



# WELCOME!

## *Information sheet for entry to Switzerland*

If you are planning a journey to Switzerland, expecting a visit from abroad or would like to invite visitors from abroad to Switzerland, the following information could be of help to you.

Since 12 December 2008 Switzerland is an associated member state of the Schengen agreement and hence part of the Schengen area. The Schengen regulations apply for the entry and a stay that is not subject to authorisation up to three months. For individuals who are required to hold a visa, Switzerland will issue Schengen visas for a stay up to three months that are valid for the whole Schengen area.

### GENERAL REGULATIONS ON ENTRY AND REGISTRATION

#### • PREREQUISITES FOR ENTRY

Foreign nationals require a valid and accepted travel document to enter Switzerland. In addition, a visa is required in certain cases. Furthermore, sufficient funds must be available or procurable by legal means to cover the cost of living during the transit through or the stay in Switzerland. The Swiss Federal Office for Migration (FOM), the Swiss foreign missions and the cantonal migration authorities will gladly provide information on the principal conditions for entry to Switzerland ([www.bfm.admin.ch](http://www.bfm.admin.ch)).

#### • REASON AND DURATION OF STAY

Foreign visitors who have entered Switzerland in compliance with the relevant regulations and are not taking up any form of employment require no permit of sojourn if the duration of their stay does not exceed three months. Their stay must not exceed a total of three months within a period of six months. Individuals requir-

ing a visa should observe the duration of stay specified in their visa.

Foreign nationals intending to take up an employment in Switzerland are required to apply for a labour permit. For further information please contact the cantonal migration authority of the future place of work.

#### • REGULATIONS ON REGISTRATION

Whosoever provides accommodation for foreign nationals against payment is under an obligation to notify the authorities immediately. If foreign nationals are accommodated free of charge, there is no obligation to notify the authorities, subject to generally stricter cantonal provisions. Foreign nationals must report immediately to the cantonal or communal authority in charge if their departure within the period of stay granted is not possible.

### DECLARATION OF SPONSORSHIP

The Swiss foreign missions may declare the issue of a visa dependent on a declaration of sponsorship if the applicant does not have access to sufficient financial funds or if this seems doubtful. The guarantor engages to meet uncovered costs of up to CHF 30'000.- for living expenses, including accident and illness, as well as for the return trip, which arise for public welfare or private medical service suppliers due to the presence of the foreign national. If a declaration of sponsorship is necessary, the Swiss foreign mission in charge will provide the foreign visitor with the necessary forms and instructions.

An approved declaration of sponsorship provides no claim to the issue of a visa.

#### • FEES

The processing of a declaration of sponsorship by the cantonal authorities is subject to a fee. As a rule, this administrative fee is to be paid in advance using a specially supplied deposit slip.

#### • TRAVEL INSURANCE

Regardless of whether a disclaimer has been submitted, the competent authorities require a travel insurance. The minimum coverage of insurance is the equivalent of Euro 30'000.

### PROCEDURE

1. Individuals requiring a visa are required to submit their visa application to the Swiss foreign mission in charge of their place of residence. The application form is provided by the Swiss foreign missions free of charge. The application form is to be submitted together with the travel document as well as, on demand, other documents which certify the reason of travel.
2. If the foreign mission demands a declaration of sponsorship, the foreign visitor(s) in question fill out the relevant form and submit this to the guarantor.
3. The guarantor completes and signs the declaration of sponsorship, which is then to be sent, together with all necessary documents (cf. below), to the cantonal or communal authority in charge (cf. back of this information sheet).
4. The declaration of sponsorship is checked by the cantonal or communal authority and entered into the Central Migration Information System.
5. The result of these considerations is immediately communicated to the foreign mission which then decides on the issue of a visa.

#### FURTHER DOCUMENTS (to be specified by the authorities in charge)

On demand the following documents are to be submitted for control purposes of a declaration of sponsorship:

- Identity papers (Passport, identity card, aliens permit)
- Proof of solvency (bank account statements, salary statements, tax statements or enforced payment collection register records)
- Receipt for advance payment of administrative fees; the administrative fee is CHF \_\_\_\_\_

Others:

- \_\_\_\_\_



## STATUTORY RIGHTS

In the case of a refusal of the visa, the Swiss representation abroad communicates the decision to the applicant in the name of the Federal Office for Migration (FOM) using the form described in Annex VI of the Visa Code (art. 6 par. 2 FNA). The applicant can appeal in writing against this decision with the Federal Office for Migration, 3003 Bern within thirty days from the service (art. 6 par. 2<sup>bis</sup> FNA). Thereupon the FOM issues a contestable decision subject to a fee, against which the applicant can appeal with the Federal Administrative Court, PO box, 3000 Bern 14 within thirty days from the service. There is no independent right of appeal against a negative statement of the cantonal or local authorities.

## Where to submit the declaration of sponsorship?

The guarantor should submit the declaration of sponsorship to the **communal authority** in charge (residents' registration office, municipal office, etc.) if living in one of the following cantons:

- Aargau
- Basel-Land
- Bern
- Freiburg
- Graubünden
- Schwyz
- St. Gallen
- Thurgau
- Uri
- Valais
- Vaud
- Zürich

The guarantor should submit the declaration of sponsorship to the **cantonal migration authority** in charge if living in one of the following cantons:

<b>AI</b>	Amt für Ausländerfragen Marktgasse 2 9050 Appenzell Tel. 071 788 95 21	<b>NE</b>	Service des migrations (SMIG) Rue de Tivoli 28 2003 Neuchâtel Tel. 032 889 63 10
<b>AR</b>	Migrationsamt Landsgemeindeplatz 5 9043 Trogen Tel. 071 343 63 33	<b>NW</b>	Amt für Justiz Migration Kreuzstrasse 2 6371 Stans Tel. 041 618 44 90/91
<b>BS</b>	Justiz- und Sicherheitsdepartement Basel-Stadt Bevölkerungsdienste und Migration Migrationsamt Spiegelgasse 6 Postfach 4001 Basel Tel. 061 267 71 71	<b>OW</b>	Amt für Justiz St. Antonistrasse 4 6061 Sarnen Tel. 041 666 66 70
<b>GE</b>	Office cantonal de la population Service des Etrangers et des Confédérés Route de Chancy 88 1213 Onex Tel. 022 546 48 88	<b>SH</b>	Migrationsamt und Passbüro Mühlentalstrasse 105 8200 Schaffhausen Tel. 052 632 74 76
<b>GL</b>	Departement für Sicherheit und Justiz Fachstelle für Migration Postgasse 29 8750 Glarus Tel. 055 646 68 90	<b>SO</b>	Migration und Schweizer Ausweise Ambassadorenhof 4509 Solothurn Tel. 032 627 28 37/40
<b>JU</b>	Service de la population 1, Rue du 24-Septembre 2800 Delémont Tel. 032 420 56 80	<b>TI</b>	Sezione della popolazione Via Lugano 4 6500 Bellinzona Tel. 091 814 72 11/12
<b>LU</b>	Amt für Migration des Kantons Luzern Fruttstrasse 15 6002 Luzern Tel. 041 228 77 82	<b>ZG</b>	Amt für Migration (AFM) Aabachstrasse 1 Postfach 857 6301 Zug Tel. 041 728 50 50
		<b>FL</b>	Ausländer- und Passamt (APA) Liechtensteinische Landesverwaltung Städtle 38 FL-9490 Vaduz Tel. 00423 236 61 65

## FURTHER INFORMATIONS:

Swiss Federal Office for Migration, CH-3003 Bern-Wabern, Tel. ++41 (0)31 325 11 11 Fax. ++41 (0)31 325 81 95