

Germany

Travel Briefing for transfer on Work Permit

Prepare for travel- Learn

- **Talent Managers: Know your country** <http://1ct.es/About Global Mobility>

- **Academy**

Complete Academy's eLearning programs

- 'Cross Cultural Adaptability-Europe' (eLearning) | < BLCCA8 >
- 'Business etiquette module' | comm_11_a01_bs_enus

- **On the web**

- Some websites are suggested below which have useful information. However nothing can substitute the actual experiential learning you will undergo onsite

<https://www.deutschland.de/en>

<http://www.bamf.de/EN/Startseite/startseite-node.html>

Changes in your travel plan?

To cancel your tickets (applicable for India Associates only)

- Cancel the travel request in MyTravel
- Inform the Travel Desk to cancel the tickets
- Raise GSD for Payroll changes in ESA\HCM

Hotel Booking

- Cancel / Reschedule your hotel & cab bookings
- Ensure you have a confirm hotel booking for the entire duration / leg of the travel.

GSD- Contact Details

Raise a GSD <https://gsd.cognizant.com> -> Human Resources - > PeopleLine-IndiaHR

- Category - HCM Updates-ASST-India
- Type - Global Assignment Correction
- Item - Travel related corrections- Date /Location

To modify your travel dates (applicable for India associates only)

- If the new travel date is greater than + or -1 day, cancel the travel request and raise new travel request.
- Inform the Travel Desk to modify the tickets with revised date.
- Raise GSD for Payroll changes in ESA\HCM

Travel / Insurance – Contact details (applicable for India associates only)

- For air travel queries & tickets email cognizanttravel.in@india.hrgworldwide.com
Contact Number : 18002585711 (Toll free from within India only) / +91-80-61863000 (from outside India
- For Insurance email cognizant.travel@icicilombard.com

Note: It is recommended that you do not use HDFC travel card for the initial hotel accommodation. AMEX corporate card should be used for such bookings

Before you fly

- Check for information on prohibited items with your airline . Do not carry these items.
- Check flight timings and baggage allowance on website of your airlines
- Check weather conditions at your destination and plan accordingly
- Carry medicines in hand baggage along with doctor's prescription. Check for any country specific restrictions or prohibitions on carrying medicines with the airline, even though it is for personal use.
- Check for any travel advisories sent by the Travel Support Team for country specific alerts if any.
- Click [here](#) to visit the Corporate Security site for information related to Travel Security
- Reach the airport at least 3 hours prior to scheduled departure time.

- **Check your documents and carry these on your person during travel**

- Valid Passport (valid for minimum of 12 months) with a valid Visa
- E-Tickets (contact Travel Desk)
- Travel Insurance
- Cognizant Deputation letter from the Global Mobility Travel support team
- Copies of recent Cognizant pay statements to show country of employment
- Forex (Foreign Exchange) – contact GIT Forex team for any clarification
- Original Education and Marriage certificates
- Original Birth Certificate s of children
- **International prepaidSIM card** - You can avail an International prepaid SIM card before your travel. You Can reach out to Matrixsupport(Cognizant) <Matrixsupport@cognizant.com, with your managers approval.
- Documents as per [Travel Checklist](#)

- **Cognizant offers a travel advance to assist transferring associates during the first few weeks of arrival :**
 - You will receive an email from the Global Mobility Forex team advising you the time and date to collect your advance.
 - You will receive a total value of 4000 Euros, split between 3800 Euros in Prepaid cards, and 200 Euros cash.
 - The amount will be recovered in 5 equal installments
 - If you don't receive email for travel advance please send an email to the Global Mobility Forex team in your home city.
- **Important Note :**
 - AMEX Card will be Cancelled for associates travelling on payroll transfer
 - Use the prepaid card loaded with travel advance for your expenses.
 - You can apply for your American Express card after landing
 - For Payroll Transfer FAQs, click [here](#)

- **Applying for New Amex Card**

Cognizant provides an American Express Corporate Card to associates on Onsite payroll to assist managing business related expenses. All associates at SM level and above must apply for a Corporate Amex card. No manager approval is required. Associates at Manager level and below may get a card if they anticipate frequent travel. For Applying for the Amex Card kindly drop in a mail to AMEXCoreTeam4@cognizant.com

- **To Re-Instate your Amex Card**

If your India Amex card got cancelled within 11 months, then the same can reinstated by sending an email (AMEXCoreTeam (Cognizant) (AMEXCoreTeam4@cognizant.com))

If the cancellation date is beyond 11 months, then it is not possible to reinstate and the associate has to apply afresh online using the below link

<https://onecognizant.cognizant.com/?globalappid=883>

Note:

Reinstate: It will take 5 to 6 business days to receive your card.

New Card: It will take 10 to 14 days to receive your card.

Kit Reimbursement

A one-time benefit called “Kit Reimbursement” is available for Cognizant employees up to the designation of Senior Associate who are travelling abroad for the first time. This is to provide some assistance in covering the cost of items purchased for such travel.

The cost of following items is reimbursable:

- Luggage
- Winter Clothing
- Business (Formal) Attire/Shoes

Policies:

- All items must be purchased and submitted for reimbursement, prior to travel, in India
- Any funds not used initially are not available for future use
- The claim is subject to a maximum amount of Rs.5000
- All claims have to be supported by original receipts
- The reimbursement will be credited to your salary account

For claiming reimbursement:

- Create expense report, attach scan copy bills and submit for approval.
- Original receipts are required in Germany to process the expenses
 - Original receipts must be sent to the Frankfurt Office (Cognizant Technology Solutions, Speicherstr. 57, 60327 Frankfurt)
- Once approved by finance and project manager, expense claimed will be paid

What To Expect At The POE (Port of Entry)

- **At the port-of-entry (“POE”) you will be inspected by a Germany immigration inspector who seeks to ascertain the following:**
 - You hold proper Germany entry papers and are eligible for Germany admission
 - You seek admission into the Germany to engage in lawful activities in accordance with your entry papers
- **As part of your inspection, POE inspectors may ask you questions about**
 - Your citizenship
 - Your trip
 - Items that you seek to bring to the Germany
- **POE inspectors have the legal authority to examine your baggage**
 - When checking baggage, you will need to place it on the exam station and open it. After the exam is completed, you will be asked to repack and close the baggage.
- **When speaking with any POE inspector:**
 - Be ready – have all papers ready and a clear head
 - Listen closely and provide only the information that is requested of you
 - Be polite and respectful

Note: Please cooperate and follow POE instructions

Immigration Emergency Contact

In case of emergency at the port of entry during the travel, please reach our Local Immigration point of contact

Note: Do not call for general immigration enquiries.

1. Nileema associate ID – (182804) +48 785-056-474
2. Nithya associate ID – (138793) Onsite +31-646945287

For general immigration queries please call our Global mobility helpdesk VNET: 56666

If you require Security Assistance while traveling, or you become aware of a situation that is or has the potential of escalating into a crisis, you should contact Corporate Security.

This number and email is staffed 24 hours a day and personnel will collect your information and a summary of your situation. A follow-up call from Corporate Security will be made to the caller within four hours.

Questions

If you have any additional questions please email Corporate Security at CStravelsecurity@cognizant.com. We also recommend you visit the Travel Security page of the [Corporate Security website](#) for travel security tips and up to date travel alerts and information.

VNET: 56666 (Option -0) | US Toll Free: 1-866-822-2024 | UK Toll

Free: 0800-678-1616 |

India Toll Free: 1800-2000-473

E-mail: corporatesecurity@cognizant.com

Cognizant employs multiple international business travel plans that provide Associates and their dependent(s) with emergency and urgent medical benefits and assistance during their business trip outside of their home country. These are Cognizant-paid benefits for which ***Associates are automatically enrolled.***

Aetna World Traveler All Associates Globally Click here for a brochure and membership card.	ICICI India Based Associates Only Click here for a brochure and membership card.	Chubb Europe Based Associates Only Click here for a brochure and membership card.
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Registration at the Town Hall

Upon your arrival to Germany, you are entitled to be supported by our relocation vendor with all post arrival formalities:

- **Town hall registration within 14 days.**

Please note the vendor will ensure to register you within 14 days of your arrival, however it depends on the appointment's availability of the local authorities. Kindly work closely with the vendor and ensure that an appointment from the authorities is confirmed to them. Should you not be able to attend a confirmed appointment, you are required to cancel it **24 hours** before the appointment date with the vendor.

- In order to complete the town hall registration, you will be required to have prepared the documentation listed below:
 - original passports
 - confirmation of accommodation signed by the landlord/hotel (template will be shared by the vendor)
 - If married, marriage certificate is required even if spouse is not yet in Germany
 - For dependents: marriage certificate and birth certificate for children translated in German language

Residence permit application (conversion of your visa into a long term residency)

- Once you are registered at the local town hall, the vendor will proceed with your residence permit application and will book an appointment on your behalf.
- Documents for the application of your residence permit may vary depending on your location in Germany. Upon your arrival, the relocation vendor will provide all needed instructions and required documents tailored to your place of residence.
- The foreigner's office will either issue a stamped residence permit directly into your passport or will notify you via posted letter, once the electronic residence permit (eAT) is ready for collection. (it can take approx. 4-6 weeks after your visit at the foreigner's office)
- The following slide provides you a general overview of the documents, required at times of the appointment, enabling you to gather them.

Documents – Residence permit application

The following is a general set of documents for all residence permit applications, however the vendor will provide you the exact list of required documents.

- original passport valid for at least twelve (12) months
- two biometric passport photos (according to German photo requirements – https://ecm.cognizant.com/cs/idcplg?IdcService=GET_FILE&dID=36183443&dDocName=ctsecmin_45179120&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=ctsecmin_45179120.pdf)
- Copy of your secondment agreement/ Employment agreement
- Health insurance confirmation – to register with a health insurance company you must first be registered at the town hall
- Rental contract (please note that a rental contract of your friend is not sufficient. You are required to provide a rental contract issued to your name or a confirmation of the landlord permitting you to stay in the apartment of your friend)
- University degree (in general a copy of the degree certificate is sufficient. Nevertheless, some immigration officers may ask you to provide the original degree, hence we recommend to bring the original one to Germany, to avoid any hassle)
- Government fees (80€ - 110€)
- For dependents: original marriage certificate for spouse, original birth certificate for children as well as above documents (original passports, biometric photos, health insurance confirmation)

Joining Formalities

- Inform HR Germany - (HRSSGermany@cognizant.com) of your arrival to Germany
- New Hires Form (provided along with Joining email)– This duly filled form needs to be sent to ContinentalEurope.HR@cognizant.com else salary cannot be processed
- You can refer to the Travel Kit ([http://1ct.es/About Global Mobility](http://1ct.es/About%20Global%20Mobility) -> CE->Germany->Travel Section) which has useful information or reach out to HR if you need assistance or more information. At this point of time, no formal induction session is conducted.
- **Update your profile name in HCM as per the Passport**
 - Navigation path: Login to People soft >> HCM >> Personal information >> Name Change
- **Update your work location details in ESA**
 - Ensure that your project manager has updated your exact work location (city/state) details on ESA before you travel
- Respond to the joining mail received from HRSS team
- Bank Details must be entered in HCM upon arrival.

At the airport

- You can get local currency through Exchange counters.
- You can get a Mobile phone connections at the airport or at kiosk shops. You need to show copies of your Passport & Visa.
- You can also get Metro passes or bus passes at the airport.

Cabs

- To reach the hotel, you can avail cab services . Cabs will be available outside the airport.
- Bookings cannot be made ahead of time
- Most cab drivers speak English

Dependents

- Your spouse and children are considered as dependents.
- Dependents can either travel along with you or join at a later date. Cognizant recommends to have dependents apply for their visas at the same time as main applicant, however, please be prepared to be travel ready prior to your dependents as dependent visa processing takes approx. 3 months.
- Cognizant will sponsor your dependents travel on following scenarios:
 - Assignments above four (9) months -Even though Cognizant sponsor's dependent visas for assignments above four (9) months, German authorities do not approve dependents visas unless the primary applicant's stay in Germany is twelve (12) months, at the time of the dependent visa application
 - If your dependents apply for dependent visas separately from the primary applicant, dependents must provide a copy of the primary applicant's German residence permit with minimum validity of twelve (12) months or employment agreement with a minimum validity of twelve (12) months

Deregistration

- Upon completion of your assignment and prior to your departure from Germany, you are mandated to complete the de-registration at the local town hall. **Failing to do so, may result in a monetary fine of 1000 to 50000 EUR**
- De-registration is associate's compliance obligation and will not be supported by the vendor
- The de-registration process is internally triggered as soon as HCM is updated about the change of your location. A guideline with all helpful information will be provided as well
- You can visit the local town hall and complete the de-registration process
- De-registration is required for all family members
- Authorities will issue an acknowledgement of your de-registration
 - De-registration is mandatory, as this is a proof of your legal departure from the country
 - No other formalities need to be completed at the foreigner's office
- The de-registration acknowledgement is an important document and is required at times of second time travels and for claiming the pension in Germany, if applicable

Exit Formalities

- If Dependents are returning alone from Germany and have no plans to come back , inform HR and Immigration.
- Dependents are not allowed to travel outside of Germany for more than one (1) month for vacation.
- Upload the De-registration Receipt Copy in MyVisa
- If you are requested to return to your home country prior completion of four months, then your manager must inform Human Resources and provide a business justification .
- Any queries on the process or policy should be directed to the Human Resources Specialists.

Point of Contact in Germany

- **HR:**

Fritz Paul (154643) – (Fritz.Paul@cognizant.com)

- **Operations / Administration:**

Melanie Kluge (145375) – (Melanie.Kluge@cognizant.com)

- **Immigration:**

Onsite PoC : Sabrina Mueller (223584) – (Sabrina.mueller@cognizant.com)

Irina Pautsch (506313) Irina.pautsch@cognizant.com

GermanyImmigration <GermanyImmigration@cognizant.com>

- **Academy Continental Europe**

Sanem, Venkatesh(134944) - (Venkatesh.Sanem@cognizant.com)

- **Payroll**

Rhein, Christine (268726) - (Christine.Rhein@cognizant.com)

Point of Contact for Security Assistance

For Security Assistance while traveling call Corporate Security.

For immediate emergency assistance, please contact local authorities for support .

A follow-up call should be made to Corporate Security once the situation is under control.

VNET: 56666 (Option -0) | US Toll Free: 1-866-822-2024 | UK Toll Free: 0800-678-1616 |

India Toll Free: 1800-2000-473

E-mail: corporatesecurity@cognizant.com

Thank You!