



UNIVERSITÄT PADERBORN | WARBURGER STRASSE 100 | D-33098 PADERBORN

Mr.  
Jean N'Dah Kouagou  
East Legon Hills-Santoe  
Accra  
Ghana

Dezernat 4  
Personalangelegenheiten  
Sachgebiet 4.2  
Dennis Reitz

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24.02.2020

Dear Mr. Kouagou,

Prof. Axel-Cyrille Ngonga Ngomo, Faculty for Computer Science, Electrical Engineering and Mathematics (Fakultät für Elektrotechnik, Informatik und Mathematik), has submitted a request to appoint you as a Research Assistant (wissenschaftlichen Mitarbeiter) with a limited-term contract for the period from 01.04.2020 to 31.03.2023. You will find detailed information about the onboarding process in the overview enclosed.

For the purpose of verifying that you meet the employment requirements, please submit the requested documents (described in more detail in the attachment) by e-mail as soon as possible. The required forms are enclosed.

You will need to obtain a visa for the purpose of entering Germany and commencing employment. Further information can be found at: <https://www.auswaertiges-amt.de/de/einreiseundaufenthalt>. Please ensure that you apply for an entry visa as soon as possible. For this purpose you may use the enclosed declaration of intent and the job advertisement. If you require any further documents for your visa application please let me know as soon as possible.

After receiving your visa, please send me a copy by e-mail and inform me of your intended arrival date in Paderborn. The date upon which your employment will commence can then be determined and your employment contract can be finalised. I will contact you again to arrange a date for you to sign your contract in the Human Resources Department. Please bring all the original completed forms with you.

**Please note that employment at Paderborn University will not commence until a written employment contract has been concluded. The agreements and arrangements required in this connection must be agreed on and coordinated solely with the Human Resources Department.**

Best regards  
p.p.

Dennis Reitz

## Overview of the onboarding process for academic staff from abroad

1.	The Human Resources Department will send you <b>initial information on the onboarding process</b> by e-mail i.e. a checklist of employment documents (checklist 1) and the necessary forms to be completed.
2.	You will need to <b>apply for your visa</b> at the relevant authority. Once you have received your visa, send a copy of it to the Human Resources Department by e-mail stating your intended arrival date in Paderborn.
3.	<b>Send all the required employment documents listed in checklist 1 to the Human Resources Department by e-mail as soon as possible.</b> Please bring the original completed forms to your appointment in the Human Resources Department (see no. 7).
4.	The Human Resources Department will then <b>check</b> your documents to verify that you meet the <b>employment conditions</b> for the vacant position.
5.	After you have <b>received your visa</b> and your <b>arrival date has been arranged</b> , the Human Resources Department will confirm the date on which your employment will commence and inform you of this by e-mail. The Human Resources Department will inform your direct supervisor and prepare your employment contract and other necessary documents.
6.	A <b>personal appointment will then be arranged so that you can sign the employment contract</b> in the Human Resources Department <u>before your employment commences</u> . In preparation for this appointment, please refer to the list of further documents (checklist 2) required for your employment and processing your salary.
7.	Attend the <b>personal appointment for signing your employment contract</b> in the Human Resources Department. Please bring the original completed forms mentioned under no. 2 to this appointment. At the appointment you will receive further forms (checklist 2) that are necessary for your employment and processing your salary.  We will also provide further information about working for Paderborn University during this meeting.
8.	You will begin your employment in the relevant occupational field on the <b>date that your employment begins</b> according to your signed contract.  <u>Please note:</u> It is expressly prohibited to commence employment in advance. Paderborn University shall not recognise any work performed before employment commences on the date stated in the employment contract.
9.	Please submit the <b>original documents</b> mentioned under no. 7 (checklist 2) to the Human Resources Department within one week of signing your employment contract.

We wish you a successful and pleasant start at Paderborn University.

If you have any questions, please do not hesitate to contact the Human Resources Department.

Paderborn University  
 Department 4  
 Human Resources  
 Division 4.2  
 Dennis Reitz

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<u>interne Wiedervorlage nach Vertragsunterzeichnung:</u>	
<input type="checkbox"/> Zeugnis Hochschulabschluss	[wie Probezeit]
<input type="checkbox"/> Aufenthaltserlaubnis	[2 Monate]
<input type="checkbox"/> Führungszeugnis	[2 Monate]
<input type="checkbox"/> Nachweis Schwerbehinderung	[2 Monate]
<input type="checkbox"/>	

**Checklist 1**

**Request for EMPLOYMENT DOCUMENTS for Academic Staff**  
(only the marked documents are required)

Jean N'Dah Kouagou  
(Name)

**Please send the required documents listed below by e-mail to the  
Human Resources Department soon as possible.**

- Cover letter of application
- CV
- Birth certificate or passport (2 photocopies)
- Marriage certificate, the official name change due to marriage must be clearly shown (2 photocopies)
- Birth certificates of children (2 photocopies)
- Credentials and certificates in German or English (higher education entrance qualification, university degree and graduation certificate, doctoral degree certificate) – photocopy of each
- Documentation of all post-graduate employment (employment contracts, employers' letters of reference, certificates of employment, etc.) – photocopy of each
- Signed forms „Declaration of loyalty to the constitution“ and „Declaration regarding previous criminal record/sound financial situation“
- Personnel record form
- Declaration on previous periods of employment pursuant to the German Act on Fixed-Term Research Employment Contracts for Academic Staff (WissZeitVG)
- Visa

**Request for EMPLOYMENT DOCUMENTS for Academic Staff**  
(only the marked documents are required)

Jean N'Dah Kouagou  
(Name)

**Please apply for the following documents/information directly after arriving in Germany and submit the relevant information/certificates to the Human Resources Department.**

- „Führungszeugnis zur Vorlage bei einer Behörde nach § 30 Abs. 5 BZRG“  
("Certificate of good conduct for presentation to a German authority")
  - ⇒ The certificate of good conduct can be obtained from the local residents' registration office (Einwohnermeldeamt) after registering your place of residence.
  - ⇒ Information on the residents' registration office in Paderborn is available at:  
<https://www.paderborn.de/vv/oe/10901010000037123.php>
  - ⇒ The certificate of good conduct should be sent to:  
Universität Paderborn, Personaldezernat, Sachgebiet 4.2, Warburger Str. 100, 33098 Paderborn
- Tax identification number**
  - ⇒ You must also request a tax ID from the residents' registration office.
  - ⇒ You need this information for the „Personal Information“ form (see below).
  - ⇒ Information on the tax identification number can be found here:  
[https://www.bzst.de/DE/Steuern\\_National/Steuерliche\\_Identifikationsnummer/steuerid\\_node.html](https://www.bzst.de/DE/Steuern_National/Steuерliche_Identifikationsnummer/steuerid_node.html)  
<https://www.paderborn.de/vv/produkte/einwohneramt/10901010000078788.php>
- Bank account details**
  - ⇒ You will be provided with your bank account details after opening a bank account at a bank of your choice.
  - ⇒ You need this information for the „Personal Information“ form (see below).
- Social insurance number and Health insurance confirmation**  
(membership certificate according to Section 175 of the German Social Security Code V)
  - ⇒ You choose your health insurance provider. Your social insurance number will be assigned automatically.
  - ⇒ You need this information for the form „Status Declaration for Verification of Social Insurance and Supplementary Benefits“ (See below).
  - ⇒ Information on social insurance and health insurance is available at:  
<https://www.deutsche-sozialversicherung.de>  
<https://www.bundesgesundheitsministerium.de/gkv.html>

**The following documents are to be submitted to the Human Resources Department  
within one week of signing the employment contract.**

- „Personal Information“ form (2 copies)\*
- „Status Declaration for Verification of Social Insurance and Supplementary Benefits“ form (2 copies)\*
- Application for exemption from compulsory insurance from the VBL (incl. notes and explanations) if desired\*
- Residence permit**
  - ⇒ You can apply for a residence permit upon presenting your employment contract to the Immigration Office.
  - ⇒ Information about the Immigration Office in Paderborn can be found here:  
<https://www.paderborn.de/vv/oe/Auslaenderabteilung.php>
- Photograph for personnel record:
- If applicable proof of severe disability/entitlement to equal opportunity due to disabled status
- Application for crediting previous periods of employment in accordance with Section 34 (3) TV-L
- Application for transfer of capital-forming benefits, if applicable

\* The Human Resources Department will provide this at your appointment for signing your contract.