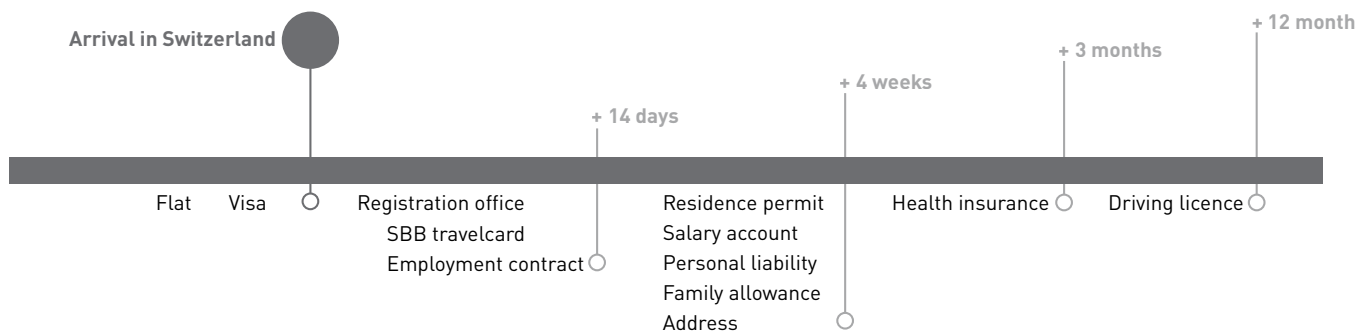


Checklist 'New in Switzerland'

for new employees from abroad

It is almost time for you to take up your position with ETH Zurich and we are looking forward to meeting you! This checklist helps you to be mindful of the most important deadlines – from the date your contract is issued to the day you start work.

Explanations of the following points as well as further useful information about living in Switzerland can be found on the ETH Zurich Welcome Center homepage: www.welcomecenter.ethz.ch →



Before arriving in Switzerland

Check	Appointment	Comment
Collect your visa		Collect your visa from the Swiss representation in your country of residence. Employees from non-EU/EFTA countries need a visa to enter Switzerland. You will be notified when your visa has been issued and when it is ready for collection at the Swiss representation in your country. You must collect your visa in person. We recommend that you contact the Swiss representation before collecting your visa to ensure that all the necessary documentation is available. Nationals of Andorra, Brunei, Japan, Malaysia, New Zealand, San Marino, Singapore and Vatican City only require a residence permit to enter Switzerland. Please be aware that you will only be allowed to enter Switzerland once you have received your visa or secured your residence permit!
Find accommodation		Although finding appropriate accommodation in Zurich is a challenge, it is easier if done in person. We recommend that you make temporary arrangements for the first few weeks (hotel, student housing, airbnb). www.wohnen.ethz.ch/en.html →

After arriving in Switzerland

Check	Appointment	Comment
Register at the local residents' registration office		Within 14 days of your arrival, or at the latest before your first day working for ETH Zurich, you must visit the residents' registration office responsible for your place of residence in order to complete the formal requirements for your stay.
Send a copy of your Swiss identity document for foreign nationals to HR		You will receive this document around four weeks after you register at the residents' registration office. Please upload a copy of your valid permit (front and back) via ETHIS > Persönlich > Persönliche Daten > Submit residence permit
Open a bank account		You cannot open a bank account until you have received your Swiss identity document for foreign nationals. Take both this document and your passport along with you when you open an account at your chosen bank.
Sign and return your employment contract		We do not usually send employment contracts abroad. The original copy of the contract goes to the responsible administrative assistant from whom you can collect it. Sign two copies without delay and return an original to Human Resources.

Take out health insurance or apply for exemption	You must take out health insurance with a state-approved insurer within three months of arriving in Switzerland. www.comparis.ch → Certain groups of individuals can be exempted from this obligation under special circumstances. You can find information about the possibility of exemption at www.gd.zh.ch/kvg →
Take out personal liability insurance	If you scratch the paintwork on an expensive car with your bike or your children smash a window playing football, personal liability insurance protects you from being liable for damages if you injure another person or damage their property. Although it is not obligatory to take out personal liability insurance in Switzerland, it is strongly recommended . This insurance is often required if you want to sign a tenancy agreement. www.comparis.ch →
Convert your driving licence	Your foreign driving licence must be changed to a Swiss one within a year of your arrival in Switzerland. The driver and vehicle licensing office in your canton of residence is responsible for this.

On your first day at work

On your first day at work, you can view your employment and salary information and edit your personal details on the online employee portal in ETHIS (ETH Information and Support System). Please tell us the following in good time via ETHIS <https://ethis.ethz.ch> →

Check Appointment	Comment
Specify your salary account	If possible, specify where you would like your salary to be paid into before the first payment is made on the 24th/25th of the month. Until you have a Swiss bank account, your salary will be paid to you in cash at the cash desk on our Zentrum (HG F 67.1) or Hönggerberg (HIL D 25.9) campuses.
Apply to HR for family allowance	Do you have any children? If so, you can claim family allowance. Among other things, your application must include all family members' Swiss identity documents for foreign nationals which is why you can only apply for family allowance once your whole family's stay has been registered. You can find further information at www.ethz.ch/familienzulagen →
Tell us your address	Provide us with your current home address and specify a mailing address.

You can also apply for your SBB travelcard on the Finance & Controlling website: www.fc.ethz.ch > Travel

Apply for an SBB travelcard	Staff with a level of employment of at least 50% full-time equivalent on at least a six-month contract will receive a free Half-fare travelcard or a 15% contribution to the cost of a GA travelcard. Apply for your SBB travelcard early so you can use public transport as soon as possible at a reduced rate.
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