF 95.- or 135 per person
9. “Request for a work permit” form provided by the HR office

Ask the commune to print a proof of residence (attestation de domicile). This document will allow you to open a bank account awaiting the official residence permit.
b. If you are a European or NOT European citizen and you stay longer than 90 days

You will receive a letter asking you to register for a **Biometric card**. For this purposes, you will have to go to the Centre de Biométrie, Voie du Chariot 3, Lausanne, to register personal data.

Usually required papers to bring with you are the followings:

1. The letter sent to you for the biometric card (provided by email or by HR Office after arrival)
2. A valid passport
3. CHF 20.-

**More details on the biometric card**: [Centre de biométrie](https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html)

**How do I make an appointment at the Biometrics Centre?** [FAQ](https://www.sem.admin.ch/sem/en/home.html)

In view of the coronavirus pandemic, we kindly ask you to make an appointment by telephone or by e-mail at the Biometric Data Entry Centre of the Canton of Vaud to register your data.

The population office provides all necessary details: [Entrée et séjour /Entry and stay](https://www.sem.admin.ch/sem/en/home/themen/einreise.html)

**The State Secretariat for Migration:**


Where should I submit my visa application? If you require a visa, you can submit your application to the [Swiss embassy or consulate](https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html) responsible for your place of residence

**Overview of ID and visa provisions according to nationality**:


**Visa Application Form**: You can download the [Application form](https://www.sem.admin.ch/sem/en/home/themen/einreise.html)