

## Fact Sheet Working in Switzerland Non-EU/EFTA Students

### 1 General Regulations

Non-EU/EFTA students may work a maximum of **15 hours per week** during their studies, and up to 100 percent (42 hours per week) during semester breaks. Students may only start working **6 months after the beginning of their studies**. This opportunity is only applicable for bachelor and master students. EHL-Students who transfer from HF to bachelor **do not need to wait another 6 months** and may already start working during the break between their last HF and their first bachelor semester. It is mandatory that the employer first applies for a work permit at the cantonal immigration authorities. The following conditions apply:

- i. An official application is made by the employer.
- ii. The university confirms that the studies will not be delayed or disturbed.
- iii. The salary and working conditions are in line with country and industry standards.

#### 1.1 Process

- i. Student applies for a confirmation letter from the university using the request form (earliest at the end of the first semester). Students can receive their work permit at the earliest **6 months after starting their studies in Switzerland**. However, they can already search for jobs and apply for the work permit during these 6 months (This is highly recommended as the process can take several weeks). The request form and copy of the transcripts of records are submitted to the international office / students services and a confirmation letter is issued by the prorektor (see conditions 1.2.).
- ii. The employer applies to the corresponding cantonal migration authorities for a work permit. The following documents are required:
  - a. B1 application form, e.g. "B1 Gesuchsformular" Canton Grisons.
  - b. Confirmation letter from the university.
  - c. Employment contract with details of salary, weekly hours, duration, place of work and details of activity.
  - d. Passport copy.
- iii. The migration authorities will process the application (several weeks processing time)
- iv. Important - Students may only start employment after the corresponding work permit has been issued, which is at the earliest 6 months after starting their studies in Switzerland. However, they can already search for jobs and apply for their work permit during these 6 months.
- v. If a student changes jobs, the new employer must apply for a new work permit. A new confirmation letter from the student's university must also be requested.

#### 1.2 Conditions for the Confirmation Letter Issued by the University

Combining work and studies is challenging as academic standards are high in Switzerland. It is important that studies are not impacted due to employment and the visa duration is not prolonged. Please reach out to your university to inform yourself about the corresponding conditions and regulations.

### 1.3 General Observations

Due to visa regulations, non-EU/EFTA students are required by law to leave Switzerland after graduation. It is currently not possible to get a work permit after graduation due to the limited contingency of work permits available for non-EU/EFTA citizens.

### 1.4 How to Find a Job

There are several ways to find a part-time student job in Switzerland. The following job platforms and websites offer support to students:

- [Job platform FHGR](#): Job openings for recent graduates and active students.
- [Webpage Hospitality Collaboration Lab](#): Contact list of hospitality companies that are open to hiring part-time working students.
- [Job platform EHL Connect](#): Job openings for graduates and active students.
- White board on the EHL Passugg Campus: 1<sup>st</sup> basement
- Other job platforms: [Hotelcareer](#), [Suedostschweizjobs](#)

## Contacts at FHGR

### Contact International Office

[international.office@fhgr.ch](mailto:international.office@fhgr.ch) / Tel.: 081 286 39 03  
Office: F0.02 (Mo-Fr, 8:00 – 12:00 / afternoons by appointment)

### Contact Career Center

Advice on CVs and motivation letters  
[careercenter@fhgr.ch](mailto:careercenter@fhgr.ch) / Tel.: 081 286 39 19  
Office: F0.03 (by appointment only)

## Contacts at EHL Passugg

### Contact Student Services

[sts.passugg@ehl.ch](mailto:sts.passugg@ehl.ch) / Tel.: 081 255 11 67  
Mo-Fr, 8:00 – 12:00 / 13:15 – 16:00