

The Ultimate Document Checklist for Your RAV Registration

Thorough and early preparation of your documents is the key to a smooth process with the unemployment insurance office. Incomplete files are the most common reason for delays in the payment of your daily benefits.

Use our detailed checklist to ensure you are optimally prepared for every step—from the initial registration to the meeting with your personal advisor.

Phase 1: For the Initial Registration (Online or at your Municipality)

These are the first documents you need to officially start the process. You must register by the first day of your unemployment at the latest.

☐ **Official Personal ID**

- **What:** Identity card, passport, or for foreign nationals, the foreigner's permit (e.g., Permit B, C).
- **Why:** To clearly identify you.

☐ **AHV Card or Health Insurance Card**

- **What:** Your personal card with the 13-digit social security number (AHV number).
- **Why:** The AHV number is the central identification number for all Swiss social security systems.

☐ **Certificate of Residence (if requested)**

- **What:** A current proof of your place of residence, available from your local municipal office.
- **Why:** Confirms which RAV office is responsible for you. This is often checked directly when you register at the municipality.

Phase 2: For the First Meeting at the RAV and the Claim with the Unemployment Fund

Bring these documents to your first advisory meeting. They form the basis for calculating your entitlement to unemployment benefits.

☐ Letter of Termination

- **What:** The official letter from your last employer confirming the end of your employment.
- **Why:** Serves as official proof of the start of your unemployment.

☐ Last Employment Contract

- **What:** Your most recent valid employment contract. Ideally, have all contracts from the last 2 years ready.
- **Why:** It proves the terms of your last employment (e.g., notice periods).

☐ Payslips for the Last 12 Months

- **What:** All monthly salary statements from the past year.
- **Why:** Absolutely essential for calculating the amount of your daily allowance (insured earnings).

☐ Employer's Certificate (Form)

- **What:** An official form that must be completed by your last employer. You will receive this form from the RAV or can download it from **arbeit.swiss**.
- **Why:** It contains detailed information about the employment relationship and earnings, which is indispensable for the unemployment insurance fund. Submit this as soon as possible!

☐ Current and Complete Curriculum Vitae (CV)

- **What:** Your professional CV. The RAV often requires you to fill out their standard template, which you can find on **arbeit.swiss**.
- **Why:** The most important tool for your advisor to find suitable jobs for you.

☐ Application Documents & Proof of Effort

- **What:** Copies of your previous job applications (if any), work certificates, diplomas, and certificates of further education.
- **Why:** Documents your qualifications and your efforts to find a new job so far.

☐ "Application for Unemployment Benefit" Form

- **What:** The main form for claiming benefits. You will receive it from the RAV or your chosen unemployment insurance fund.
- **Why:** This is the formal application to trigger the payment of your daily benefits.

☐ Bank or Postal Account Details

- **What:** Your IBAN for the transfer of the daily benefits.
- **Why:** So the unemployment insurance fund knows where to send your money.