

# Checklist for your installation in Switzerland

## Checklist: signature of the rental lease in Switzerland

- Copy of your I.D.
- Employment contract in Switzerland
- Certificate of non-prosecution aka 'attestation de non poursuite' (if in Switzerland for more than 3 months)
- Household liability insurance offer or policy (if in Switzerland for more than 3 months)
- For students, copy of the ID of the guarantor for the accomodation
- For students, last 3 payslips of the guarantor for the accomodation
- Bank rental guarantee or surety

## Checklist: work permit (to be sent to your employer)

- Copy of your ID
- Employment contract in Switzerland
- Certificate of non-prosecution aka 'attestation de non poursuite' (if in Switzerland for more than 3 months)
- Household liability insurance offer or policy (if in Switzerland for more than 3 months)

## Checklist: B EU/EFTA permit 'livret pour étranger' (to be sent to the Cantonal Office or to the municipality of residence)

- Family Certificate issued by the authorities of the country of origin confirming that the person is a member of the family
- Tax payment certificate
- Copy of your I.D.
- Family record book 'Livret de famille'
- Rental lease

## Checklist: moving (to be sent to Swiss Customs)

- Customs declaration for clearance of household goods
- List of goods to be imported (vehicles, furniture, household appliances, clothes, etc.)
- Rental lease
- Work contract
- Registration confirmation from the commune of residence
- Certificate of departure from the country of origin of the move
- Foreign driving licence for the vehicle
- Residence permit

### **Checklist: subscriptions**

- Bank current account
- Bankcard
- Bank Web Banking
- Electricity
- Telephone
- Internet

### **Checklist: school enrollment**

- Registration Form
- School reports
- Civil Liability Insurance Certificate
- Accident Insurance Certificate
- Medical instructions and allergy declaration form
- Canteen registration
- School bus reservation

### **Checklist: further steps**

- Driving licence
- Certificate of 'non-prosecution'
- Criminal record
- Cantonal administrative procedures

### **Checklist: previous residence**

- Cancel subscriptions
- Check direct debits
- Check reimbursements
- Tax clearance from the previous country of residence
- Social clearance from the country of previous residence ('points' for pension, provident funds)

### **Checklist: country of origin**

- Register at the Consulate
- Register as a non-resident elector