



Guidelines on Au Pair

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Guidelines for Engaging an Au Pair from the Philippines to Sweden: Step by Step process

Step 1: The Host family and Au Pair check general requirements on official websites.

1. **www.philembassy.se** - Philippine Embassy in Stockholm website to ensure compliance with Philippine requirements on the departure of Filipino au pairs from the Philippines.
2. **http://www.migrationsverket.se/info/172_en.html** -Migration Board website to ensure compliance with Sweden's requirements.
3. **http://www.swedenabroad.com/Start_____4803.aspx**- Swedish Embassy in Bangkok for additional information.

Step 2:The Au Pair looks for a Host Family in Sweden/ The Host Family searches for Au Pair.

- a. Personal reference – recommended by a friend or by another Au Pair
- b. Online – website, advertisement, message board, Au Pair agencies*

*Licensed Au Pair agencies must register with the Philippine Embassy in Stockholm. They are responsible for their clients.

Step 3:Parties communicate with each other to discuss/ negotiate terms of a **Letter of Invitation (LI) and an Affidavit/Letter of Undertaking (LU)**.

Step 4: Au Pair and Host Family agree to terms.

Step 5:The Host Family prepares and signs a **Letter of Invitation (LI) and an Affidavit/Letter of Undertaking (LU)**. Sample LI and LU are attached herewith.

The LI and LU must state the following:

- a. The names, address, and contact information of the Host Family in Sweden and the Au Pair in the Philippines.
- b. That the Host Family shoulders the following expenses: cost of visa application; CFO registration fee; airfare; travel, health, and repatriation insurance.
- c. The Host Family must ensure the following:
 - c.1 board and lodging
 - c.2 tuition to reputable Swedish learning institution for studies in Swedish

c.3 a minimum salary of SEK 3,500 per month before tax

c.4 a maximum of 25 hours light housework per weekend and studies in Swedish for a large part of the remainder of a normal 40-hour working week

d. The Au Pair must:

- Undertake light housework for a maximum of 25 hours per week
- Study Swedish language and culture for large part of the remainder of a normal 40-hour working week

e. The Host Family is financially responsible for the enrollment of the Au Pair in a Swedish language and culture course in a reputable educational institution.

f. The host family should secure repatriation insurance to cover the following cases:

- In the event of death of the Au Pair during the term of his/her contract, the repatriation of remains and transport of personal belongings shall be shouldered by the host family. In case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the Au Pair's next of kin.

- In the event of illness/injury to the extent that the Au Pair can no longer fulfill his/her contract and after proper medical assistance has been provided him or her, the cost of repatriation to the Philippines and costs attendant thereto shall be at the expense of the Host Family.

g. The Host Family should cover travel and medical insurance related to the visa application.

1. The duration of the contract is one year which is the maximum allowable stay in Sweden for an Au Pair.

Step 6: The Host Family enrolls the Au Pair in a Swedish educational institution. The host family is financially responsible for the enrollment of the au pair in a Swedish language and/or culture course in a reputable educational institution. A list of Swedish language and culture schools will be posted on the Philippine Embassy website for reference.

The certificate of admission must have an English translation. Translation services will be available at the Philippine Embassy.

Step 7: The Host Family secures insurance covering travel, health, and repatriation of Au Pair. A list of Philippine and Swedish insurance companies will be posted on the Philippine Embassy website for reference.

Step 8: The Host Family takes the **Affidavit/Letter of Undertaking** together with attachments, namely, **signed Letter of Invitation**, the insurance policy, and the certificate of admission to a Swedish notary public for notarization, then to the Swedish Foreign Ministry for legalization.

Step 9: The Host Family brings the legalized **Affidavit/Letter of Undertaking** **Letter of Invitation** together with attachments, namely, **signed Letter of Invitation, the insurance policy, and the certificate of admission** to the Philippine Embassy in Stockholm for authentication.

Personal appearance of host family is required before the authentication of documents.

Step 10: The Host family sends to the Au Pair the authenticated Affidavit/Letter of Undertaking together with attachments, namely, signed Letter of Invitation, the insurance policy, and the certificate of admission.

Step 11: The Au Pair receives and signs authenticated Letter of Invitation and Affidavit/Letter of Undertaking together with attachments, namely, certificate of admission or acceptance to a Swedish educational institution and insurance policy as proof of insurance.

Step 12: The Au Pair and Host family check requirements for work permit and residence permit at the Migration Board website http://www.migrationsverket.se/info/159_en.html and the website of Swedish Embassy in Bangkok for additional information.

In order to be granted a permit, an Au Pair must:

- Have a valid Philippine passport.
- Be between 18 and 30 years old.
- Be able to show a distinct interest in or use for Swedish language studies.
- Have a certificate of admission to the course of study concerned.
- Have written invitation from the Host Family in Sweden stating the terms and conditions of employment as an Au Pair

Step 13: A prospective Au Pair applies for an Au Pair visa through:

1. the Migration Board website. The application form can be downloaded http://www.migrationsverket.se/download/18.56e4f4801246221d25680002459/ataupair_130011_en.pdf
2. the Swedish Embassy in Bangkok website which is linked to the Migration Board website.

Step 14: The application is granted or denied. There is no appeal if denied.

Step 15: The Au Pair is informed of Migration Board decision. The Au Pair emails or goes to the Swedish Honorary Consulate in Manila to book appointment for the taking of photos and fingerprints at the Swedish Embassy in Bangkok.

Step 16: The Au Pair goes to the Swedish Embassy in Bangkok on scheduled appointment. The Host Family pays for travel expenses to Bangkok.

Step 17: The Au Pair receives the Au Pair visa/the work permit/residence permit card.

Step 18: When the Au Pair receives the visa, the Au Pair attends the Country Familiarization Seminar (CFS) by the Commission on Filipinos Overseas (CFO). The host family pays CFO registration fee. CFO then affixes CFS sticker on the passport of the Au Pair.

Step 19: The Au Pair presents the following documents to the Immigration Officer at the port of exit:

1. copy of **duly authenticated Affidavit/Letter of Undertaking** together with attachments, namely, **signed Letter of Invitation, the insurance policy, and the certificate of admission;**
2. copy of valid passport and Au Pair visa; **and**

3. copy of CFS sticker

Step 20:The Au Pair must register online through the Philippine Embassy website www.philembassy.se not more than one month from arrival in Sweden. To register, the Au Pair will be asked to provide current contact information and travel details. Au Pairs will be encouraged to visit the Philippine Embassy during their stay in Sweden.

Step 21:Au Pairs will be invited to join at least one social event at the Embassy during the year.

Ref.: <http://www.philembassy.se/svenska/node/1325>