

Preparation for Application for Work permit, Swedish Migration Agency (Migrationsverket)

- Checklist for applicant

The Department Administrator is asked to compile information about the employment and the new or current employee and send it to the HR Division. In order to do so, they need your help. The information that you need to provide the Department Administrator with is marked *

The HR Division need the following information in order to register the Employer part of the application for Work permit.

Compilation of information

1. *Type of application*
 - a. First application for Work permit
 - b. Application for prolongation of Work permit

2. *Department*
 - a. Department name
 - b. Name and Telephone number for Contact person at the department

3. *Information about the employment*
 - a. Job title
 - b. SLU-id for the recruitment
 - c. Has the position been published on Platsbanken? Yes/No?
 - d. Start- and End date for the employment
 - e. Extent of research within the work role (<50% or >50%)

4. *Information about the employee*

- a. Full name
- b. E-mail Address
- c. Date of birth (if new employee), otherwise Swedish Personal number
- d. Are there co-applicants (family members)
- e. Salary (monthly)

5. *Documentation*

- a. Current full CV *
- b. Short description of work role *
- c. Copy of passport showing *
 - i. Personal information
 - ii. Signature
 - iii. Country where the passport is issued
 - iv. Photo
 - v. Passport number
 - vi. Passport limitation (start and expiration date)
- d. Power of attorney. The Department Administrator is asked to prepare the form with the information of SLU, and then ask for your signature. The form can be downloaded here: [Power of attorney - move to someone, work, study or visit someone \(slu.se\)](#).*
- e. The Department Administrator is asked to prepare the employment contract, and then ask for your signature.

How does it work?

The HR Division wishes to be in direct contact with the Department Administrator and the Department Administrator will in turn be in contact with the employee.

When the information has been compiled and sent to the HR Division, the HR Division will register an application online at the Swedish Migration Agency (Migrationsverket) website.

What happens then?

When the application has been registered at the Swedish Migration Agency website, the applicant will receive an E-mail with a link to the Swedish Migration Agency website, where he or she can log on and complete his or her part of the application. **NOTE!** The applicant attaches the power of attorney and the employment contract in the application process.

If the HR Division receives a request from the Swedish Migration Agency to update the application with more information, they will contact the Department Administrator and ask him or her to request that information from you.

The process time for the application varies a lot. Make sure to send in a complete application straight away so that the migration agency don't have to ask for additional information, since this will lead to a longer waiting time. Normally, the processing time is between 3-5 months, but in many cases it can also be longer.

When de decision has been made

The Swedish Migration Agency will inform the applicant and SLU about their decision. It is important, that once you have received your decision inform your department and that you provide the department with a copy of the decision.