

Application for a work and residence permit for British language assistants in Switzerland

Guidelines for host schools and language assistants

The end of the Agreement on the Free Movement of Persons between Switzerland and the UK will have an effect on incoming mobility. British language assistants are considered third-country nationals (i.e. nationals of countries outside the EU/EFTA) as of 1 January 2021. This information sheet has been prepared for British language assistants and Swiss host schools, and also serves as a guideline for applying for a work and residence permit. This process is outlined in tabular form at the end of the document for the whole of Switzerland and for those cantons where placements of British nationals are planned for the forthcoming school year.

The framed chapters and the appendices are primarily intended for the host schools.

1 Visa, work and residence permit for British language assistants

There is **no visa requirement** for United Kingdom (UK) nationals. However, since leaving the EU, UK nationals are treated like other third-country nationals. This means that instead of a visa, a residence permit is required prior to entry. British language assistants are also not permitted to start work until they have obtained a work permit.

1.1. Responsibilities of the host schools and the language assistants

The work and residence permit must be submitted by the host school to the [responsible cantonal authority](#) two to three months before the start of work. The responsible canton is the one in which the employee's place of work is located. All information can be found in the respective cantonal information sheet for employed residents. The language assistant must contact the host schools well in advance and provide them with all the necessary information. The required documents are explained in more detail in the next section.

1.2. Required documents and preparation time

The application for the **work and residence permit** must be filled out and signed by the host school together with the language assistant. It should be noted that that the cantons have different requirements and that sufficient time must be allowed for the preparation of all the necessary documents. It is advisable to plan for at least 3 weeks.

The following documents must be enclosed with the application:

- Copy of employment contract
- CV
- Copy of diplomas and certificates (if none are available, other proof should be enclosed, e.g. a certificate of achievement from a university).
- Copy of valid passport

- Employer's justification of the need for a foreign employee. It is recommended that the justification be accompanied by the Movetia factsheet (for the attention of the Association of Swiss Labour Market Authorities¹) and the State Secretariat for Migration (SEM) factsheet², as well as the confirmation issued by Movetia that the applicant has been accepted into the programme (acceptance confirmation).

The documents must typically be translated into German, French or Italian. In the canton of Jura, an English version is sufficient (cf. chapter 2). It is advisable for the host school to contact the relevant cantonal office before submitting the application to clarify whether an English version is sufficient (if this is not noted in the cantonal information sheet). If a translation is necessary, it must be provided by the language assistant. The hosts schools clarify with the canton whether a translation is required. If so, the language assistant must organise the translation and the school will pay the cost. The translation does not need to be certified (subject to change).

However, if a canton requires a certified translation, this should be noted in the cantonal information sheet on obtaining a work and residence permit.

1.3. Approval procedure of the Swiss authorities and fees charged

Three different authorities are involved in the approval procedure for obtaining a work and residence permit. The application is usually submitted to the responsible cantonal Office of Economy and Labour (Amt für Wirtschaft und Arbeit), which makes the preliminary decision on the **work permit** (1). If the application is approved, the State Secretariat for Migration (2) examines the cantonal preliminary decision on the work permit. If the office approves the application, it is forwarded to the responsible cantonal migration authority (3). The latter ultimately makes the decision on the **residence permit**.

The fees for the work permit vary from canton to canton; in the canton of St. Gallen, for example, the permit costs CHF 250 and in the canton of Zurich CHF 400 (subject to change). The processing fees for the permit from the State Secretariat for Migration are CHF 180. The cantonal Migration Office (Migrationsamt) incurs additional fees of around CHF 95.

The fees for the work permit and labour market disposition are usually charged to the employer. The residence permit fees, on the other hand, are charged to the employee. This means that the British language assistants must pay these costs. The costs are usually paid directly at the time of registration in the municipality.

Further fees are to be expected for registration with the residents' registration office. These are described in the next chapter.

1.4. Registration in Switzerland and health insurance

Registration with the residents' registration office of the municipality of residence is required within 14 days of entry into Switzerland (analogous to general country information from Movetia, see below).

The following documents must be presented at the time of registration:

- Passport
- Confirmation of residence permit
- Confirmation of health insurance (proving that the language assistant is covered by a recognised health insurance).
- Employment contract
- One passport photo
- Rental contract for the (temporary) accommodation in Switzerland.

After registration with the municipality, the person receives a work and residence permit. In some municipalities, digital fingerprints are also collected. Therefore, the fees for registration and issuing the permit can range from CHF 100 to 170.

¹ from December 2021

² from 6 December 2021

As already mentioned, a confirmation of health insurance must be presented at the time of registration. The Global Health Insurance Card (GHIC) is not valid in Switzerland. Language assistants must therefore be covered by a health insurance policy that is valid in Switzerland before entering the country.

The Swiss health insurance must be organised and paid by the language assistants themselves. Expenses for this insurance are to be calculated for each month as they are important for budgeting. Further information can be found in the Practical tips of Movetia, which are sent to all language assistants who have been allocated successfully in preparation for their stay. Assistants can also download them in their LAP-IT-Account.

2 Tabular summary of the procedures for obtaining a work and residence permit

This chapter provides a tabular overview of the procedure for obtaining a work and residence permit in Switzerland for the cantons of Basel, Bern, Jura, St. Gallen, Zurich and Zug. Application forms and addresses of the responsible authorities are linked in the tables. It is advisable to read the information sheets of the respective cantons before submitting the application for the work and residence permit (these are also linked in the tables). If documents need to be submitted after the application has been submitted, the cantons will contact the host schools directly.

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2.1 Switzerland process overview

Application and registration	General information	Documents to be submitted	Comments	Useful links
<p>Application for a work and residence permit</p>	<p>There is no visa requirement for British nationals. However, a work and residence permit are required.</p> <p>The application for a work and residence permit must be submitted by the employer to the responsible cantonal authority two to three months before the start of work.</p> <p>The responsible canton is the one in which the employee's place of work is located.</p> <p>The approval procedure of the Swiss authorities is as follows:³</p> <ol style="list-style-type: none"> 1. The cantonal Office of Economy and Labour makes the preliminary decision on the work permit. 2. The State Secretariat for Migration gives its approval to the cantonal preliminary decision on the work permit. 3. The cantonal migration authority finally makes the decision on the residence permit. 	<p>Variations exist between the cantons. All information can be found in the respective cantonal information sheet for employed residents. The usual documents to be submitted are:</p> <ol style="list-style-type: none"> 1. Copy of employment contract 2. CV 3. Copy of diplomas and certificates (if none are available, other proof should be enclosed, e.g. a certificate of achievement from a university). 4. Copy of valid passport 5. Employer's justification of the need for a foreign employee. Movetia provides a template for this purpose. It is recommended to attach⁴ the Movetia factsheet (for the attention of the Association of Swiss Labour Market Authorities⁵) and the SEM factsheet⁶ to this justification. <p>All documents must be translated into German, French or Italian. English is also accepted in some cantons.⁷</p>	<p>You must be covered by a Swiss health insurance policy that is recognised in Switzerland before entering the country.</p> <p>No guarantee can be given that a work and residence permit will be issued.</p>	<p>Cantonal immigration and employment market authorities</p> <p>Swiss health insurance comparison</p>
<p>Registration with the Residents' Registration</p>	<p>You must register with the Residents' Registration Office responsible for your place of residence within 14 days and before taking up gainful employment.</p>	<p>The usual documents to be submitted are:</p> <ol style="list-style-type: none"> 1. Passport 2. Confirmation of residence permit 3. Employment contract 		

³ cf. Chapter 1.3.

⁴ from December 2021

⁵ from December 2021

⁶ from 6 December 2021

⁷ cf. Chapter 1.2.

Application and registration	General information	Documents to be submitted	Comments	Useful links
Office after entering Switzerland		4. Rental contract 5. Health insurance card		

2.2 Process in the Canton Basel City

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
Language assistant	<p>Instead of a visa, a residence permit is required prior to entry. The documents required for this are:</p> <ol style="list-style-type: none"> 1. Passport copy 2. Copy of employment contract 3. Copy of certificates and diplomas <p>The documents must be sent to the employer in an official language of Switzerland or in English.⁸</p>	<p>The documents specified in points 1 and 3 must be sent to the employer.</p>	<p>You must be covered by Swiss health insurance before entering the country.</p> <p>No guarantee can be given that a work and residence permit will be issued.</p> <p>Employment is not permitted until a work permit has been issued.</p>	<p>Swiss health insurance comparison⁹</p> <p>United Kingdom (admin.ch)</p>
Host school	<p>The permit must be applied for by the employer and must be completed together with the language assistant:</p> <ol style="list-style-type: none"> 1. Fully completed application form Formular für Arbeitsbewilligung einer ausländischen Arbeitskraft für Drittstaatsangehörige 2. Confirmation of acceptance from Movetia (confirmation of acceptance into the language assistance programme) 	<p>Bevölkerungsdienste und Migration Migrationsamt Spiegelgasse 12 4001 Basel Tel.: +41 61 267 71 71 Amt für Wirtschaft und Arbeit (AWA)</p>	<p>Other documents may be required by the cantonal authority in some cases.</p>	<p>Formular für Arbeitsbewilligung einer ausländischen Arbeitskraft für Drittstaatsangehörige</p>

⁸ cf. Chapter 1.2.

⁹ Proposal for a cheap health assurance: [Swisscare](#) (60 CHF/month)

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
	<p>3. Employer's justification for the need of a foreign employee as well as factsheet from Movetia (for the attention of the Association of Swiss Labour Market Authorities¹⁰) and the SEM factsheet¹¹. Movetia provides a template for this purpose.</p> <p>4. All documents of the language assistant (see above)</p> <p>The employer must apply for the permit at the Office for Economy and Labour.</p> <p>Where? Online-Form</p> <p>When? Min. 5 weeks before starting work. It is advisable to submit the application a little earlier (2 months before starting work).</p>	<p>Sandgrubenstrasse 44 Postfach 4005 Basel Tel.: +41 61 267 87 87</p>		

¹⁰ from December 2021

¹¹ from 6 December 2021

2.3 Process in the Canton Bern

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
Language assistant	<p>Instead of a visa, a residence permit is required prior to entry. The documents required for this are:</p> <ol style="list-style-type: none"> 4. Passport copy 5. Copy of employment contract 6. Copy of certificates and diplomas <p>The documents must be sent to the employer in an official language of Switzerland or in English.¹²</p>	<p>The documents specified in points 1 and 3 must be sent to the employer.</p>	<p>You must be covered by Swiss health insurance before entering the country.</p> <p>No guarantee can be given that a work and residence permit will be issued.</p> <p>Employment is not permitted until a work permit has been issued.</p>	<p>Swiss health insurance comparison¹³</p> <p>United Kingdom (admin.ch)</p>
Host school	<p>The permit must be applied for by the employer and must be completed together with the language assistant:</p> <ol style="list-style-type: none"> 1. Fully completed application form 2. Confirmation of acceptance from Movetia (confirmation of acceptance into the language assistance programme) 3. Employer's justification for the need of a foreign employee as well as factsheet from Movetia (for the attention of the Association of Swiss Labour Market Authorities¹⁴) and the SEM factsheet 15. Movetia provides a template for this purpose. 4. All documents of the language assistant (see above) <p>Where? Preferably by e-mail or post to the Office for Economic Affairs</p>	<p>Amt für Bevölkerungsdienste des Kantons Bern Ostermundigenstr. 99B 3006 Bern</p> <p>Amt für Wirtschaft Laupenstrasse 22 3008 Bern E-Mail: info.ae-bew@be.ch</p>	<p>Other documents may be required by the cantonal authority in some cases.</p>	<p>Online Request form</p> <p>Letter of invitation</p> <p>Website Canton Bern</p>

¹² cf. Chapter 1.2.

¹³ Proposal for a cheap health assurance: [Swisscare](#) (60 CHF/month)

¹⁴ from December 2021

¹⁵ from 6 December 2021

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
	<p>When? As a rule, applications in Switzerland are processed within a period of 6 to 8 weeks. Please submit the application at least 2 - 3 months before the planned start of work.</p>			

2.4 Process in the Canton Jura

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
Language assistant	<p>Instead of a visa, a residence permit is required prior to entry. The documents required for this are:</p> <ol style="list-style-type: none"> 7. Passport copy 8. Copy of employment contract 9. Copy of certificates and diplomas <p>The documents must be sent to the employer in an official language of Switzerland or in English.¹⁶</p>	The documents specified in points 1 and 3 must be sent to the employer.	<p>You must be covered by Swiss health insurance before entering the country.</p> <p>No guarantee can be given that a work and residence permit will be issued.</p> <p>Employment is not permitted until a work permit has been issued.</p>	<p>Swiss health insurance comparison¹⁷</p> <p>United Kingdom (admin.ch)</p>
Host school	<p>The permit must be applied for by the employer and must be completed together with the language assistant:</p> <ol style="list-style-type: none"> 1. Fully completed application form (application form F10) 2. Confirmation of acceptance from Movetia (confirmation of acceptance into the language assistance programme) 	<p>Service de la population (Spop) 1, rue du 24-Septembre 2800 Delémont</p>	Other documents may be required by the cantonal authority in some cases.	<p>Application: Form F10</p>

¹⁶ cf. Chapter 1.2.

¹⁷ Proposal for a cheap health assurance: [Swisscare](#) (60 CHF/month)

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
	<p>3. Employer's justification for the need of a foreign employee as well as factsheet from Movetia (for the attention of the Association of Swiss Labour Market Authorities¹⁸) and the SEM factsheet¹⁹. Movetia provides a template for this purpose.</p> <p>4. All documents of the language assistant (see above)</p> <p>The employer must apply for the permit at the Office of Economy and Labour (Service de l'économie et de l'emploi).</p> <p>Where? By mail or online. The link and password for an online submission must be requested at the following email address: liper@jura.ch</p> <p>When? Min. 5 weeks before starting work. It is advisable to submit the application a little earlier (2 months before starting work).</p>	<p>Service de l'économie et de l'emploi Surveillance et régulation Rue de la Jeunesse 1 2800 Delémont</p> <p>Email: liper@jura.ch</p>		

¹⁸ from December 2021

¹⁹ from 6 December 2021

2.5 Process in the Canton St. Gallen

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
Language assistant	<p>Instead of a visa, a residence permit is required prior to entry.</p> <p>The application form must be completed in full together with the employer. The documents required for this are:</p> <ol style="list-style-type: none"> 1. Employment contract 2. CV 3. Diplomas and certificates 4. Copy of valid passport <p>The documents must be translated into German.²⁰</p>	<p>The documents specified in points 2, 3 and 4 must be sent to the employer.</p>	<p>You must be covered by Swiss health insurance before entering the country.</p> <p>No guarantee can be given that a work and residence permit will be issued.</p> <p>Employment is not permitted until a work permit has been issued.</p>	<p>Swiss health insurance comparison²¹</p> <p>United Kingdom (admin.ch)</p>
Host school	<p>The permit must be applied for by the employer and must be completed together with the language assistant:</p> <ol style="list-style-type: none"> 1. Completed application form (application for foreigner permit) 2. Confirmation of acceptance from Movetia (confirmation that the applicant has been accepted into the programme) 3. Employer's justification for the need of a foreign employee as well as factsheet from Movetia (for the attention of the Association of Swiss Labour Market Authorities ²²) and the SEM factsheet²³. Movetia provides a template for this purpose. 4. All documents of the language assistant (see above) 	<p>Migrationsamt Oberer Graben 38 9001 St. Gallen Email: migrationsamt@sg.ch</p> <p>Amt für Wirtschaft und Arbeit Davidstrasse 35 9001 St. Gallen Tel.: +41 58 229 48 38</p>	<p>Other documents may be required by the cantonal authority in some cases.</p>	<p>Information sheet for gainfully employed residents</p> <p>Application for a foreigner's permit</p> <p>Migration Office website</p>

²⁰ cf. Chapter 1.2.

²¹ Proposal for a cheap health assurance: [Swisscare](#) (60 CHF/month)

²² from December 2021

²³ from 6 December 2021

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
	<p>Where? The application with all enclosures must be submitted to the cantonal Migration Office and will then be examined by the cantonal Office of Economy and Labour.</p> <p>When? 2 to 3 months before starting work</p>			

2.6 Process in the Canton Zug

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
Language assistant	<p>Instead of a visa, a residence permit is required prior to entry.</p> <p>The application form must be completed in full together with the employer. The documents required for this are:</p> <ol style="list-style-type: none"> 1. Employment contract 2. CV 3. Copies of diplomas and certificates 4. Passport copy <p>The documents must be sent to the employer in an official language of Switzerland or in English.²⁴</p>	The documents specified in points 2, 3 and 4 must be sent to the employer.	<p>You must be covered by Swiss health insurance before entering the country.</p> <p>No guarantee can be given that a work and residence permit will be issued.</p> <p>Instead of a visa, a residence permit is required prior to entry.</p> <p>Employment is not permitted until a work permit has been issued.</p>	<p>Swiss health insurance comparison²⁵</p> <p>United Kingdom (admin.ch)</p>
Host school	<p>The permit must be applied for by the employer and must be completed together with the language assistant:</p> <ol style="list-style-type: none"> 1. Fully completed application form (form B2) 	<p>Amt für Migration (AFM) Aabachstrasse 1 Postfach</p>	Other documents may be required by the cantonal authority in some cases.	<p>Form B2</p> <p>Leaflet to FormB2</p>

²⁴ cf. Chapter 1.2.

²⁵ Proposal for a cheap health assurance: [Swisscare](#) (60 CHF/month)

	<ol style="list-style-type: none"> 2. Confirmation of acceptance from Movetia (confirmation of acceptance into the language assistance programme in Switzerland) 3. Employer's justification for the need for a foreign employee as well as factsheet from Movetia (for the attention of the Association of Swiss Labour Market Authorities ²⁶) and the SEM factsheet²⁷. Movetia provides a template for this purpose. 4. All documents of the language assistant (see above) 5. Current commercial register excerpt: www.hrazg.ch <p>Where? By post to the Office for Economic Affairs</p> <p>When? 2 to 3 months before starting work</p>	<p>6301 Zug Tel.: +41 41 728 50 50</p> <p>Volkswirtschafts- direktion Amt für Wirtschaft und Arbeit Aabachstrasse 5 Postfach 6301 Zug Tel.: +41 41 728 55 20</p> <p>info.awa@zg.ch www.zg.ch/awa</p>		
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2.7 Process in the Canton Zurich

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
Language assistant	<p>Instead of a visa, a residence permit is required prior to entry.</p> <p>The application form must be completed in full together with the employer. The documents required for this are:</p> <ol style="list-style-type: none"> 5. Employment contract 6. CV 7. Copies of diplomas and certificates 8. Passport copy 	The documents specified in points 2, 3 and 4 must be sent to the employer.	<p>You must be covered by Swiss health insurance before entering the country.</p> <p>No guarantee can be given that a work and residence permit will be issued.</p> <p>Instead of a visa, a residence permit is required prior to entry.</p>	<p>Swiss health insurance comparison²⁹</p> <p>United Kingdom (admin.ch))</p>

²⁶ from December 2021

²⁷ from 6 December 2021

²⁹ Proposal for a cheap health assurance: [Swisscare](#) (60 CHF/month)

	The documents must be sent to the employer in an official language of Switzerland or in English. ²⁸		Employment is not permitted until a work permit has been issued.	
Host school	<p>The permit must be applied for by the employer and can be completed together with the language assistant:</p> <ol style="list-style-type: none"> 3. Fully completed application form (application for entry permit) 4. Confirmation of acceptance from Movetia (confirmation of acceptance into the language assistance programme in Switzerland) 3. Employer's justification for the need for a foreign employee as well as factsheet from Movetia (for the attention of the Association of Swiss Labour Market Authorities ³⁰) and the SEM factsheet³¹. Movetia provides a template for this purpose. 4. All documents of the language assistant (see above) <p>Where? Online at www.arbeitsbewilligungen.zh.ch or by mail to the Office for Economy and Labour (AWA)</p> <p>When? 2 to 3 months before starting work</p>	<p>Migrationsamt des Kantons Zürich Berninastrasse 45 Postfach 8090 Zürich</p> <p>Amt für Wirtschaft und Arbeit (AWA) Walchestrasse 19 Postfach 8090 Zürich</p> <p>Contact - Website</p>	Other documents may be required by the cantonal authority in some cases.	Online-Portal of the Office for Economy and Labour – apply for a work permit

²⁸ cf. Chapter 1.2.

³⁰ from December 2021

³¹ from 6 December 2021

3 For the host school: Quotas for residence permits for British nationals have not been exhausted so far

According to information provided by the Directorate of the Association of Swiss Labour Market Authorities on 17 December 2021, the permit quotas for UK nationals have not yet been exhausted. Host schools are therefore encouraged to make use of these quotas.

4 For the host school: Factsheets from Movetia and the State Secretariat for Migration (SEM)

The following attached factsheets will assist the application process. The intended use is shown in the tables.

1. Movetia factsheet for the Association of Swiss Labour Market Authorities³²
2. State Secretariat for Migration (SEM) factsheet³³.

5 Support from Movetia

After the successful placement of a British national, Movetia will send the following documents to the host school:

1. confirmation of admission in pdf format
2. template for a letter of motivation in Word format.

Movetia has commissioned a mandate holder to provide support. However, the first point of contact remains the Movetia programme officer: Edith Funicello: edith.funicello@movetia.ch

6 Annexes – Enclosures to applications – See table for details

- 1 Movetia Factsheet for the Association of Swiss Labour Market Authorities³⁴
- 2 State Secretariat for Migration (SEM) factsheet³⁵

³² from December 2021

³³ from 6 December 2021

³⁴ from December 2021

³⁵ from 6 December 2021