

## SHORT TERM PERMIT (UP TO 4 MONTHS) ASSIGNMENT PROCESS MAP

### STEP 2: FOUR MONTH PERMIT APPLICATION

FGI submits the application to the labour market authority. Once the labour authorities have approved the application, it is then forwarded to the immigration authorities for the final approval. Processing time: 4-6 weeks

### STEP 3: TYPE D APPLICATION

Once the permit is approved, the applicant must apply for the entry visa from the Swiss Embassy or Consulate specified in their application. Note that a multiple entry visa should be applied for, to facilitate travel, but that the Embassy or Consulate may issue a single entry visa at their own discretion. Processing time: 1-7 days

### STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal, Swiss entity, and the company documents. FGI reviews all documentation and reverts back with any issues, missing information, etc.

### STEP 4: ENTRY TO SWITZERLAND

The applicant may now enter Switzerland and begin working. No registration is required.

