REPUBLIQUE ET CANTON DE GENEVE
Département des institutions et du numérique
Office cantonal de la population et des migrations

Application for Foreign Nationals seeking a Residence Permit with or without profitable activity in Geneva

M

To be completed in **BLOCK CAPITALS**, dated and signed before mailing. Additional instructions on the back.

1. Kind of application (tick relevant box)

☐ Profitable activity : number of hours worked per week : ..... ☐ Independent activity

☐ Employment Agencies ☐ Sex worker

☐ Pensionner / No Profitable Activity ☐ Job search (EU/EFTA only) ☐ Lumpsum taxation

☐ Case of hardship ☐ Medical treatment / Cure ☐ Certificate in View to Marriage

☐ Family reunification for a : ☐ Spouse ☐ Child ☐ Mother / Father ☐ Cohabitation

With a : ☐ Swiss ☐ EU / EFTA ☐ non-European national

☐ Arrival from another canton : ..... with a : ☐ L ☐ B ☐ C ☐ G ☐ other permit

☐ Return from absence (C permit)

2. Beneficiary

2.1 Surname(s): ..... 2.2 Maiden name: .....

2.3 Given name(s): ..... 2.4 Nationality: .....

2.5 Date of birth: ..... 2.6 Place of birth: .....

2.7 Gender: ☐ F ☐ M 2.8 Marital status: .....

2.9 Mother's surname(s): ..... Given names): .....

2.10 Father's surname(s): ..... Given name(s): .....

2.11 E-mail adress* : ..... 2.12 Phone number: .....

* By filling out this section, you consent to digital communication with our administration (cf. art. 18A LPA).

3. Spouse : Arriving also in Geneva ? ☐ yes *(if yes, individual form M to be completed)* ☐ no

3.1 Surname(s): ..... 3.2 Given name(s): .....

3.3 Date of birth: ..... 3.4 Nationality: .....

4. Children

4.1 Surname(s)	4.2 Given name(s)	4.3 Date of birth	4.4 Gender	4.5 Arriving also in Geneva? *(if yes, individual form M to be completed for each child)*
.....	.....	.....	☐ F ☐ M	☐ yes ☐ no
.....	.....	.....	☐ F ☐ M	☐ yes ☐ no
.....	.....	.....	☐ F ☐ M	☐ yes ☐ no

5. Previous official address

5.1 Full address: ..... Locality: ..... Country: .....

5.2 Embassy /Consulate responsible for your place of residence: .....

6. Address in Geneva (if already known)

6.1 Owner: ☐ Tenant: ☐ Sub-tenant: ☐

6.2 Street: ..... No: ..... 6.3 Appartment No : .....

6.4 Postal code : ..... 6.5 Town: .....

6.6 C/O: Surname: ..... 6.7 Given name: .....

6.8 Official housing number : ..... 6.9 Floor: ..... 6.10 Number of rooms: .....

6.11 **Date of taking up residence in Geneva** (not applicable to tourist stays) (***mandatory***): .....

7. Information on Criminal Record (Optional only for EU / EFTA nationals)

7.1 Have you ever been convicted in Switzerland or abroad ? ☐ Yes ☐ No

REPUBLIQUE ET CANTON DE GENEVE
Département des institutions et du numérique
Office cantonal de la population et des migrations

Application for Foreign Nationals seeking a Residence Permit with or without profitable activity in Geneva

M

Beneficiary

Surname(s): ..... Given name(s): .....

Date of birth: ..... Nationality: .....

8. Proxy

8.1 Proxy: .....

8.2 Street: ..... No .....

8.3 Postal code: ..... Town: ..... Country: .....

8.4 E-mail address*: ..... 8.5 Phone number : .....

* By filling out this section, you consent to digital communication with our administration (cf. art. 18A LPA).

9. Employer / Independent activity (to be completed in case of a profitable activity)

9.1 Company / corporate name: ..... 9.2 Economic sector: .....

9.3 Street: ..... 9.4 No: .....

9.5 Postal code : ..... Town: ..... Country: .....

9.6 E-mail address*: ..... 9.7 Phone number: .....

* By filling out this section, you consent to digital communication with our administration (cf. art. 18A LPA).

10. Information on Profitable Activity

10.1 ☐ Contract more than 4 months ☐ 120-days contract within a 12-month period ☐ 4-month contract ☐ Independent

10.2 Employed as: .....

10.3 Monthly Gross Salary (in Swiss Francs): ..... 13th Salary: ❑ yes ❑ no

10.4 Duration of the profitable activity: ☐ Permanent as of: ..... ☐ Fixed-term, starting from: ..... to: .....

10.5 Business address: .....

10.6 Number of hours worked per week: .....

Foreign nationals and third parties should cooperate to determine the decisive fact findings. In particular, they should provide accurate and complete indications. Files of Non-European states will be sent for review to our foreign labour Service against payment of a fee.

In Switzerland, the basic health and accident insurance (LAMal) is mandatory. Upon arrival, every resident* in Switzerland must be insured against sickness and accidents. Affiliation procedures must be undertaken as soon as the residence permit application is submitted and are independent of wheter or not the requested authorisation is granted. The accident insurance can be suspended for all employees whose gainful activity is greater than 8 hours a week. In this case, the accident insurance will be granted by the employer.
* People who request a residence permit for the sole purpose of following medical treatment or a cure are an exception: they do not have the right to join the compulsory health insurance.

More information: www.ge.ch/lc/sam

Place/Date: ..... Stamp and signature : ..... Signature: .....
(employer) *(Beneficiary or proxy)*

Complete application to be sent by post to the following address:

Office cantonal de la population et des migrations
Case postale 2652
1211 Genève 2

Also available online:

https://www.ge.ch/annoncer-mon-arrivee-ocpm

Space only for use of the Administration

#Invoice: .....
Attendant: .....
Notes: .....

INSTRUCTIONS to fill out Form M

	Europeans—EU/EFTA Nationals *The beneficiary may start activity, upon submission of the complete application.*	**Non-European Nationals** *Beneficiaries are not allowed to start working prior to the permit's approval.*
Mandatory documents	Form M duly completed, dated and signed Color photocopy of a valid I.D. Copy of lease or landlord's attestation - form AL (with copy of the main lease and the landlord's I.D.) in sublet or rent-free accommodation	Form M duly completed, dated and signed Color photocopy of a valid I.D. 1 passport-sized photo with full names written on the back
Additional documents		
Profitable activity		Copy of work contract signed by both parties Motivation letter issued by the employer Evidence of employer's priority search of candidates within Swiss and EU markets (including position announcement to the cantonal labour Office), with detailed results (except for intra-group executive officers) Company information: staff number and situation, nationalities and kind of permits Curriculum vitae Copy of diplomas and work certificates
Employment Agencies	Copy of the assignment and / or service rental contracts	*Not applicable*
Independent Activity	Evidence of effective practice of the independent activity: detailed business plan Evidence of business address (extract from the commercial register, copy of the rental aggrement for the company's premises, …)	Detailed business plan Evidence of sufficient and independent source of income Curriculum vitae Copy of diplomas and work certificates Motivation letter
Family reunification	M Form for each family member Copy of spouses marriage certificate (with official translation) Copy of children's birth certificate (with official translation) Evidence of parental authority for children arriving with only one parent or form EM Proof of filiation links in the event of a request for ascendants Evidence of financial means	M Form for each family member Copy of lease or landlord's attestation - form AL (with copy of his main lease and his I.D.) in sublet or rent-free accommodation Copy of spouses marriage certificate (with official translation) Copy of children's birth certificate (with official translation) Evidence of parental authority for children arriving with only one parent or form EM Proof of filiation links in the event of a request for ascendants Evidence of financial means Certificate of French knowledge, or proof of registration in French language course for spouses of C or B permit holders
Cohabitation	Not applicable *(see pensionner / no profitable activity)*	Cohabitant certificat (if available) Proof of a stable and lasting relationship (photos, family or friend testimonials, joint lease, joint bank account, etc) Evidence of financial means Copy of cohabitant's lease if he/she is already in Geneva Colour copy of cohabitant's valid I.D. and/or residency permit Cover letter
Certificate in View to Marriage	Not applicable	Cover letter So-called « 60-day letter » issued by the civil register office Evidence of financial means Copy of lease or landlord's attestation - form AL (with copy of the main lease and the landlord's I.D.) in sublet or rent-free accommodation
Pensionner / No profitable Activity	Evidence of financial means	Motivation letter Evidence of financial means
Job search	Evidence of financial means	Not applicable

INSTRUCTIONS to fill out Form M

	Europeans—EU/EFTA Nationals *The beneficiary may start activity, upon submission of the complete application.*	**Non-European Nationals** *Beneficiaries are not allowed to start working prior to the permit's approval.*
Mandatory documents	Form M duly completed, dated and signed Color photocopy of a valid I.D. Copy of lease or landlord's attestation - form AL (with copy of his main lease and his I.D.) in sublet or rent-free accommodation	Form M duly completed, dated and signed Color photocopy of a valid I.D. 1 passport-sized photo with full names written on the back
Additional documents		
People arriving from another canton	Copy of the residence permit Copy of work contract signed by both parties	Copy of the residence permit Copy of work contract signed by both parties Copy of lease or landlord's attestation - form AL (with copy of his main lease and his I.D.) in sublet or rent-free accommodation
Arrival from another canton of a person without profitable activity	Copy of the residence permit Certificate from the social services of the canton of origin Evidence of financial means	Copy of the residence permit Certificate from the social services of the canton of origin Motivation letter Evidence of financial means
Return from absence (C permit)	Original or copy of the absence authorization letter	Original or copy of the absence authorization letter Copy of lease or landlord's attestation - form AL (with copy of the main lease and the landlord's I.D.) in sublet or rent-free accommodation
Case of hardship	Not applicable	Motivation letter Evidence of financial means Evidence from years of stay in Switzerland Certificate from the social services (Hospice général) dated less than three months ago Certificate from the debt collection office (Office des poursuites) dated less than three months ago Certificate from the school attended by the children Certificate of french courses taken and level achieved Copy of dilpomas or certificates obtained in Switzerland Detailed medical certificate in cas of illness Decision from the Disability Insurance (AI) or medical certificate indicating the level of work capacity in the event of an incapacity to work Proof of accomodation
Lumpsum taxation	Not applicable *(see pensionner / no profitable activity)*	Proof of accomodation if already established or explanations (e. g. intention to purchase) Tax agreement from the cantonal tax administration (AFC) Criminal record issued by the country of origin Cover letter explaining the reasons why the person wishes to settle in Switerland Written commitment not to carry out gainful activity in Switzerland and commitment to move one's centre of interest there. CV Civil status documents (marriage, birth) of family members also concerned by the request
Medical or Cure Stay	Certificate issued by the hospital or cure facilities Motivation letter Evidence of financial means	Certificate issued by the hospital or cure facilities Motivation letter Evidence of financial means

The Administration reserves the right to request any other additional evidence.