

Checklist for moving to Switzerland

○ Apply for a residence permit

If you plan to stay in Switzerland for longer than three months, you must apply for a residence permit within 14 days of your arrival and before you start your job. What you'll need:

- ID card or passport
- Written confirmation of employment from your employer

○ Find a place to live

To rent a flat in Switzerland, you'll need the following documents:

- Copy of your residence permit
- Copy of your employment contract
- Contact details of previous landlord as reference
- Current payment record

○ Deposit for flat

Once you've signed the rental agreement, you have to pay a deposit equivalent to two or three months' rent. The landlord uses this deposit as security. You get it back, plus interest, when you move out.

○ Customs

To transport your household effects across the border duty-free, you have to prove that you're changing your place of residence. For this purpose you can show an employment contract, a tenancy agreement or a confirmation of departure in the country of departure. You also have to submit a clearance application for household effects to the customs office.

○ Take out health insurance

To take out health insurance you need to be resident or have employment in Switzerland. You and your family have to take out health insurance within three months of arriving or starting work in Switzerland. If you work at least eight hours a week for the same employer, you are automatically insured for accidents. If not, you can include accident cover in your health insurance.

○ Register with your local authority

Once you've moved into your new place, you need to register with the residents' registration office of your local authority within 14 days of your arrival in the country and before you start your job. You'll need the following documents:

- Valid ID card or passport for every family member entering the country
- Passport photo of every family member
- Documents on marital status (marriage certificate, birth certificate for minors, etc.)
- Employment contract or proof that you've been admitted to a higher education institution
- Proof of mandatory basic health insurance with a Swiss insurer (can be submitted up to 3 months after date of arrival)
- Copy of Swiss tenancy agreement

○ Open a bank account

To open a Swiss bank account, you have to go to the bank with the following documents:

- Residence permit/valid ID (if you don't yet have a residence permit, you can use your certificate of residence)
- If available: employment contract

○ Post and telecommunications

- Inform your post office before you move and make arrangements to have your mail forwarded to you.
- Apply for a landline telephone connection and/or an Internet connection for your new home.
- You have to pay a fee for TV and radio. Every household is automatically sent an invoice by Serafe, the company responsible for collecting the fee. You'll find more information at serafe.ch.