

Division 8.1 Academic Employees and Assistants

- ☐ Staff Sheet for academic staff with photograph
- ☐ Personal Details for new appointment Form -> you can apply for a German IBAN and a German tax ID when you are in Germany
- ☐ Status Declaration for Examination of Social Insurance and Health Insurance (please add the full name of your Health Insurance incl. branch office under point 2.1 in part B) -> you can apply for a German health insurance when you are in Germany
- ☐ Application for Exemption from Compulsory Insurance (VBL)
- ☐ Declaration concerning former contracts of employment to German universities e.a.
- ☐ Curriculum Vitae with signature
- ☐ Copy of passport
- ☐ Residence and Work Permit (if not Citizens of the EU)
- ☐ High School Diploma/ School-leaving Certificate
- ☐ All university certificates/diplomas (Bachelor's, Master's)
- ☐ Certificate of Good Conduct (Police Clearance). Use Beleg Art O, to be obtained from Einwohnermeldeamt. It must have been issued within the last three months and is to be sent to **RWTH Aachen, 52056 Aachen, Abt. 8.1**.
➔ You can apply for it when registering your German address in Germany
- ☐ Official declarations, instructions, and oaths
- ☐ Obligation to Confidentiality and Compliance with Data Protection Requirements under the EU General Data Protection Regulation (GDPR)
- ☐ Proof of Disability (original and copy)
- ☐ Complete record of employment after university graduation (copies of contracts, etc.); notice of withdrawal of last contract if contract times cross
- ☐ Information whether a canteen card is desired (All employees of RWTH Aachen University can receive an electronic card for cashless use of the gastronomic facilities of the Studierendenwerk Aachen. The canteen card will then be handed out or sent to you on signing the contract. You can find further information at: https://www.studierendenwerk-aachen.de/de/Essen_und_Trinken/bargeldlose-zahlung/mensakarte-fuer-beschaefigte-der-rwth-aachen.html)

⇒ Important Advice:

- Please fill in all forms as completely as possible in order to ensure prompt payment.
- As all documents will remain in your personal file, please submit certified copies.
- The personnel office can certify the documents if provided with the original and a copy.