
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 concluded 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 Germany and to remain within its borders, 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 German State Employment Agency (Agentur für Arbeit) 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 (with the exception of citizens of Romania and Bulgaria), 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 issued by the Federal Printing Office following approval of the residence application submitted to the immigration authorities.

You must therefore apply to the immigration authorities for a residence permit if you intend to remain in Germany longer than your entry visa stipulates. Remember to do so before your visa expires.

Further information on entry visas and residence papers is provided on the TUM website

<http://www.researcher.international.tum.de/en/welcome-to-tum/>

as well as on the Bavarian Ministry of the Interior website

<http://www.stmi.bayern.de/buerger/auslaender/leben>.

Relevant immigration authorities, depending on your place of residence:

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

Please also note the [Hosting Agreement](#) for researchers.

2. Registration at the residents' registration authority

Please register at your local residents' registration authority within one week of your arrival. In Munich you can register at the citizens' information office of the District Administration Authority (Kreisverwaltungsreferat), at 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 relevant registration authority (residents' registration office of your place of residence) for a police clearance certificate, with the note **“zur Vorlage bei der TU München” (to be submitted to TU Munich). Please provide the address of the relevant human resources administration office. You can find further information in the organization chart on the Human Resources homepage <http://www.personal.zv.tum.de>.**

4. 2010 income tax card/replacement certificate

You have to present either the 2010 income tax card or a replacement certificate from the tax office (certificate of income tax deduction for 2013) when you take up your employment. First-time employees can apply to the tax office for a replacement certificate. For more information, see: http://www.finanzamt.bayern.de/Informationen/Steuerinfos/Weitere_Themen/Lohnsteuerabzug_und_Lohnsteuerermassigung/

5. Open a bank account

For more information, see

<http://www.researcher.international.tum.de/en/life-in-the-munich-area/opening-a-bank-account/>

6. Health insurance

Make sure that you have appropriate health insurance. You can find further information about this on the TUM International Office website (<http://www.researcher.international.tum.de/en/insurances-and-taxes/>).

7. Documents and recruitment forms

In order to be employed by the Technical University, you must complete and submit certain forms and documents.

The forms are available in our form archive (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 work permit (only for non-scientific employees with citizenship Romania and Bulgaria)
- ☐ Valid residence papers with work permit
- ☐ Certificate(s) of employment
- ☐ Curriculum vitae / résumé
- ☐ 2010 income tax card or replacement certificate

- Social insurance card (if already available; if you are taking up employment in Germany for the first time, your health insurance provider will apply for a social insurance 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 also refer to the information on VBL in our form 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 form archive (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 International Office so that someone can help you.

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.

- TUM website <http://www.researcher.international.tum.de/en/welcome-to-tum/>
- Reductions
Employees at TUM are entitled to certain reductions.

“Jobticket”:

You can, for example, apply for a “Jobticket”. This is a travel pass for local public transport, available at a special rate.

Public servant apartments

You can apply to the accommodation office of the State Finance Office (Landesamt für Finanzen) 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>).