

# checklist

## for the documents to be submitted by student and research assistant contracts (auxiliary worker contracts) to the Human Resources Department

### 1. Are you employed at the Bauhaus-Universität Weimar for the first time ( [new employment](#) ),

Please bring the following documents with you to sign the contract after being asked to do so by e-mail :

- **Certificate of enrollment** for the semester for which the contract is concluded. If the contract ends in the next semester, the certificate of enrollment must be submitted later without being asked;
- Health insurance **membership certificate**
- if you already have a bachelor's or master's degree, a **copy of the certificate or proof from the examination office** must be attached;
- **Valid residence permit with work permit** if you come from outside the EU.
- **Tax identification number** (if not available, can be obtained from the Federal Central Tax Office via the input form: [www.bzst.de](http://www.bzst.de) under "Taxes National" or from the relevant residents' registration office/"Einwohnermeldeamt")
- **Tax class** (single and only one employer always tax class I, otherwise ask the responsible tax office of the place of residence)
- **Social security number** (if not available, ask the German pension insurance)
- To sign the contract, these **documents must be signed** :
  - Employment contract (twice)
  - [Transcript according to the Evidence Act](#) (twice)
  - Social security check, with integrated
  - Application for exemption from compulsory pension insurance. Please only sign if you really want to submit the application (please read the associated information sheet carefully beforehand)!
  - Professional activities
  - Declaration on tax treatment (please make sure that main employment is ticked if you do not have any other employment at the same time. Otherwise, deductions according to tax class 6 may apply!).
  - [Statement on other jobs](#)\* at the Bauhaus University Weimar

**\*Declaration on further employment at the Bauhaus-Universität Weimar:**

When concluding an employment contract (on the basis of the Science Time Contract Act) for the intended employment as a **student or scientific assistant** (colloquially "Hiwi"), employment **may not be taken out at the same time** as a **student employee** (on the basis of the collective agreement of the federal states) at the Bauhaus-Universität Weimar! The corresponding document can be found under **Downloads on our website** ( [Bauhaus-Universität Weimar: Student and scientific assistants \(unskilled workers\) \(uni-weimar.de\)](#) ) and also in the assistant portal **Lucom** ( [Lucom Interaction Platform \(uni-weimar.de\)](#) ) .

## **2. Are you again employed at the Bauhaus-Universität Weimar after an interruption ( [re-employment](#) ),**

Please bring the following documents with you to sign the contract after being asked to do so by e-mail:

- **Questionnaire for the provision of data in accordance with the Higher Education Statistics Act**
- **Certificate of enrollment** (as described under 1.)
- **Membership certificate** only if the **health insurance company** or your **insurance relationship has changed** ;
  - if you now have a bachelor's or master's degree, a copy of the certificate or proof from the examination office must be attached;
  - **Valid residence permit with work permit** if you come from outside the EU. An extension must be submitted later if the end of the contract exceeds the period of validity.
- To sign the contract, these **documents must be signed**:
  - listed under *1. New hire*

## **3. If you [continue to work without interruption](#) or [are additionally employed at the Bauhaus-Universität Weimar with a new contract](#),**

Please bring the following documents with you to sign the contract after being asked to do so by e-mail :

- **Questionnaire for the provision of data in accordance with the Higher Education Statistics Act**
- **Certificate of enrollment** , only if the contract is continued in a new semester or the contract ends in a new semester.
- **Membership certificate** (as under 2.)
- **Bachelor's or Master's degree** (as under 2.)
- **Valid residence permit with permission to work** (as under 2.)
- To sign the contract, these **documents must be signed**:
  - Employment contract (twice)
  - [Transcript according to the Evidence Act](#) (twice)
  - SV exam
  - Declaration on tax treatment (please make sure that main employment is ticked if you do not have any other employment at the same time. Otherwise, deductions according to tax class 6 may apply!).
  - If applicable, application for exemption from compulsory pension insurance, (as described under 1.)
  - [Statement on other jobs](#)\* at the Bauhaus University Weimar

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