Checklist for working long-stay (more than 120 days)

Only Indonesian citizens or foreign residents (KITAS holders) in Indonesia may apply for a visa with the Embassy of Switzerland in Indonesia. If you have a short-term visa (e.g. Social/Cultural Visit Visa) for Indonesia, you must apply for the visa in your country of residence.

In case of employment in Switzerland for more than 120 days, the application can only be submitted in Switzerland by the future employer. If the work permit has been authorized, the application must be submitted at the Swiss Embassy in Jakarta after obtaining an appointment with VFS Global.

Should the spouse and the children of the applicant also intend to take residence in Switzerland, please refer to the requirement list for “family reunion visa”.

The Swiss authorities reserve the right to request additional documents.

Required supporting documents

- Arrange all the supporting documents **as per the checklist order**.
- All the photocopies of the documents should be in **A4 size**.
- Do not staple documents together.

	DOCUMENTS TO BE SUBMITTED	✓	✗
1.	**Passport** • Duly signed passport, which is valid for at least six (6) months at the time of entry into Switzerland and with at least two empty pages. • One (1) photocopy of the personal data and signature pages of the passport.	☐	☐
2.	**Passport picture** One (1) recent, color passport photo taken against a light-colored background. Please refer to Schengen photo requirements on our webpage.	☐	☐
3.	Copy of the **authorization letter** received from Switzerland.	☐	☐
4.	**Visa fees** (please refer to our webpage)	☐	☐