

directly after arrival

Welcome! In this section, you will find an overview of the most important steps you should take directly after your arrival.

1. Registration

► Have you **registered with the local municipality**?

Within 14 days of your arrival, you must register in person with your local municipality. Bring your ID and rental contract.

- [Municipalities / Resident registration contacts](#)
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2. Residence Permit

► Have you received your residence permit?

Depending on your country of origin and reason for staying, you need a specific permit. The Migration Department is responsible for issuing permits. You are personally responsible for renewing your residence permit and must submit all documents on time.

- [Applications and information sheets](#)
 - [Contact Migration Department](#)
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3. Initial Information Meeting

► The Integration Information Office offers initial information meetings with translation, so that you have a good start. INFI is also happy to assist you with any further questions.

- [Contact Integration Information Office INFI](#)
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4. Political System

► Federalism: In Switzerland, responsibility is shared between the federal government, the cantons and the municipalities. This is called federalism. Many things – such as education, taxes or social assistance – work differently in each canton. Customs and traditions also vary by region.

- Swiss Map
- Languages in Switzerland

► Democratic rights: In Switzerland, only Swiss citizens aged 18 and over may vote and stand for election. Exceptions exist in the municipalities of Trogen, Speicher, Wald and Rehetobel (municipal voting right) if someone has lived in Switzerland for at least 10 years and in the canton for 5 years.

► Right to petition: All adults – including foreigners – have the right to submit petitions to the authorities at municipal, cantonal and federal level. Petitions may contain proposals, complaints or requests.

- Brochure "Welcome to Switzerland" in many languages
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5. Language

► The German language is essential for work, education, and daily life. Learn to speak German as soon as possible for everyday situations. There are language courses available at a reduced price.

- Flyer with current course offerings in Appenzell Ausserrhoden
 - ar.ch / Affordable German courses in Appenzell Ausserrhoden
 - sprachtandem.ch / Conversation with other people in German
 - Make social contacts to improve your language skills
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6. Family and Children

► School: Have you registered your children at school? In Switzerland, school attendance is compulsory. Registration takes place directly at the local school.

- *School Leadership Contact List*

► **Young people aged 16** and over receive support through special programs when entering the Swiss education and professional world. The Integration Information Office INFI advises young people aged 16 to 25. Book an appointment for a consultation now.

► Childcare: Parents can receive financial contributions for childcare if certain conditions are met.

► Playgroup: Playgroups allow children from 2.5 years of age to learn German through play and to develop social and motor skills – a good preparation for school entry.

- Counseling for mothers and fathers
 - Contact Integration Information Office INFI
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7. Work

► Do you have secure employment or are you **looking for a job**? Depending on your nationality, you may need a work permit.

- [*ar.ch / Applications and information sheets for the work permit*](#)
- [*arbeit.swiss / Job-Room*](#)
- [*List "Important online job platforms and useful links"*](#)
- [*List of recruitment agencies*](#)
- [*Career, education and vocational counselling \(basic education as the key foundation\)*](#)

► Do you know your rights as an employee? Working hours, wages, vacation entitlement and dismissal are regulated by law.

- [*Infostelle Arbeit / Legal advice on labour law \(4 hours free\)*](#)
- [*lohnrechner.ch / salary calculator*](#)

► Do you know what to do if you become unemployed? Register early with the Regional Job Placement Centre (RAV).

- [*RAV / Steps to register with RAV*](#)
 - [*Herisau Application Office*](#)
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8. Social Insurance

► The Swiss social insurance system is complex. Please inform yourself in good time to avoid problems later. Contributions are deducted directly from your salary and include the following types of insurance:

- AHV/IV/EO: Old-age, disability and loss-of-income insurance (mandatory insurance)
- ALV: Unemployment insurance (for employees)
- BVG: Occupational pension (from a certain income level)
- Accident insurance (UVG):
 - If you work at least 8 hours per week, your employer will insure you.
 - If you are not employed, you must take out accident insurance through your health insurance provider.

- *[Social insurance infographic](#)*
 - *[Social insurance in Switzerland in different languages](#)*
 - *[sovar.ch / Contact social insurance office](#)*
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9. Bank Account

► Have you opened a Swiss **bank account**? You need an account for salary, rent, and insurance.

Many banks only open an account after receiving the residence permit. Some banks accept a certificate of residence from the municipality (subject to a fee). Please inquire about which documents are required in each case.

Additional information (links, addresses, information sheets, brochures)

www.hallo-ar.ch/en/test/directly-after-arrival