

LIST OF REQUIRED ENCLOSURES

Type of Assignment	List of Required Enclosures										
	Reasons for application (incl. information about company, project, job and foreign employee)	Application form	Written employment agreement or delegation confirmation (incl. allowances and/or coverage of expenses while in Switzerland)	CV	Proof of qualification (e.g. diploma)	Proof of recruiting efforts in Switzerland and EU- or EFTA- states (e.g. copy of ads)	Description of training program	Proof of school enrollment and internship requirement	Copy of contract for services	Business plan	Copy of valid passport
Transfer within the company:											
- Sr. Manager	X	X	X								X
- Highly qualified Specialist	X	X	X								X
- Trainee	X	X	X	X	X		X				X
Sr. Manager to start up a new company in Switzerland	X	X	X	X	X					X	X
Service Contractor	X	X	X	X	X				X		X
Intern (to full-fill part of university requirement)	X	X	X	X	X		X	X			X
Highly qualified Specialist for short-term assignment	X	X	X	X	X	X					X