Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
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Federal Department of Justice and Police FDJP
State Secretariat for Migration SEM
Immigration and Integration
Labour Market Admission
Section German-speaking Switzerland

Instructions for

Young professionals

Admission to work in Switzerland under the international trainee exchange agreements (according to Art. 30 Foreign Nationals and Integration Act and Art. 42 Ordinance on Admission, Residence and Employment)

Prerequisites

Procedure

Where to apply

www.sem.admin.ch

STAGIAIRE
INTERNATIONAL

1. Applicable countries

Switzerland has concluded trainee exchange agreements with various countries in order to enable young professionals (trainees) to expand their occupational and linguistic skills in Switzerland. These agreements with the following countries simplify the process for obtaining a Swiss residence and work permit, regardless of the labour market situation:

- Argentina
- Australia
- Canada
- Chile
- Indonesia
- Japan
- Monaco
- New Zealand
- Philippines
- Russia
- San Marino
- South Africa
- Tunisia
- Ukraine
- USA

As a consequence of the bilateral agreements between Switzerland and the EU/EFTA (free movement of persons), nationals of the EU and EFTA countries no longer need a permit to work in Switzerland.

2. Prerequisites

The prerequisites for obtaining authorisation to work as a young professional (trainee) are as follows:

- You are a citizen of one of the contracting countries mentioned above.
- You are 18-35 years old (Australia: 20-30, New Zealand and Russia: 18-30).
- You have completed vocational training (apprenticeship, university of applied sciences, university). Students from Canada and the US are also admitted; apprentices from the USA with at least two years of training in the relevant occupation are also admitted.
- You work in the profession in which you have been trained.
- Access is possible for all professions, for professions that require diploma recognition, the corresponding permit must be enclosed.
- Your salary is based on the going rate for the region and sector, as for a job starter. Where a collective employment agreement (CEA) exists, the salary must be based on this. Otherwise, the salary must comply with cantonal wage guidelines and the recommendations of professional associations.
- Work permits are granted for a maximum of 18 months (several stays are possible as long as their overall duration does not exceed a total of 18 months).
- Part-time work or self-employment is not permitted.
- Staff leasing: Young professionals (trainees) may not be leased out as a matter of principle

If more than one trainee is employed, they must not exceed 5% of the firm’s entire workforce.

If you wish to do a professional training in our country, finding a trainee vacancy is essentially your responsibility. During the application process you are not allowed to stay in Switzerland.

3. Employment contract

Trainee permits are granted on the basis of a written contract of employment with an integrated training programme. The employment contract must be signed by the employer and the trainee and should include at least the following details:

- type of employment and training programme (job description, schedule, courses, etc.)
- duration of employment (maximum 18 months)
- salary, trial period, period of notice
- working hours, holiday entitlement
- health and accident insurance (according to the Health Insurance Act)
- travel expenses.

You can print out standard employment contracts from our website www.sem.admin.ch >Entry & Residence >Labour / Work permits >Young professionnals (trainees).

Unless otherwise specified, the Swiss Code of Obligations (SCO) is applicable. Foreign trainees are subject to the same salary and employment conditions as Swiss citizens (Art. 22 Foreign Nationals and Integration Act).

Any person who takes up residence in Switzerland is required to take out health insurance in Switzerland no later than three months after arrival (Art. 3 Health Insurance Act HIA).

Taxation is governed by the relevant communal, cantonal and federal provisions.

4. Application procedure

The official application form can be can downloaded from our website www.sem.admin.ch >Entry & Residence >Labour / Work permits >Young professionals (trainees).

Trainees are responsible for their own application. The application must be submitted to the competent authority in the country of origin (the relevant address is given at the end of this document).

The application must contain the following documents:

- two originals of the official application form, fully completed and signed
- two copies of the contract of employment with the training programme
- a copy of the applicant's vocational diploma or university degree
- a current CV
- copies of employment certificates (where applicable)
- a copy of the applicant's passport (identity pages)

Additional documents for persons in education (Canada, USA):

- Students from Canada and the US must enclose a certificate of enrolment.
- Apprentices from the US must enclose a certificate of enrolment that proves that they have been in training for 2 years.

Proof of apprenticeship can be provided by one of the following documents:

- A letter of confirmation from the educational institution certifying that the apprentice is enrolled in a recognized vocational training program and has completed at least 2 years of training, or

- a certificate/transcript of completed courses of the vocational training, or
- if applicable, a letter or contract from the employer involved in the vocational training, stating the practical experience and duration of the apprenticeship.

The application documents may be submitted in German, French or English. Depending on local requirements, the authority in the applicant's country of origin may request certified documents or a certificate of good character, etc.

The authorities in the contracting country then forward the complete application to the State Secretariat for Migration for approval. The time required for processing the application differs according to the various countries (cf. the information given at the end of this document).

As a rule, the State Secretariat for Migration communicates its decision to the authority located in the trainee's country of origin. This office sends the document required for entering Switzerland and commencing work to the trainee's home address. Applicants may not enter Switzerland before receiving approval.

5. Immigration and registration

If a work permit is granted, the trainee will receive permission for immigration.

- Citizens of Australia, Japan, Monaco, New Zealand and San Marino are issued a *Zusicherung der Aufenthaltsbewilligung* (pre-authorisation for a residency permit approved by the State Secretariat for Migration SEM). This document contains the most important details required for entry and registration in Switzerland. With this document and a valid passport, the trainee can enter Switzerland without a visa and take up employment.
- Citizens of Argentina, Canada, Chile, Indonesia, Philippines, Russia, South Africa, Tunisia, Ukraine and the USA require a visa. These trainees are given an *Ermächtigung zur Visumerteilung* (authorisation for the issuance of a visa (entry permit) approved by the State Secretariat for Migration SEM). They must then apply for a visa at the Swiss representation serving their country of residence. A valid passport is required in all cases. Once the visa has been attached to the passport, the trainee may enter Switzerland.

The trainee must register with the residents' registration office at the place of residence in Switzerland within 14 days after entry into the country. Only then may the trainee begin work.

6. Extension of stay

An extension of the trainee permit (up to a maximum of 18 months) is subject to approval, granted only on justifiable grounds. About two months before expiry of the current permit, the employer or the trainee must submit a written application for extension to the following address:

✉ State Secretariat for Migration SEM, Sektion Arbeitskräfte Deutsche Schweiz, Quellenweg 6, 3003 Bern-Wabern, Switzerland, young.professionals@sem.admin.ch

The application must include the following:
- a copy of the resident permit
- the trainee's reason for extension

- a new employment contract with a training programme.

7. Changing job

A change of job is subject to approval and is granted in exceptional cases only. The trainee must send a written application to the following address:

✉	State Secretariat for Migration SEM, Sektion Arbeitskräfte Deutsche Schweiz, Quellenweg 6, 3003 Bern-Wabern, Switzerland, young.professionals@sem.admin.ch

The application must include the following:
- a copy of the resident permit
- the trainee's reasons for the change
- a copy of the letter of notice or release
- a new employment contract with a training programme.

8. Where to apply

Trainee applications must be submitted in the trainees' home country:

Argentina

✉	Embajada de Suiza, Avenida Santa Fe 846, piso 12, C1059ABP Buenos Aires, C.A.B.A., Argentina
ⓘ	Age limits: 18-35 - Procedure: 4-8 weeks – Visa required

Australia

✉	Embassy of Switzerland, 7, Melbourne Avenue, Forrest, A.C. T2603, Canberra, Australia canberra@eda.admin.ch
ⓘ	Age limits: 20-30 - Procedure: 4-6 weeks

Canada

✉	Residents of the provinces of QC, ON, PEI, MB, NB, NS, NL, NU must submit their application **by regular mail** to: Consulate General of Switzerland, 1572 Av Du Docteur-Penfield, Montréal, QC H3G 1C4
✉	Residents of the provinces of BC, AB, SK, NT, YT must submit their application **by regular mail** to: Consulate General of Switzerland, World Trade Centre, 790-999 Canada Place, Vancouver, BC V6C 3E1
ⓘ	For YP inquiries only: Embassy of Switzerland in Ottawa, ottawa@eda.admin.ch
ⓘ	Age limits: 18-35 - Procedure: 4-8 weeks – Visa required

Chile

✉	Embajada de Suiza, Av. Américo Vespucio Sur 100, Piso 14, Santiago, Las Condes, Chile
ⓘ	Age limits: 18-35 - Procedure: 4-8 weeks – Visa required

Indonesia

✉	Embassy of Switzerland, Jl.H.R. Rasuna Said, Blok X 3/2, Kuningan, Jakarta-Selatan 12950, Indonesia
ⓘ	Age limits: 18-35 - Procedure: 4-8 weeks

Japan

✉	Embassy of Switzerland, 5-9-12 Minami-Azabu, Minato-ku, Tokyo 106-8589, Japan
ⓘ	Age limit: max. 35 - Procedure: 4-8 weeks

Monaco

✉	Service de l'Emploi, 2 Rue Princesse Antoinette, 98000 Monaco, Monaco
ⓘ	Age limits: 18-35 - Procedure: 4-5 weeks

New Zealand

✉	Embassy of Switzerland, Maritime Tower, Level 12, 10 Customhouse Quay, PO Box 25004, 6146 Wellington, New Zealand
ⓘ	Age limits: 18-30 - Procedure: 4-6 weeks

Philippines

✉	Embassy of Switzerland, 24th Floor, BDO Equitable Bank Tower, 8751 Paseo de Roxas, Makati City 1226, Metro Manila, Philippines
ⓘ	Age limits: 18-35 - Procedure: 6-8 weeks – Visa required

Russia

✉	The Ministry of Internal Affairs of Russian Federation, General Administration for Migration Issues, Tschistoprudnyj Bulvar 12a/1, 101000 Moscow Russia
ⓘ	Age limits: 18-30 - Procedure: 4-8 weeks – Visa required

San Marino

✉	Ambasciata di Svizzera, Via Barnaba Oriani 61, 00197 Roma, Italia
ⓘ	Age limits: 18-35 - Procedure: 4-6 weeks

South Africa

✉	Department of Home Affairs, Dir. Temporary Residence and Refugees, Hallmark Building, Proes Street, Private Bag X114, Pretoria 0001, South Africa
ⓘ	Age limits: 18-35 - Procedure: 4-8 weeks – Visa required

Tunisia

@	Ministère de la formation professionnelle et de l'emploi de la République tunisienne, Bureau de l'émigration et de la Main d'œuvre étrangère, moe@mfpe.gov.tn or Fax: +216 71 795 203
ⓘ	Age limits: 18-35 - Procedure: 4-8 weeks – Visa required

Ukraine

✉	State Employment Office, Abteilung für Aussenarbeitsmigration und internationale Zusammenarbeit, Vul. Esplanadna, 8/10, 0100 Kyiv, Ukraine
ⓘ	Age limits: 18-35 - Procedure: 8 weeks – Visa required

USA

ⓘ	Competent Swiss representation (embassy or consulate general) in the USA. For further information, see: Swiss representation in the United States of America
ⓘ	Age limits: 18-35 - Procedure: 4-8 weeks – Visa required

Imprint
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Section German-speaking Switzerland
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