



# Relocation Checklist

## After moving 1/2

### ☐ Registration of residence

Register your place of residence within the required time (14 days from the date of entry and before starting work) at the registration office of your place of residence. You can find the address on the website of your municipality. Be sure to have the following documents on hand:

- |  |  |
|--|--|
| <input type="checkbox"/> Valid official identification of each family member entering Switzerland  | <input type="checkbox"/> Proof of compulsory basic insurance with a Swiss health insurance company (can be handed in up to 3 months after date of entry) |
| <input type="checkbox"/> 1 passport photo of each family member entering Switzerland   | <input type="checkbox"/> Copy of the current Swiss tenancy agreement   |
| <input type="checkbox"/> Documentation of your family status (family register, marriage certificate, birth certificates for minor children etc.) |  |
| <input type="checkbox"/> Employment contract or university admission document  |  |

### ☐ Registration procedure for short-term employment

Nationals of the EU-25/EFTA Member States and employees sent to Switzerland by companies or associations based in an EU-25/EFTA Member State do not require a permit for a stay of less than 90 days, but are required to register.

EU-2 nationals (Bulgaria and Romania) also benefit from this regime under certain circumstances.

[www.seco.admin.ch](http://www.seco.admin.ch) > Arbeit > Personenfreizügigkeit und Arbeitsbeziehungen > Entsendung und Flankierende Massnahmen > Entsendung (Information is available in German, French and Italian)

### ☐ Household, private liability and legal protection insurance\*

Take out household and private liability insurance. For legal disputes you can insure yourself with a legal protection insurance.

### ☐ Phone

The telephone company can be freely chosen in Switzerland. Information about telephone companies and devices can be provided by any specialist shop.



### Info

#### **Economic Promotion Canton of Schaffhausen**

Freier Platz 10  
CH-8200 Schaffhausen  
T +41 52 674 03 03  
[info@standort.sh.ch](mailto:info@standort.sh.ch)  
[www.standort.sh.ch](http://www.standort.sh.ch)

For more information on each topic, please consult our guide for newcomers at:

[www.standort.sh.ch/publikationen-en](http://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](mailto:arbeitsamt@ktsh.ch)  
[www.sh.ch](http://www.sh.ch)

#### **Migration Office Canton of Schaffhausen**

Mühlentalstrasse 105  
CH-8200 Schaffhausen  
T +41 52 632 74 76  
[migrationsamt@ktsh.ch](mailto:migrationsamt@ktsh.ch)  
[www.sh.ch](http://www.sh.ch)



# Relocation Checklist

## After moving 2/2

### ☐ Radio, TV and internet

Most apartments and houses in the canton of Schaffhausen have a cable connection. The Schaffhausen-based cable network operator sasag Kabelkommunikation AG ([www.sasag.ch](http://www.sasag.ch)) and other national companies offer appropriate access.

☐ A radio and television levy is mandatory for every household and business, regardless of the equipment used. Registration at [www.serafe.ch](http://www.serafe.ch).

### ☐ Bank account and credit card

Open a bank account and apply for a credit card. You will find a list of banks based in Schaffhausen in the "Guide for New Residents". Then open the account in person. Please take the following documents with you:

- ☐ Residence permit / valid identification (if your residence permit has not been issued yet, a confirmation of your place of residence is sufficient)
- ☐ If existing: employment contract

### ☐ Driving licence and car admission

You have to transfer your driving licence no later than 12 months after your entry and register your car at the Cantonal Road Traffic and Shipping Office in Schaffhausen ([www.sh.ch](http://www.sh.ch) > Dienststellen > S > Stassenverkehrs- und Schifffahrtsamt > Fahrzeug und Kontrollschilder > An- und Abmelden des Fahrzeugs).

The deadlines for registration are:

- ☐ 12 months in the case of import of a used car
- ☐ 1 month in the case of import of a new car

### ☐ Car insurance\*

For the registration of your car in Switzerland you need proof of insurance with a Swiss insurance company.

\* The insurance business in Switzerland has been liberalised. The best way to find out about premiums, costs, services, etc. is to obtain information directly from an insurance company or an independent insurance consultant of your choice.



### Info

#### **Economic Promotion Canton of Schaffhausen**

Freier Platz 10  
CH-8200 Schaffhausen  
T +41 52 674 03 03  
[info@standort.sh.ch](mailto:info@standort.sh.ch)  
[www.standort.sh.ch](http://www.standort.sh.ch)

For more information on each topic, please consult our guide for New Residents at:  
[www.standort.sh.ch/publikationen-en](http://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](mailto:arbeitsamt@ktsh.ch)  
[www.sh.ch](http://www.sh.ch)

#### **Migration Office Canton of Schaffhausen**

Mühlentalstrasse 105  
CH-8200 Schaffhausen  
T +41 52 632 74 76  
[migrationsamt@ktsh.ch](mailto:migrationsamt@ktsh.ch)  
[www.sh.ch](http://www.sh.ch)