

# Working as a trainee in Switzerland

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Source: [www.swissemigration.ch](http://www.swissemigration.ch)



**Federal Office for Migration**



SCHWEIZERISCHE EIDGENOSSENSCHAFT  
CONFÉDÉRATION SUISSE  
CONFEDERAZIONE SVIZZERA  
SWISS CONFEDERATION

# 1. PREREQUISITES

Switzerland has concluded so-called trainee agreements with about 30 countries in order to enable young people to extend their occupational and linguistic skills in Switzerland.

- Argentina
- Australia
- Bulgaria
- Canada
- Czech Republic
- Hungary
- Monaco
- New Zealand
- Philippines
- Poland
- Romania
- Russia
- Slovakia
- South Africa
- Ukraine
- USA

To qualify as trainees, nationals of these countries must have concluded vocational training of at least two years' duration. The agreement with Canada also admits students for working stays in connection with their education. Age limit: 35 years (exceptions: Australia, Hungary, New Zealand, Poland and Russia: 30 years).

★★★ As a consequence of the bilateral agreements between Switzerland and the EU/EFTA (free movement of persons), nationals of the 15 old EU countries and of Norway no longer need a work permit in Switzerland. The labour market check has been replaced by an obligation to register with the authorities: working stays of more than four months must be formally registered with the labour market authorities. Owing to this improved legal status, the trainee agreements with these countries have been terminated.

★★★ Nationals of the new EU countries Bulgaria, Hungary, Poland, Romania, Slovakia and the Czech Republic still need a work permit in Switzerland. For these, trainee agreements will remain the easiest possibility of obtaining a Swiss residence and work permit.

The trainee agreements are valid for any occupations that foreign nationals are not prohibited from exercising in Switzerland. For professions which require a government approval, the corresponding permit must be obtained.

*During their stay, trainees are required to work in the occupation that they have learned or in their study major. Part-time work or working as a self-employed person are not permitted.*

In the context of the trainee agreements, work permits are granted for a maximum of 18 months.

Trainees are in Switzerland for the purpose of further training, not to solve personnel bottlenecks in the firm by which they are employed.

*Trainees must be paid in accordance with the rates that are customary locally and in the industry. For students from Canada, payment provisions for trainees are applicable.*

Several trainee stays are possible if their overall duration does not exceed a total of 18 months. Earlier working stays in Switzerland (including work outside the trainee agreements) are added on. If more than one trainee is employed, they must not exceed 5% of the firm's entire workforce.

The subsequent immigration of families is not provided for.

# 2. EMPLOYMENT CONTRACT

The basis for the issuance of a trainee permit is a written employment contract in triplicate.

*The employment contract must contain the following information:*

- type of employment and further training programmes (job description, working schedule, attendance of courses, etc.);
- duration of employment (consider the time required by the permit procedures!);
- pay, trial period, period of notice;

- working hours, holiday entitlement;
- health and accident insurance (according to the Health Insurance Act);
- travelling costs.

You can order standard employment contracts from us or print them out from our website under [www.swissemigration.ch](http://www.swissemigration.ch).

*Trainees are subject to the customary provisions of labour law. Their employers are responsible for an appropriate accident and health insurance cover.*

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

### **3. WORK PERMIT**

Swiss employers who would like to employ a foreign trainee send this trainee the employment contract and two official application forms for a work permit. You can order application forms from us or download them from our website under [www.swissemigration.ch](http://www.swissemigration.ch).

*Please note: Work permits must be applied for by the trainees themselves, not by their employers, and the application must be submitted in the trainees' home country (see below).*

The authorities in the trainees' own countries will require further documents (curriculum vitae, copies of their vocational diploma, possible employers' references, character reference, etc.).

### **4. IMMIGRATION AND REGISTRATION**

If a trainee work permit is granted, you will receive permission for immigration. This permission will contain all the necessary information for immigration and registration in Switzerland.

*Please note: Trainees from Bulgaria and Romania and non-EU/EFTA countries must wait for the decision regarding permission abroad.*

### **5. CHANGING JOB AND EXTENDING THE STAY**

Jobs may only be changed in justified cases, which are subject to permission. An occupational practical can be extended to a maximum duration of 18 months.

*A written application must include:*

- the trainee's reasons for the change,
- a copy of the letter of notice or release,
- the new employer's employment contract and further training program.

*Job changes and extensions must be applied for as early as possible at the:*

✉ Federal Office for Migration (FOM)  
Emigration and Trainees  
Quellenweg 6  
3003 Bern-Wabern/Switzerland

## 6. WHERE TO APPLY

*Trainee work permits must be submitted in the trainees' home country:*

### **Argentinien/Argentine/Argentina\*)**

Embajada de Suiza  
Apartado 76  
Sucursal Pza San Martín  
C1059ABP Buenos Aires  
Argentina

Alter/Age/Ètà 18 - 35  
4 - 8 Wochen/*semaines*/settimane

### **Australien/Australie/Australia\*)**

Embassy of Switzerland  
7, Melbourne Avenue  
Canberra, Forrest, A.C.T2603  
Australia

Alter/Age/Ètà 20 - 30  
4 - 6 Wochen/*semaines*/settimane

### **Bulgarien/Bulgarie/Bulgaria\*)**

National Employment Agency  
Directorate International  
Labour Migration and mediation  
bld. Dondoukov 3  
1000 Sofia  
Bulgaria

Alter/Age/Ètà 18 - 35  
4 - 8 Wochen/*semaines*/settimane

### **Kanada/Canada/Canada\*)**

Embassy of Switzerland  
Ambassade de Suisse  
5 Marlborough Avenue  
Ottawa, ON K1N 8E6  
Canada

Nur Information, Gesuchstellung bei dem für den Wohnort des Stagiaires zuständigen Schweizer Generalkonsulat (Adressen: [www.eda.admin.ch](http://www.eda.admin.ch) >Vertretungen

*Information uniquement. La demande doit être effectuée auprès du consulat général de Suisse compétent pour le lieu de domicile du stagiaire (adresses: [www.eda.admin.ch](http://www.eda.admin.ch) >Représentations*  
Solo informazioni. La domanda dev'essere presentata al consolato generale di Svizzera competente per il luogo di domicilio del tirocinante (indirizzi: [www.eda.admin.ch](http://www.eda.admin.ch) >Rappresentanze

Alter/Age/Ètà 18 - 35  
4 - 8 Wochen/*semaines*/settimane

### **Monaco/Monaco/Monaco**

Service de l'Emploi  
2, rue Princesse Antoinette  
98000 Monaco  
Monaco

Alter/Age/Ètà 18 - 35  
4 - 5 Wochen/*semaines*/settimane

### **Neuseeland/Nouvelle-Zélande/Nuova Zelanda**

Embassy of Switzerland  
22 Panama Street  
Wellington  
New Zealand

Alter/Age/Ètà 18 - 30  
4 - 6 Wochen/*semaines*/settimane

### **Philippinen/Philippines/Filippine\*)**

Philippine Overseas Employment Administration  
Welfare and Employment Office  
Department of Labor & Employment  
POEA Building, EDSA cor. Ortigas Ave.  
Mandaluyong City  
P.O. Box 4061  
Manila  
Philippines

Alter/Age/Ètà 18 - 35  
6 - 8 Wochen/*semaines*/settimane

### **Polen/Pologne/Polonia**

Komenda Glówna  
Ochotniczych Hufców Pracy OHP  
ul. Kolejowa 19/21  
01-217 Warszawa  
Poland

Informationen und Gesuchstellung bei dem für den Wohnort des Stagiaires zuständigen regionalen Woiwodschaftsarbeitsamt.

*Informations et présentation de la demande auprès de l'Office régional compétent de la voïvodie.*

Informazioni e presentazione della domanda presso il competente Ufficio regionale della Voivodia.

Alter/Age/Ètà 18 - 30  
4 - 8 Wochen/*semaines*/settimane

### **Rumänien/Roumanie/Romania\*)**

Oficiul pentru Migratia  
Fortei de Muncă  
Strada Avalansei, nr. 20-22  
Bucuresti, Sector 4  
Romania

Alter/Age/Ètà 18 - 35  
6 - 8 Wochen/*semaines*/settimane

**Russland/Russie/Russia\*)**

Federal Migration Service of Russia  
2-Mjasnikovskaja 10A  
107564 Moscow  
Russia

Alter/Age/età 18 - 30  
4 - 8 Wochen/*semaines*/settimane

**Slowakei/Slovaquie/Slovacchia**

Zentralstelle für Arbeit, Soziales und Familie  
Ustredie prace, socialnych veci y rodiny  
Odbor sprostredkovatel'skych sluzieb  
Spitalska 8  
812 67 Bratislava  
Slovakia

Alter/Age/età 18 - 35  
4 - 6 Wochen/*semaines*/settimane

**Südafrika/Afrique du Sud/Sudafrica\*)**

Department of Home Affairs  
Att. Ms Rachelle Reyneke  
Corner Maggs and Pretorium Streets, Waltloo  
Private Bag X114  
0001 Pretoria  
South Africa

Alter/Age/età 18 - 35  
4 - 8 Wochen/*semaines*/settimane

**Tschechische Republik/République tchèque/Repubblica Ceca**

Ministertvo prace a socialních vecí,  
České Republiky,  
Správa sluzeb zamestnanosti  
Na poricním právu 376/1  
128 01 Praha 2  
Czech Republic

Informationen und Gesuchstellung bei dem für den Wohnort des Stagiaires zuständigen regionalen Arbeitsamt.

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Alter/Age/età 18 - 35  
4 - 8 Wochen/*semaines*/settimane

**Ungarn/Hongrie/Ungheria**

Foglalkoztatási Hivatal  
Hauptabteilung für Internationale Beziehungen und Migration  
Szesgyar u. 4  
1086 Budapest  
Hungary

Alter/Age/età 18 - 30  
4 - 6 Wochen/*semaines*/settimane

**Vereinigte Staaten/Etats-Unis/ Stati Uniti d'America\*)**

AIPT  
Association for International Practical Training  
10400 Little Patuxent Parkway, Suite 250  
Columbia, Maryland 21044-3519  
USA

Kostenpflichtiger Dienst  
*Service payant*  
Servizio a pagamento

Alter/Age/età 18 - 35  
8 - 12 Wochen/*semaines*/settimane

\*) **Obligation to hold a visa:** Nationals of these countries will need a visa for entry into Switzerland.

*Imprint: Swiss Federal Office for Migration,  
Emigration and Trainee Section, Quellenweg  
6, 3003 Bern-Wabern/Switzerland*

*Mail: [swiss.emigration@bfm.admin.ch](mailto:swiss.emigration@bfm.admin.ch)*

*Web: [www.swissemigration.ch](http://www.swissemigration.ch)*

*Document: STAGIAIREAUSLAND\_WGL\_E.DOC*

*Update: 12.12.2008*