

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.

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 Federal Office of Immigration, Integration and Emigration (IMES), the Swiss foreign missions and the cantonal aliens police authorities will gladly provide information on the principal conditions for entry to Switzerland (www.foreigners.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. After a period of three months, foreigners are required to leave Switzerland for at least one month. Their stay must not exceed a total of six months

within a period of twelve months. Individuals requiring a visa should observe the duration of stay specified in their visa.

Foreign nationals intending to take up any form of employment in Switzerland are required to apply for a guarantee of permit either in person or through their employer, regardless of whether they require a visa to enter Switzerland or not. In the case of a visa requirement, the guarantee is granted through the issue of the visa.

• REGULATIONS ON REGISTRATION

Hosts are obliged to register their foreign guests with the authority in charge following a stay of one month (more strict regulations may be in force in some cantons). Employment without specific authorization is not permitted. 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 GUARANTEE

The Swiss foreign missions may declare the issue of a visa dependant on a declaration of guarantee 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 SFr. 20'000.-- for living expenses, including accident and illness, as well as for the return trip, which arise for public welfare due to the presence of the foreign national. If a declaration of guarantee is necessary, the Swiss foreign mission in charge will provide the foreign visitor with the necessary forms and instructions.

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

• FEES

The processing of a declaration of guarantee 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

In order to limit the risk of liability, it is advisable for the guarantor to take out a private travel insurance policy covering illness and accident.

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 guarantee, 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 guarantee, 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 guarantee is checked by the cantonal or communal authority and entered into the Central Aliens Register.
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 guarantee:

- 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 SFr. _____

Others:

- _____

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STATUTORY RIGHTS

If a visa is refused, the foreign mission informs the applicant by means of an informal decision (Art.14 of the Ordinance on Entry and Registering of Aliens). As a means providing the possibility of appeal, a formal decree issued by the Federal Office of Immigration, Integration and Emigration, which is subject to a fee, is available on request. There is no separate legal right of appeal against a negative statement of the cantonal or communal authority.

WHERE TO SUBMIT THE DECLARATION OF GUARANTEE?

The guarantor should submit the declaration of guarantee 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
- Waadt
- Wallis
- Zürich

The guarantor should submit the declaration of guarantee to the **cantonal aliens police authority** in charge if living in one of the following cantons:

AI Amt für Ausländerfragen Marktgasse 2 9050 Appenzell Tel. 071 / 788 95 21	NE Service des étrangers Section séjour et établissement Rue de Tivoli 28 2003 Neuchâtel Tel. 032/ 889 98 22
AR Amt für Ausländerfragen Dorfplatz 5 9043 Trogen Tel. 071 / 343 63 33	NW Fremdenpolizei Nidwalden Kreuzstrasse 2 6371 Stans Tel. 041 / 618 44 90/91
BS Einwohnerdienste Basel-Stadt Internationale Kundschaft Spiegelgasse 6 4001 Basel Tel. 061 / 267 71 71	OW Amt für Arbeit Migration 6061 Sarnen Tel. 041 / 660 91 47
GE Office cantonal de la population Police des étrangers 3, David Dufour 1211 Genève 8 Tel. 022 / 327 41 11	SH Kantonales Ausländeramt Stadthausgasse 10 8200 Schaffhausen Tel. 052 / 632 74 76
GL Kantonales Pass- und Patentbüro Hauptstrasse 8 8750 Glarus Tel. 055 / 646 62 20	SO Amt für öffentliche Sicherheit Ausländerfragen Ambassadorshof 4509 Solothurn Tel. 032 / 627 28 37
JU Service de l'état civil et des habitants 1, Rue du 24-Septembre 2800 Delémont Tel. 032 / 420 56 80	TI Sezione dei permessi e dell'immigrazione 6501 Bellinzona Tel. 091 814 33 22
LU Amt für Migration des Kantons Luzern Hallwilerweg 7 6002 Luzern Tel. 041 / 228 51 11	ZG Kantonales Amt für Ausländerfragen Aabachstrasse 1 6301 Zug Tel. 041 728 50 50
	FL Ausländer und Passamt Heuweg 6 9490 Vaduz FL Tel. 00423/ 236 61 41

FURTHER INFORMATIONS:

Federal Office of Immigration, Integration and Emigration, CH-3003 Bern-Wabern, Tel. ++41 (0)31 325 95 11 Fax. ++41 (0)31 325 96 51