

SHORT TERM (L) PERMIT ASSIGNMENT PROCESS MAP

STEP 8: SWISS HEALTH INSURANCE

The applicant (and family) must be enrolled with the Swiss health insurance system unless exempt due to social security treaty between Switzerland and the applicant's home country. The application for exemption, or filing the Swiss health insurance policy with the authorities, must be made within three months of registration.

Processing time: 1-3 months

STEP 7: L PERMIT ISSUANCE

Four to six weeks after registration the permit can be collected.

Processing time: 4-6 weeks

STEP 6: MULTIPLE ENTRY VISA

If the Type D visa issued by the Swiss consulate is a single entry visa only, it is recommended that the assignee (and family) apply for multiple entry visa(s) at the migration authority, to facilitate re-entry to Switzerland prior to the issuance of the L permit card. Note that this application can only be made if the applicant will be working and residing in the same canton.

STEP 5: REGISTRATION

Registration must be done within 14 days of arrival and prior to commencing work. There is a biometric component, and fingerprints and a biometric photograph will be taken at the appointment, although some cantons may require that a second appointment is made for taking the biometric details. Work can be commenced once the registration has been carried out.

STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal, Swiss entity, and the company documentation. FGI will review all documentation and revert back with any issues or missing items.

STEP 2: L PERMIT APPLICATION

Once all documents are received, FGI submits the application to the labour market authority. Once the labour authorities have approved the application, it is then forwarded to the Swiss federal immigration authorities for the second approval, and then from there, it is forwarded to the migration authority for the final approval/visa claim confirmation.

Processing time: 6-8 weeks

STEP 3: LONG TERM VISA TYPE D

Once the L Permit is approved, the applicant must apply for the entry visa from the Swiss Embassy or Consulate specified in their application.

Processing time: 1-7 days

STEP 4: ENTRY TO SWITZERLAND

The assignee (and family) may now enter Switzerland with their passports and Type D visas, which should be stamped on entry at the port of entry.

