



Relocation Checklist

Before moving 1/2

☐ Residence permit

If you are staying for more than 3 months, you must have a valid work and/or residence permit. For citizens of EU-25*/EFTA states a simplified permit procedure applies. You can apply for your work and residence permit directly at the Migration Office of the Canton of Schaffhausen within 14 days after arrival and before commencing employment. Required documents include a valid identity card or passport as well as a written letter of confirmation from the employer (e.g. employment contract with stated duration of employment). For further information please visit www.sem.admin.ch.

* For citizens of Bulgaria, Croatia and Romania, admission restrictions apply. Further information can be found at www.sem.admin.ch > Entry, residence & working > Free Movement of Persons Switzerland - EU/EFTA.

☐ House-hunting

The easiest way to find apartments or houses for rent is on the internet*, in the local press or from property management companies. There are also specialized companies (Relocation Services) that can provide you with a range of services to assist you with your relocation from abroad. Please have the following documents available for viewing the apartment:

- ☐ Copy of residence permit / valid identity card
- ☐ Copy of employment contract
- ☐ Contact details of the last landlord
- ☐ «Betreibungsauskunft» (extract from debt collection register): This is a legal Swiss document, which provides proof that you have paid all your bills on time. Information can be obtained at your local «Betreibungsamt»

* Real estate on the internet (selection): www.homegate.ch / www.newhome.ch / www.immoscout24.ch

☐ Taxes

Foreign employees without a permanent residence permit pay withholding tax in Switzerland. A tax calculator is available at www.steuerrechner.sh.ch



Economic Promotion Canton of Schaffhausen

Freier Platz 10
CH-8200 Schaffhausen
T +41 52 674 03 03
info@standort.sh.ch
www.standort.sh.ch

For more information on each topic,
please consult our guide for new-
comers at:

www.standort.sh.ch/publikationen-en

Employment Office Canton of Schaffhausen

Mühlentalstrasse 105
CH-8200 Schaffhausen
T +41 52 632 72 62
arbeitsamt@ktsh.ch
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migrationsamt@ktsh.ch
www.sh.ch



Relocation Checklist

Before moving 2/2

☐ Salary- and social contributions

Salaries are negotiated and agreed individually with the employer. Social security contributions are deducted from gross salary. These are:

- | | |
|--|---|
| <input type="checkbox"/> Old-age and survivors' insurance (AHV), | <input type="checkbox"/> Pension fund (BVG) |
| Disability insurance (IV), loss of earnings (EO) | <input type="checkbox"/> Accident insurance (UVG) |
| <input type="checkbox"/> Unemployment insurance (ALV) | <input type="checkbox"/> Social fund |

You can obtain further information from your employer or the social security office of the Canton of Schaffhausen www.svash.ch

☐ Pension plan

Ask your insurance company in your home country about the ideal solution for your pension plan for a stay abroad or emigration.

☐ Health insurance

You must register with a Swiss health insurance within 3 months of entering the country. The benefits of the compulsory basic insurance are prescribed by law and are the same for all health insurance companies. A premium comparison on www.priminfo.ch is worthwhile in advance, as the insurance companies have various savings models and offers for supplementary insurance.

☐ Accident insurance

If you are employed (at least 8 hours per week), you are automatically insured by your employer against occupational and non-occupational accidents. Otherwise, you must insure yourself against accidents.

☐ Customs and entry regulations

Before moving to Switzerland, you should read up on the customs regulations at www.ezv.admin.ch.

☐ Miscellaneous

Do not forget to undertake the following terminations and/or modifications in your home country:

- | | |
|---|---|
| <input type="checkbox"/> Health insurance | <input type="checkbox"/> Newspapers and magazines |
| <input type="checkbox"/> Car insurance | <input type="checkbox"/> Registration office |
| <input type="checkbox"/> Phone, mobile phone, internet and TV | <input type="checkbox"/> Forwarding of post |



Info

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