

Checklist for an au-pair contract

This document contains guidelines for how a contract should be drawn up on the basis of the information required by the Swedish Migration Agency to take a decision on a residence permit for employment as an au pair.

This document was updated on 24-04-2020.

Checklist for an au pair contract

An au pair contract should contain the following:

- **Heading describing the type of contract**
For example: Contract of employment as an au pair.
- **Date of issue of the certificate**
- **Name of the person who will work as an au pair**
Including date of birth and citizenship (and if applicable and available, the Swedish Migration Agency's reference number).
- **Information about the period of employment as an au pair**
State the start date and end date of the au pair job.
- **Information about work tasks**
Describe the au pair's work tasks. State the maximum number of hours the au pair will be required to work. To get a residence permit for au pair work, the work tasks must not require more than 25 hours/week. Au pair work tasks are looking after children and light household chores.
- **Information about studies**
An au pair must have the opportunity to study Swedish alongside her/his au pair job. Describe how the au pair job will be organised so as to make it possible for the au pair to study. Describe how many hours a week the au pair will be able to devote to studies.
- **Information about pay**
State how much the au pair will be paid for her/his au pair work. Describe what is included in the pay. The pay must include bed and board and this must be stated in the description.
- **Information about accident insurance**
Provide the name of the insurance company with which the host family has taken out accident insurance for the au pair. State the insurance policy number and the contract period.

- **Information about the au pair's other terms of employment**
Describe the other terms of employment, for example, time off and insurance policies other than accident insurance.
- **Name of a contact person in the host family**
Provide the name and contact details of a contact person in the host family.
- **Signature of the person who has issued the certificate**
Information about the person who has issued the certificate (normally the contact person in the host family). If the application regarding residence permit is submitted via the Swedish Migration Agency's e-service, the au pair does not need to sign the certificate. If the application is submitted on a paper form, the au pair must also sign the certificate.