

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:

- **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 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 (2x)
 - Minutes in accordance with the Verification Act (2x)
 - Social security check, with integrated
 - Application for exemption from compulsory pension insurance (please read the relevant information sheet carefully beforehand!)
 - Professional activity
 - Declaration on tax treatment (Please make sure that your main occupation is ticked if you have no other employment at the same time. Otherwise there is a risk of deductions according to tax class 6).
 - Declaration of other employment at the Bauhaus-Universität Weimar
 - Confirmation of the justification of assistant contracts according to § 95 ThürHG (must be confirmed by a scientist at the professorship/department!)

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

Please bring the following documents:

- **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:

- **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 (2x)
 - Minutes in accordance with the Evidence Act (2x)
 - Verification of social security obligation
 - Declaration on tax treatment (Please make sure that your main occupation is ticked if you have no other employment at the same time. Otherwise there is a risk of deductions according to tax class 6).
 - Declaration of other employment at the Bauhaus-Universität Weimar
 - Confirmation of the justification of assistant contracts according to § 95 ThürHG (must be confirmed by a scientist at the professorship/department!)

According to the framework agreement on the employment conditions of assistants according to § 95 Thüringer Hochschulgesetz ("RDV Assistenten") under § 3 (2) "Dauer der Beschäftigung" (Duration of employment), a shorter fixed term can be justified in exceptional cases. Please use the special form on our website in the download area "Begründete Ausnahmefälle". And submit it together with the employment contract to the Dezernat Personal (Human Resources Department).

For queries: assistenten@uni-weimar.de