Checklist for working long-stay (90-120 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.

The application will be forwarded to the competent Swiss authorities for their decision. The processing time is between 8 and 12 weeks, therefore the application must be submitted well in advance 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. The submission of a complete file does not guarantee the granting of a visa. In case of a visa refusal, the Embassy of Switzerland is not liable for any costs that might have occurred in the application process.

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.	**Three (3) duly filled out, dated and signed visa application forms (National, type D)**. Please find the visa application form here.	☐	☐
2.	**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. • Three (3) photocopies of the personal data and signature pages of the passport, including any previous Schengen/USA/UK visa.	☐	☐
3.	**Passport picture** Four (4) recent, color passport photos taken against a light-colored background. Please refer to photo requirements on our webpage.	☐	☐
4.	Original and two (2) copies of the Swiss working contract or of the assignment letter.	☐	☐
5.	Original and two (2) copies of the Police certificate, not older than 6 months and valid for 6 months. The certificate needs then an Apostille from the Ministry of Law and Human Rights. This certificate must be translated into the Swiss national language of the future Canton of residence	☐	☐
6.	**For foreigners:** Original valid residence permit (KITAS) and one (1) copy.	☐	☐
7.	**Visa fees** (please refer to our webpage)	☐	☐