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## Living and working in Switzerland

The contents of our information materials as well as those that are found on our website are of a purely informative nature. Although we take great care in ensuring that the information that we provide is correct, we cannot guarantee its accuracy, reliability or completeness. The contents of this publication may be changed without prior notice.

This sheet provides specific information on applications for Living and Working in Switzerland. General Information may be obtained from The Swiss Emigration website.

See: <http://www.bfm.admin.ch/content/bfm/en/home.html>

### Students

Switzerland has a largely decentralized education system. Due to its reputation of offering quality education, the number of students in Swiss universities is constantly increasing. However, despite the increasing international mobility, it is still not easy for foreign students to be admitted to universities in Switzerland.

Most foreign students who wish to pursue their studies in Switzerland are required to lodge an application for an entry visa at the Swiss embassy or consulate that is competent in their country/area of residence. The application will then be transmitted for decision to the Swiss immigration authority where the student intends to reside. Detailed information on the application procedure and requirements may be found on the following link:

See: [http://www.eda.admin.ch/eda/en/home/reps/asia/vphl/ref\\_visinf/visphl.html](http://www.eda.admin.ch/eda/en/home/reps/asia/vphl/ref_visinf/visphl.html)

For more information about schools and universities, kindly refer to the following websites:

Directory of authorities: [www.ch.ch](http://www.ch.ch)

Universities: [www.swissuniversity.ch](http://www.swissuniversity.ch)

### Labour / Work permits

Switzerland has a dual system for the admission of foreign workers. Gainfully employed nationals from EU/EFTA States can benefit from agreements on the free movement of persons. Only a limited number of management level employees, specialists and other qualified employees are admitted from other countries.

It is not easy for non-European jobseekers to find employment in Switzerland and to obtain the necessary work permit. Only skilled labour needed by Switzerland is admitted from so-called Third States. In order to obtain a work permit from the competent Swiss authorities, it is actually not enough to have an offer of employment. Your employer must still prove the following: that he/she has not been able to find a Swiss citizen or a national from an EU/EFTA country to occupy the vacancy, that your qualifications are adequate and that the working and salary conditions have been met. Moreover, the number of permits issued is limited.

### Jobseekers / Trainees

In Switzerland, job vacancies are published in newspapers or specialized journals. Many companies also publish vacancies on their respective websites. Large firms also accept spontaneous

applications. Personal connections very often play an important role when looking for a job. You may also check online services that publish job advertisements on the Internet.

Please be advised that the Embassy does not dispose of information on vacancies in Switzerland, nor is it in a position to provide assistance in terms of recruitment.

An agreement between Switzerland and the Republic of the Philippines on the Exchange of Professional and Technical Trainees is currently in force. Applications are subject to certain conditions, of which the basic ones are the following: trainee must be below thirty five years old, stay in Switzerland must not exceed eighteen months. Further information may be obtained by contacting the implementing agency in the Philippines.

### **Philippine Overseas Employment Administration (POEA)**

POEA Building  
Edsa cor. Ortigas Ave.  
Mandaluyong City  
Email: [info@poea.gov.ph](mailto:info@poea.gov.ph)  
Web address: [www.poea.gov.ph](http://www.poea.gov.ph)

### **General Information**

The Embassy of Switzerland is committed to continuously improving its services to its clients. If you wish to obtain further information, kindly inquire through the following channels:

For general matters: +632 845 4545 (telephone); +632 845 4538 (fax)  
For visa matters: +632 845 4545 then press 1 (telephone); +632 845 4539 (fax)  
Email address: [man.vertretung@eda.admin.ch](mailto:man.vertretung@eda.admin.ch)

### **Working hours**

The Embassy of Switzerland is

- open from Monday to Thursday between 9:00 AM to 12:00 NN and Friday between 9:00 to 11:00 AM.
- closed during weekends as well as on Philippine and Swiss holidays.