

## 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 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 Authorities<sup>1</sup>) and the State Secretariat for Migration (SEM) factsheet<sup>2</sup>, 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.

<sup>1</sup> from December 2021

<sup>2</sup> 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 Jura, St. Gallen and Zurich. 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.

### 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 Authorities<sup>3</sup>
2. State Secretariat for Migration (SEM) factsheet<sup>4</sup>.

## 5 Support from Movetia

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](mailto:edith.funicello@movetia.ch)

<sup>3</sup> from December 2021

<sup>4</sup> from 6 December 2021

## 2.1 Switzerland process overview

Application and registration	General information	Documents to be submitted	Comments	Useful links
Application for a work and residence permit	<p>There is <b>no visa requirement</b> for British nationals. However, a work and residence permit are required.</p> <p>The <b>application for a work and residence permit</b> 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 <b>approval procedure</b> of the Swiss authorities is as follows:<sup>5</sup></p> <ol style="list-style-type: none"> <li>1. The cantonal Office of Economy and Labour makes the preliminary decision on the work permit.</li> <li>2. The State Secretariat for Migration gives its approval to the cantonal preliminary decision on the work permit.</li> <li>3. The cantonal migration authority finally makes the decision on the residence permit.</li> </ol>	<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"> <li>1. Copy of employment contract</li> <li>2. CV</li> <li>3. Copy of diplomas and certificates (if none are available, other proof should be enclosed, e.g. a certificate of achievement from a university).</li> <li>4. Copy of valid passport</li> <li>5. Employer's justification of the need for a foreign employee. Movetia provides a template for this purpose. It is recommended to attach<sup>6</sup> the Movetia factsheet (for the attention of the Association of Swiss Labour Market Authorities<sup>7</sup>) and the SEM factsheet<sup>8</sup> to this justification.</li> </ol> <p>All documents must be translated into German, French or Italian. English is also accepted in some cantons.<sup>9</sup></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>	<a href="#">Cantonal immigration and employment market authorities</a>  <a href="#">Swiss health insurance comparison</a>
Registration with the Residents' Registration	You must register with the Residents' Registration Office responsible for your place of residence <b>within 14 days</b> and before taking up gainful employment.	The usual documents to be submitted are:		

<sup>5</sup> cf. Chapter 1.3.

<sup>6</sup> from December 2021

<sup>7</sup> from December 2021

<sup>8</sup> from 6 December 2021

<sup>9</sup> 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 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"> <li>1. Passport copy</li> <li>2. Copy of employment contract</li> <li>3. Copy of certificates and diplomas</li> </ol> <p>The documents must be sent to the employer in an official language of Switzerland or in English.<sup>10</sup></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>	<a href="#">Swiss health insurance comparison</a> <a href="#">United Kingdom (admin.ch)</a>
Host school	<p>The <b>permit must be applied for by the employer</b> and must be completed together with the language assistant:</p> <ol style="list-style-type: none"> <li>1. Fully completed application form (application form F10)</li> <li>2. Confirmation of acceptance from Movetia (confirmation of acceptance into the language assistance programme)</li> <li>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<sup>11</sup>) and the</li> </ol>	Service de la population (Spop) 1, rue du 24-Septembre 2800 Delémont	Other documents may be required by the cantonal authority in some cases.	<a href="#">Application: Form F10</a>

<sup>10</sup> cf. Chapter 1.2.

<sup>11</sup> from December 2021

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
	<p>SEM factsheet<sup>12</sup>. 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><b>Where?</b> By mail or online. The link and password for an online submission must be requested at the following email address: <a href="mailto:liper@jura.ch">liper@jura.ch</a></p> <p><b>When?</b> 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: <a href="mailto:liper@jura.ch">liper@jura.ch</a></p>		

<sup>12</sup> from 6 December 2021

## 2.3 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"> <li>1. Employment contract</li> <li>2. CV</li> <li>3. Diplomas and certificates</li> <li>4. Copy of valid passport</li> </ol> <p>The documents must be translated into German.<sup>13</sup></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>	<a href="#">Swiss health insurance comparison</a> <a href="#">United Kingdom (admin.ch)</a>
Host school	<p>The <b>permit must be applied for by the employer</b> and must be completed together with the language assistant:</p> <ol style="list-style-type: none"> <li>1. Completed application form (application for foreigner permit)</li> <li>2. Confirmation of acceptance from Movetia (confirmation that the applicant has been accepted into the programme)</li> <li>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<sup>14</sup>) and the SEM factsheet<sup>15</sup>. Movetia provides a template for this purpose.</li> <li>4. All documents of the language assistant (see above)</li> </ol>	<p><b>Migrationsamt</b> Oberer Graben 38 9001 St. Gallen Email: <a href="mailto:migrationsamt@sg.ch">migrationsamt@sg.ch</a></p> <p><b>Amt für Wirtschaft und Arbeit</b> 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>	<a href="#">Information sheet for gainfully employed residents</a> <a href="#">Application for a foreigner's permit</a> <a href="#">Migration Office website</a>

<sup>13</sup> cf. Chapter 1.2.

<sup>14</sup> from December 2021

<sup>15</sup> from 6 December 2021

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
	<p><b>Where?</b> 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><b>When?</b> 2 to 3 months before starting work</p>			

## 2.4 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"> <li>1. Employment contract</li> <li>2. CV</li> <li>3. Copies of diplomas and certificates</li> <li>4. Passport copy</li> </ol> <p>The documents must be sent to the employer in an official language of Switzerland or in English.<sup>16</sup></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>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>	<a href="#">Swiss health insurance comparison</a> <a href="#">United Kingdom (admin.ch))</a>
Host school	<p>The <b>permit must be applied for by the employer</b> and must be completed together with the language assistant:</p> <ol style="list-style-type: none"> <li>1. Fully completed application form (application for entry permit)</li> <li>2. Confirmation of acceptance from Movetia (confirmation of acceptance into the language assistance programme in Switzerland)</li> <li>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<sup>17</sup>) and the SEM factsheet<sup>18</sup>. Movetia provides a template for this purpose.</li> </ol>	<p><b>Migrationsamt des Kantons Zürich</b> Berninastrasse 45 Postfach 8090 Zürich</p> <p><b>Amt für Wirtschaft und Arbeit (AWA)</b> Walchestrasse 19 Postfach 8090 Zürich</p>	<p>Other documents may be required by the cantonal authority in some cases.</p>	<a href="#">Application for entry permit</a>

<sup>16</sup> cf. Chapter 1.2.

<sup>17</sup> from December 2021

<sup>18</sup> from 6 December 2021

Who?	Application for a work and residence permit	Responsibility	Comments	Forms and useful links
	<p>4. All documents of the language assistant (see above)</p> <p><b>Where?</b> Online at <a href="http://www.arbeitsbewilligungen.zh.ch">www.arbeitsbewilligungen.zh.ch</a> or by mail to the Office for Economy and Labour (AWA)</p> <p><b>When?</b> 2 to 3 months before starting work</p>			

## 6 Annexes – Enclosures to applications – See table for details

- 1 Movetia factsheet for the Association of Swiss Labour Market Authorities<sup>19</sup>  
2 State Secretariat for Migration (SEM) factsheet<sup>20</sup>

<sup>19</sup> from December 2021  
<sup>20</sup> from 6 December 2021

## Federal Department of Justice and Police FDJP

State Secretariat for Migration SEM  
Labour Market Approval Department

### Translation of the factsheet

Case reference: 420.0-372/36/4

Date / our reference: 6 December 2021 / sem-fisc-bosk

Factsheet: Language Assistants Programme (SAP) CH-UK

#### 1. Current situation / overview

Since 1 January 2021, British nationals have been considered third-country nationals. British nationals entering the country for the first time are admitted on the basis of the Foreign Nationals and Integration Act (AIG). Both quantitative and qualitative admission requirements apply. The Federal Council has allocated a separate quota for UK nationals for 2021 (low utilisation until the end of October 2021): B 24%; L 15%). It has decided to continue this quota for UK nationals for the year 2022 at the same level as an extended transitional solution. The cantons allocate the UK quotas on their own authority, without the consent of the Confederation (see section 4.8.6 of the AIG Regulations).

#### 2. Legal situation

Teachers from third countries can in principle be approved for admission to international schools (section 4.7.7 of the AIG Regulations). Language assistants (e.g. French teachers from third countries at cantonal schools) may be admitted on international exchanges in accordance with Art. 30 para. 1 let. g AIG and Art. 41 VZAE as well as No. 4.4.7 and No. 4.7.5.3 of the AIG Regulations.

The language proficiency requirements must be met if they are teachers of native language and culture (HSK teachers) (Art. 26a AIG). Language assistants are expected to have language skills in the language to be taught (e.g. French, German), as they are prospective language teachers, usually with a Master's degree. **However, a certain language level of the national language spoken at the place of assignment, as is the case with religious care and teaching staff and HSK teachers (Art. 26a AIG), is not a prerequisite.**

#### 3. Salary conditions and part-time labour

Within the framework of the AIG, the cantons examine whether the wages are in line with local, professional and industry standards (Art. 22 AIG). For trainee language teachers or language assistants, the salary should be in line with the usual local and industry rates for internships and allow trainees to cover their living expenses. The job is usually full-time (teaching hours as well as preparation and follow-up). Exceptions are possible, e.g. if further professional training is completed outside the employment context (e.g. lectures at university).

#### 4. Exchange characteristic of the programme

The key aspect of employment as a language assistant in Switzerland on the basis of Art. 41 of the Ordinance on Admission, Stay and Employment (VZAE) is the exchange characteristic. Applications can only be approved if the interstate or international exchange is the main purpose of the stay (principle of reciprocity) and a return trip is guaranteed. Applications must be submitted in cooperation with organisations that aim to promote youth, economic, scientific and cultural exchange at international level (e.g. MOVETIA).



Référence du dossier : 420.0-372/36/4  
Date/Notre référence : 6 décembre 2021 / sem-fisc-bosk

## Fiche d'information : programme d'assistance de langue (SAP) CH-UK

### 1. Contexte/Aperçu

Depuis le 1<sup>er</sup> janvier 2021, les ressortissants britanniques sont considérés comme ressortissants d'un État tiers. Les citoyens britanniques qui entrent pour la première fois en Suisse y sont admis conformément à la loi fédérale sur les étrangers et l'intégration (LEI) et sont par conséquent soumis à des conditions d'admission tant quantitatives que qualitatives. Le Conseil fédéral avait fixé pour 2021 un contingent distinct à leur intention (peu utilisé jusqu'à fin octobre 2021 : B 24 % ; L 15 %). Il a décidé de reconduire ce contingent au même niveau pour 2022 à titre de solution transitoire élargie. Les cantons délivrent les autorisations relevant de ce contingent de leur propre chef, c'est-à-dire sans en référer à la Confédération (cf. ch. 4.8.6 des directives LEI).

### 2. Situation juridique

Les enseignants en provenance d'États tiers peuvent en principe être autorisés à venir en Suisse aux conditions prévues pour l'admission auprès des écoles internationales (ch. 4.7.7 des directives LEI). **Les assistants de langue (par ex., enseignants de français en provenance d'États tiers appelés à travailler dans une école cantonale) peuvent être admis au titre d'un échange international** conformément aux art. 30, al. 1, let. g, LEI et 41 de l'ordonnance relative à l'admission, au séjour et à l'exercice d'une activité lucrative (OASA) ainsi qu'aux ch. 4.4.7 et 4.7.5.3 des directives LEI.

Les personnes qui dispensent des cours de langue et de culture de leur pays d'origine doivent remplir les exigences linguistiques usuelles (art. 26a LEI). S'agissant d'assistants de langue, il y a tout lieu de penser qu'ils disposent de connaissances linguistiques dans la langue à enseigner (par ex., français ou allemand), vu qu'il s'agit de futurs enseignants de langue généralement titulaires d'un master. **Les personnes qui assurent un encadrement ou un enseignement religieux ou dispensent des cours de langue et de culture de leur pays d'origine (art. 26a LEI) ne sont, quant à elles, pas supposées posséder un certain niveau linguistique dans la langue nationale parlée sur leur lieu de travail.**

### 3. Conditions salariales et travail à temps partiel

Les cantons vérifient si les conditions de rémunération et de travail usuelles du lieu, de la profession et de la branche sont respectées (art. 22 LEI). Les futurs enseignants et assistants de langue doivent être rémunérés conformément au barème usuel du lieu et de la branche applicable aux stagiaires et de façon à ce qu'ils puissent couvrir leurs propres frais de subsistance. Ils travaillent en règle générale à temps plein (heures de cours, préparation et suivi). Des dérogations sont possibles p. ex. quand une formation continue spécialisée est suivie en dehors des relations contractuelles avec l'employeur (p. ex. des cours à l'université).

#### **4. Réciprocité du programme**

Une activité lucrative en tant qu'assistant de langue en Suisse au sens de l'art. 41 OASA doit s'inscrire dans la **réciprocité**. Une demande ne peut être acceptée que si le but principal du séjour est un échange interétatique ou international (**principe de réciprocité**) et que le retour de l'intéressé dans son pays est garanti. Les demandes doivent être déposées en collaboration avec des organisations qui promeuvent les échanges internationaux dans les domaines de la jeunesse, de l'économie, de la recherche ou de la culture (par ex., MOVETIA).