

Information sheet for applicants who do not hold German citizenship

Particular conditions apply to the recruitment of employees who are citizens of countries other than Germany.

Before an employment contract can be entered into or employment can commence, particular administrative formalities must be completed and documents and forms submitted.

The following checklist provides an overview and should be of some assistance.

Checklist:

1. Residence papers

In order to enter and stay in Germany persons who do not hold German citizenship must be in possession of residence papers (visa, residence permit, settlement permit). The residence permit specifies whether the holder is permitted to take up employment.

Persons who do not hold German citizenship may only take up employment and may only be recruited by employers if this is permitted by their residence papers.

Important:

If persons who are not in possession of German citizenship or appropriate residence papers take up employment, proceedings leading to financial penalties will be initiated by the *Agentur für Arbeit* (German State Employment Agency) against both the employer (maximum penalty 500,000 euros) and the employee.

a) Citizens of the European Union/European Economic Area (EEA)

European Union citizens as well as Swiss citizens and citizens of the EEA countries Iceland, Liechtenstein and Norway are entitled to general freedom of movement, i.e. they do not require an entry visa, residence papers or employment permit.

b) Citizens of other countries

Citizens of all other countries may only be employed where this is expressly permitted by the residence papers approved by the immigration authorities and issued by the *Bundesdruckerei* (Federal Printing Office).

You therefore need to apply to the immigration authorities for a residence permit if you intend to remain in Germany longer than your entry visa permits. Please remember to submit your application before your visa expires.

Further information on entry visas and residence papers is provided on the TUM website <http://www.researcher.international.tum.de/de/willkommen-an-der-tum/> and the website of the *Bayerisches Staatsministerium des Innern, für Bau und Verkehr* (Bavarian Ministry of the Interior, Building and Transport) (<http://www.stmi.bayern.de/buerger/auslaender/leben/>).

Relevant immigration authorities, depending on your place of residence:

- City of Munich: *Kreisverwaltungsreferat* (District Administration Office) of the State Capital of Munich (<http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Auslaenderwesen.html>)
- District of Munich: *Ausländeramt* (Immigration Office) of the Munich District Administration (<http://www.landkreis-muenchen.de/familie-gesellschaft-gesundheit-soziales/auslaender>)
- Freising: *Ausländeramt* (Immigration Office) of the Freising District Administration (<http://www.kreis-freising.de/index.php?id=126>)

Researchers may apply for a special residence permit for the purpose of research, provided that they have entered into a [hosting agreement \(Aufnahmevereinbarung\)](#) with Technische Universität München. This hosting agreement must be submitted to the relevant authorities.

2. Registration at the registration office

Please register at your local registration office within one week of your arrival. In Munich you can register at the citizens' information office of the *Kreisverwaltungsreferat* (District Administration Office), the citizens' information office in Pasing Town Hall, or at a branch office of the citizens' information office.

3. Police clearance certificate

Due to the particular nature of the positions to be filled at a university, applicants must be verified on the basis of information filed in the German Central Criminal Register (Bundeszentralregister, BZR), i.e. a police clearance certificate is required.

You should therefore apply immediately to the competent registration office (registration office of your place of residence) for a police clearance certificate marked "**zur Vorlage bei der Technischen Universität München**" (to be submitted to Technische Universität München). Please state the address of the department of the Human Resources Office that is responsible for you. You may find further information in the organizational chart on the Human Resources Office homepage <http://www.personal.zv.tum.de>.

4. Income tax

You need to inform your employer of your tax identification number. If you have not yet received it, you will obtain your tax identification number from the *Bundeszentralamt für Steuern* by post after you have registered with the registration office who will submit your data to the *Bundeszentralamt für Steuern*. More detailed information is provided at:

http://www.finanzamt.bayern.de/Informationen/Steuerinfos/Weitere_Themen/Lohnsteuerabzug_und_Lohnsteuerermessigung/.

5. Open a bank account

For more information, see

<http://www.researcher.international.tum.de/de/leben-im-raum-muenchen/eroeffnung-eines-bankkontos/>.

6. Health insurance

Make sure that you have appropriate health insurance. You can find further information on health insurance on the TUM website <http://www.researcher.international.tum.de/versicherungen-altersvorsorge-steuern/versicherungen/>.

7. Documents and recruitment forms

For your employment with Technische Universität München you need to complete and submit certain forms and documents.

The forms are available in our forms archive at (http://portal.mytum.de/archiv/form_personal).

- Personnel form
- Scientology questionnaire
- Questionnaire regarding loyalty to the constitution.

The following documents are also mandatory for employment:

- Evidence of prior employment at a university/in a research environment (employment contracts, etc.)
- Diploma/degree/master's/bachelor's/doctorate/PhD certificate, license to practice
- School-leaving certificate(s), vocational training certificates
- Copy of valid passport/ID card (for citizens of EU Member States)
- Valid residence papers with work permit
- Certificate(s) of employment
- Curriculum vitae/résumé

- Social security card (if available; if you are taking up employment in Germany for the first time, your health insurance provider will apply for a social security card from the relevant state pension insurance office. The card is then sent to you by post.)
- Where appropriate, a certificate of exemption from pension insurance and a green exemption card
- Information on health insurance/certificate of membership
- Evidence of civil status (where appropriate, marriage certificate, etc.)
- Evidence of prior employment in the public service
- Evidence of military service/alternative service
- Evidence of prior supplementary insurance schemes within the public service (e.g. VBL).

Please check the information on VBL in our forms archive. VBL is a supplementary insurance scheme for public service employees.

The VBL has summarized the most important information for academic personnel in an information sheet. The information sheet is also available in English in the forms archive at (http://portal.mytum.de/archiv/form_personal/archive_folder.2005-11-24.1472782828).

If you are not sure whether your knowledge of German is sufficient for the various administrative formalities or for completing the forms required, please contact your academic department or the Welcome Center for help.

Additional useful information:

- Service compass
TUM has set up a service compass on its website (<http://portal.mytum.de/kompass/index.html>). The service compass provides support for students and employees of TUM in service-related issues. The website contains information about the most important procedures and corresponding contacts.

Please note that the information on salary brackets, salary grades and grade assignment (TV-L) is particularly relevant before commencing employment as it provides an overview of your expected salary.

- The Welcome Center assists international researchers, professors, lecturers and postdocs with relocation and integration at TUM: <http://www.researcher.international.tum.de/de/willkommen-an-der-tum/>.
- Reductions
Employees at TUM are entitled to certain reductions.

“Jobticket”:

You may apply for a “Jobticket”, a travel pass for local public transport, available at a special rate.

Public servant apartments:

You can apply to the accommodation office of the *Landesamt für Finanzen* (State Finance Office) for a public servant apartment. Further information and an application form are available on the State Finance Office website (<http://www.lff.bayern.de/nebenleistungen/wohnungsfuersorge/wohnungsvergabe.aspx>).