

## **Checklist of supporting documentation to be submitted to the Personnel Department for student and academic assistant contracts**

### **1. If this is your initial employment with the of Bauhaus-Universität Weimar (new hire), you will need to bring the following documents to your contract signing appointment:**

- Questionnaire for the provision of data according to the Higher Education Statistics Act (Fragebogen zur Bereitstellung von Daten gemäß Hochschulstatistikgesetz);
- Student registration certificate for the semester to which the contract applies. If the contract runs into a subsequent semester, please submit your registration certificate on your own initiative;
- Health insurance certificate
- A valid residency permit including a work permit if you come from outside the EU.
- If you already have a bachelor or master degree, please submit a copy of the degree or proof thereof from the examination office;
- Tax identification number (if you do not have a tax identification number, please request one by filling out the Federal Tax Office online form: [www.bzst.de](http://www.bzst.de) under "Steuern National")
- Your tax-rate classification (if you are single and have only one employer, you will have a classification of 1 (Steuerklasse I). If this does not apply to you please inquire at your local tax office.)
- Social Security number (if you do not have a Social Security number, please request one from the German pension office.)
- The following documents will need to be signed during your contract signing:
- Employment contract (three copies)
- Social security review, with integrated application for exemption from the pension insurance obligation. Please sign this document only if you actually want to submit the application (before doing so, please carefully read through the disclosure form accompanying the application)
- Nature of employment
- Declaration for tax purposes (please place an X in the "primary employment" box if you do not concurrently have another job. If you fail to do this, you may face deductions corresponding with a tax classification of 6)

**2. If you are to be reemployed by the Bauhaus-Universität Weimar following an interruption (re-hire), you will need to bring the following documents to your contract signing appointment:**

- Questionnaire for the provision of data according to the Higher Education Statistics Act (Fragebogen zur Bereitstellung von Daten gemäß Hochschulstatistikgesetz);
- Registration certificate (as described under point 1.)
- You must only submit a health insurance certificate if your insurer or insurance has changed;
- If you now have a bachelor or master degree, please submit a copy of the degree or proof thereof from the examination office;
- A valid residency permit including a work permit if you come from outside the EU. Please submit an extension of these permits if the duration of your employment contract extends beyond the period of validity of your permits.
- The following documents will need to be signed during your contract signing:
- identical to the documents as required for new hires (see above)

**3. If you are continuing employment with the Bauhaus-Universität Weimar under a different contract without an interruption to your employment, you will need to bring the following documents to your contract signing appointment:**

- Questionnaire for the provision of data according to the Higher Education Statistics Act (Fragebogen zur Bereitstellung von Daten gemäß Hochschulstatistikgesetz);
- You only need to submit a registration certificate if your contract is being extended into a subsequent semester - that is, if your contract ends in a later semester.
- Health insurance certificate (as described under point 2.)
- Bachelor or master degree (as described under point 2.)
- Valid residency permit and work permit (as described under point 2.)
- The following documents will need to be signed during your contract signing:
- Employment contract (three copies)
- Social security review
- or application for exemption from the pension insurance obligation (as described under point 1.)