

Arrival check list

1. Emergency numbers

For medical emergencies call 144

Other emergency numbers

- Tel** 117 Police (**Polizei Notruf**)
- Tel** 118 Fire Department (**Feuerwehr Notruf**)
- Tel** 140 Emergency Road Service (**Strassenhilfe**)
- Tel** 143 Crisis intervention hotline (**Die Dargebotene Hand**, 0.20 CHF per call, www.143.ch)
- Tel** 144 Medical Emergency/Ambulance (**Sanitätsnotruf**)
- Tel** 145 Poisoning Emergencies (**Vergiftungsnotfälle**, 0.08 CHF per minute)
- Tel** 147 Helpline for children and teenagers (**Kinder/Jugendhilfe**, free of charge, www.147.ch)

Other phone services

- Tel** 161 Time (0.50 CHF per call)
- Tel** 162 Weather forecast (0.50 CHF per minute)
- Tel** 163 Traffic information
- Tel** 166 Train schedule information (0.50 CHF per minute)
- Tel** 164 Sports News (0.50 CHF per minute)
- Tel** 187 Avalanche forecast (0.50 CHF per minute)
- Tel** 1414 Helicopter Rescue (REGA, 0.20 CHF per call)
- Tel** +41 333 333 333 REGA number to dial outside Switzerland
- Tel** 1415 Mountain Helicopter Rescue (0.20 CHF per call)
- Tel** 1818 Independent Directory Assistance Service (telephone numbers): Connection fee 1.60 CHF, 0.70 CHF for the 1st minute, then 0.19 CHF per additional minute (same fees apply for national and international directory assistance)

Wake up calls:

One time set up fee (0.50 CHF per call)

Uninterrupted service (1.00 CHF to set-up, edit or cancel service)

For a one time wake up call, dial 0900 77 followed by the 4 digits of the time you want to be called. For instance if you want to be called at 06:45, dial 0900 77 06 45.

Note: Switzerland uses a 24-hour timetable, i.e. 3:00 pm is 15:00.

Telecommunication

Providers

- Orange **Tel** 0800 700 700, **w** www.orange.ch
- Swisscom **Tel** 0800 800 800, **w** www.swisscom.ch
- Cablecom **Tel** 0800 66 08 00, **w** www.cablecom.ch

Sunrise **Tel** 0800 707 707, **w** www.sunrise.ch

Sasag **Tel** 052 633 01 11, **w** www.sasag.ch
Kabelkommunikation

Other providers mentioned but not tested: EconoPhone, Whitecom (e-fon), Finecom Telecommunications, Netstream, senseLAN.

Directories

Yellow pages (**LTV Gelbe Seiten**) **Tel** 044 308 68 68

Swisscom directories

Tel 0848 86 80 86

w www.local.ch

w www.search.ch

2. Administration

2a. Prior to arrival

- Visit Switzerland with your family and the area in which you intend to settle prior to making your final decision.
- Before moving to Switzerland make sure your employer arranges for a valid Assurance for a Residence Permit (**Zusicherung der Aufenthaltsbewilligung**), an official document stating that you will be eligible for a residence permit once you arrive in Switzerland.
- Organize temporary or permanent accommodation in Switzerland and relevant insurances (i.e. health, car, house contents).
- Select a moving company specialized in international relocations.
- Sign up for Swiss health insurance for yourself and your family (health insurance is mandatory for every person living in Switzerland – Check with Nationale Suisse www.nationalesuisse.ch, which offers a 60 day accident/car/household package insurance to give you the time to choose from the different offers available). Some companies partially or fully cover the costs of family insurance as part of the compensation package.
- Open a bank account with a local bank in order to facilitate payments, deposits and withdrawals in the first weeks.
- Have all important administrative documents in one central location. You will need to have them readily accessible for each visit to the administrative offices.

Tip: Scan all documents and carry this information with you on a memory stick (passport, driver's license, visa, birth certificate, assurance for a residence permit, certificate of marriage, medical, dental, professional records, etc.).

- Bring your driver's license. If you stay for more than 12 months, you will have to apply for a Swiss driver's license. Depending on your country of origin, this could mean merely filling out some paperwork, or in the worst case scenario you might need to take a Swiss driving test.
- If you want to import your car, insure it with a Swiss car insurance company.
- If you stay for more than a year, you will have to register your car with the Swiss authorities (see also the *Mobility* chapter).

Check the following website for the latest information:

 www.eda.admin.ch

2b. After arrival

- When crossing the border (by air or land), give your permit/visa approval/permit assurance to an official to be stamped.
- If importing your car, be sure to have all the relevant documentation available when crossing the border.

Tip: Check the Swiss Customs' website www.ezv.admin.ch, or check with your moving company which provides this specific service.

- Within 8 days of your arrival in Switzerland, you have to announce and register at the **Einwohnerkontrolle** (Citizen services department) at your local Town Hall. For this, you will need:
 - Passports for ALL family members, even the dog!
 - Assurance for a Residence Permit (**Zusicherung der Aufenthaltsbewilligung**). The registration office will retain this form and you will be notified when your permit is ready to be picked up.
 - Certificate of marriage (if applicable).
 - Divorce papers (if applicable, especially when there are children from a prior marriage).
 - Birth certificates for all family members.
 - Proof of registration with a local health insurance company.
 - Copy of your housing contract.
 - Your work permit (if applicable).
 - 2 passport photos per family member (photo format 35x45 mm).

The photographs can be black and white or in color, and must be fairly recent i.e. not more than 6 months old. The background must be neutral. The faces must not be covered, and must be photographed from the front and evenly lit. The head must be in the center of the photograph and measure approximately 20x25 mm. Mouth should be closed.

These requirements may vary slightly depending on which canton in Switzerland you reside in. Be aware that most administrative tasks usually require a fee of between 20–200 CHF.

2c. Budgeting

One of the most challenging tasks when planning to live abroad is to estimate what the monthly budget will be. However, we can provide some insight based on the experience of a couple with two children living outside of Zürich city. Figures are rounded up and presented only for informational purposes.