



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  Family reunification  Arrival from another canton: .....
- Annuitant / No Profitable Activity  Medical treatment / Cure  Other: .....

**2. Beneficiary**

- 2.1 Surname(s): ..... 2.2 Unmarried 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 name(s): .....
- 2.10 Father's surname(s): ..... Given name(s): .....
- 2.11 E-mail address: ..... 2.12 Phone number: .....

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

- 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?<br>(if yes, individual form M to be completed) |
|----------------|-------------------|-------------------|---|---|
| .....          | .....             | .....             | <input type="checkbox"/> F <input type="checkbox"/> M | <input type="checkbox"/> no <input type="checkbox"/> yes                    |
| .....          | .....             | .....             | <input type="checkbox"/> F <input type="checkbox"/> M | <input type="checkbox"/> no <input type="checkbox"/> yes                    |
| .....          | .....             | .....             | <input type="checkbox"/> F <input type="checkbox"/> M | <input type="checkbox"/> no <input type="checkbox"/> yes                    |

**5. Address abroad**

- 5.1 Full address: ..... Locality: ..... Country: .....
- 5.2 Embassy / consulate responsible for your place of residence: .....

**6. Address in Geneva**

- 6.1 Owner:  Tenant:  (copy of the lease to be attached) Subtenant:  (see the back of this form)
- 6.2 Street: ..... No: ..... 6.3 Apartment No : .....
- 6.4 Postal code: ..... 6.5 Locality: .....
- 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. Employer / Independent (to be completed in case of a profitable activity)**

- 7.1 Company / corporate name: ..... 7.2 Economic sector: .....
- 7.3 Street: ..... 7.4 No: .....
- 7.5 Postal code: ..... Locality: ..... Country: .....
- 7.6 E-mail address: ..... 7.7 Phone number: .....
- 7.8 Proxy: .....
- 7.9 Street: ..... No: .....
- 7.10 Postal code: ..... Locality: ..... Country: .....
- 7.11 E-mail address: ..... 7.12 Phone number: .....

**8. Information on Profitable Activity**

- 8.1  Employed:  4-month contract  Contract over 4 months  120-days contract within a 12-month period
- 8.2  Independent activity 8.3 Employed as: .....
- 8.4 Monthly Gross Salary (in Swiss Francs): ..... 13<sup>th</sup> Salary:  yes  no
- 8.5 Duration of the profitable activity:  Permanent as of: .....  Fixed-term, starting from: ..... to: .....
- 8.6 Business address: .....
- 8.7 Number of hours worked per week: .....

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

- 9.1 Have you ever been convicted in Switzerland or abroad ?  Yes  No

Place/Date: ..... Stamp and signature : ..... Signature: .....

(employer) (Beneficiary, or proxy)


Space only for use of the Administration

#Invoice: .....

Attendant: .....

Notes: .....

## INSTRUCTIONS to fill out Form M

<b>Formalities</b>	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.	
<b>Procedure</b>		Complete application to be mailed to following address: (incomplete files will not be received and will be returned to the sender) Office cantonal de la population et des migrations Case postale 2652 - 1211 Genève 2
<b>Mandatory documents</b>	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 ( <b>only for EU / EFTA nationals</b> and stays of more than 364 days)	
	Copy of lease, or landlord's attestation - form AL (with copy of his main lease and his I.D.) ( <b>only for non-European nationals</b> )	
	Landlord's attestation - AL form (with copy of the main lease and landlord's identification) <b>for EU /EFTA Nationals in sublet or rent-free accommodation</b>	
	Criminal record's extract ( <b>only for non-European nationals</b> )	
<b>Additional documents</b>	<b>European (EU /EFTA) Nationals</b> <i>Except Croatian, the beneficiary may start activity, upon mailing of the complete application.</i>	<b>Non-European Nationals</b> <i>Beneficiaries are not allowed to start working prior to the permit's approval.</i>
<i>Profitable Activity</i>		Curriculum vitae Copy of diplomas and work certificates Motivation letter issued by the employer Evidence of employer's priority search of candidates within Swiss and EU markets (including post announcement to the cantonal labour Office), with detailed results (except for intra-group executive officers) Copy of work contract signed by both parties Company information: staff number and situation, nationalities and kind of permits
<i>Employment Agencies</i>	Copy of the assignment and / or service rental contracts	Copy of the assignment and / or service rental contracts
<i>Independent Activity</i>	Evidence on effective practice of the independent activity, such as: - Detailed business plan - Evidence of business address	Detailed business plan Evidence of business address Curriculum vitae Copy of diplomas and work certificates Motivation letter
<i>Beneficiaries arriving with their family: Individual form M for each family member to be completed</i>	Copy of lease or landlord's attestation - form AL (with copy of his main lease and his I.D.) 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	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 Evidence of financial means Certificate of French knowledge, or proof of spouse's registration in a French language course ( <a href="https://www.ge.ch/exigences-linguistiques-titres-sejour">https://www.ge.ch/exigences-linguistiques-titres-sejour</a> )
<i>People arriving from another canton</i>	You must announce your departure to the relevant provenance authorities	Certificate of departure from the canton of provenance
<i>Annuitant / No Profitable Activity</i>	Evidence of financial means	Evidence of financial means Written commitment not to undertake a gainful activity Complete supporting documents proving personal links to Switzerland
<i>Medical or Cure Stay</i>	Evidence of financial means Certificate issued by the hospital or cure facilities	

In Switzerland, the basic health and accident insurance (LAMal) is mandatory. As of arrival every resident in Switzerland must be insured against sickness and accident. The accident risk 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.

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