



Application for a

work permit up to a maximum of 4 months

K 2

(valid for Non-EU/EFTA citizens)

without interruption valid up to a maximum of 4 months within a calendar year

Planned
date of entry

Planned
date of departure

periodical, isolated days valid up to a maximum of 120 within a year

Number of days
requested p.a.

Planned
date of entry

for further
information see
www.sem.admin.ch

Employer or place of work in the canton of Zug

Name of Company

Contact

Address

Phone

P.O. Box

E-Mail

ZIP Code and place

Total number of employees

Swiss citizens or foreigners
with residence permits (C)

thereof are

Foreigners with short-term or
long-term permits (L or B)

full time employees

thereof are

full time employees

part time employees

part time employees

Particulars concerning the foreign employee

Family Name

First Name

Date of birth

Nationality

Marital status

Foreign address

Address

Phone incl. country code

ZIP Code and place

Country

Place of visa

where the permit is to be picked up (swiss embassy or
consulate general see:

www.eda.admin.ch/eda/en/home.html

Particulars of planned stay

Function and
job title

Reasons for and
short description of
planned stay

The employer has to prove that recruiting efforts were conducted in Switzerland and in EU/EFTA countries and that no qualified Swiss citizen, foreign national with Swiss residence permit or EU/EFTA citizen could be selected.

Description of your
recruiting efforts
RAV, newspapers,
Amtsblatt, internet,
employment agencies
etc.

**enclose all
documents****Remuneration**

Remuneration in CHF
if paid out in Switzerland

per month,
gross

working conditions and salaries
customary in Switzerland
must be applied

Particulars of the foreign employer if paid out abroad

Name of Company

Contact

ZIP Code and place

E-Mail

Country

if applicable, enclose power of attorney

Place and date

Stamp and
signature of
the employer

Please send this application to

For questions and further information

Amt für Wirtschaft und Arbeit

Section workforce
Aabachstrasse 5
P.O. Box
6301 Zug

Phone ++41 (0)41 728 55 20

E-Mail info.awa@zg.ch

Internet www.zg.ch/awa

together with the required enclosures as outlined in the attached list

AWA approved

date, signature

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. information about salary, 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

LIST OF REQUIRED ENCLOSURES