

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

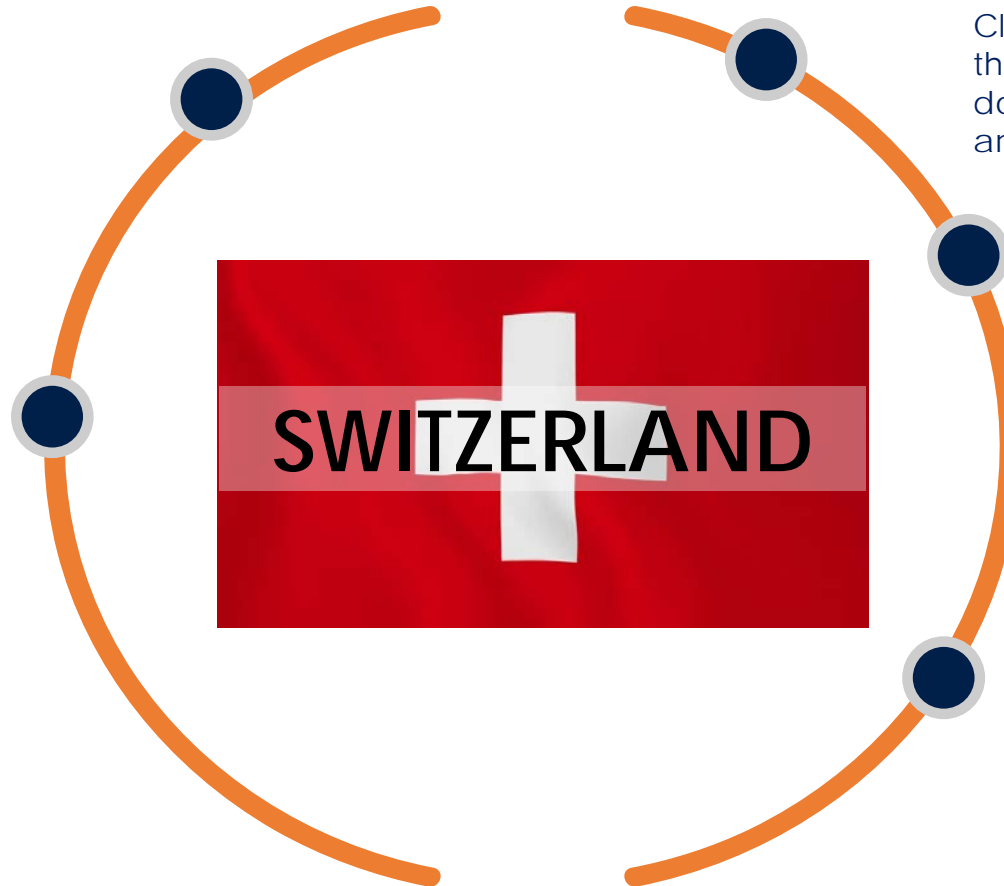
### STEP 5: ENTRY TO SWITZERLAND

The assignee may now enter Switzerland and begin work immediately. No registration is required.

### STEP 4: LONG TERM VISA (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 documentation. FGI will review all documentation and revert back with any issues or missing items.

### STEP 2: LOCAL LABOUR MARKET SEARCH

The position must be advertised nationally and internationally for approximately one month to demonstrate that efforts have been made to recruit a Swiss/EEA/EFTA national/resident worker. This can be waived if the applicant is a senior manager, with salary of at least 120,000CHF/annum transferring within the same group of companies to a management position in Switzerland.

Processing time: 3-6 weeks

### STEP 3: 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 or visa claim confirmation (for those nationalities requiring a visa). Note that timing varies depending on canton.

Processing time: 4-6 weeks