

Information for Foreign Applicants

For the employment of employees with a nationality other than the German nationality, special premises apply. Therefore, specific administrative errands and the submission of documents and forms are necessary prior to the commencement of work.

Checklist:

1. Residence Permit for EU citizens/Non-EU citizens

Generally, foreigners need a residence permit (visa, settlement permit, leave to remain) for entering and staying at the federal territory. The residence permit indicates whether it is allowed to work or not.

Foreigners may only pursue employment if the residence permit indicates this, and may only be hired by employers if they are in possession of such a residence permit.

Please note:

In the event foreigners will be employed without the adequate residence permit, the Employment Agency will initiate proceedings for the imposition of administrative fines against the employer (maximum administration fine rate EUR 500,000) and the employee.

a) Citizens of the European Union/EEA states

Citizens of the European Union, Switzerland and the EEA states Iceland, Liechtenstein and Norway enjoy freedom of movement, meaning they **do not need an entrance visa or residence permit!**

b) Other Nationals

In principle, all other nationals may only be employed if the residence permit applied for and issued by the Foreigners' Registration Office explicitly indicates this.

Further information on entrance visa and residence permit is provided on the website of the Lower Saxony Ministry of the Interior and Sports (https://www.mi.niedersachsen.de/themen/auslaenderangelegenheiten/migration_und_asyl/aufenthaltsrecht/aufenthaltsrecht-164579.html) (*German version only*).

Competent Foreigners' Registration Offices, depending on your place of residence:

- City of Göttingen: International Office of the City of Göttingen (<https://www.goettingen.de/index.php?lang=en>)
- Rural District of Göttingen: Foreigners' Registration Office of the Rural District of Göttingen

2. Registration at the Local Registration Office

Please register yourself with your local registration office within one week upon your entry. In Göttingen you can register either at the citizens' administration office of the city administration or at the citizens' administration office of the rural district administration. Your place of residence determines the competent authority.

3. Criminal Record Certificate

Because of the specific way positions at the university are filled, it is inevitable to examine the applicants based on information of the Federal Central Register (of Convictions).

Therefore, you should immediately request a copy of your criminal record certificate for submission to a German public authority (**Authorities Certificate**). Please name the address of the HR administrator (caseworker) responsible for your facility/department. For information on your responsible HR administrator, please see the organisational chart on the HR Department's website <https://www.uni-goettingen.de/de/105170.html>.

4. Income Tax

When being hired, you must state your tax ID number. If you did not receive a tax ID number from the Federal Central Tax Office in Bonn yet, you will get it by mail after you registered with the registration office. The registration office will forward the data required for that purpose to the Federal Central Tax Office in Bonn (https://www.bzst.de/EN/Home/home_node.html).

5. Health Insurance

In Germany, there is a general obligation to take out health insurance. Therefore, please take care of adequate health insurance coverage. Further information: <https://www.uni-goettingen.de/en/115610.html>

6. Documents and (Pre-)Employment Forms

For your employment, you need to fill out some forms for us. We also need some documents from you. You can find the forms at the Form Centre: <https://intern.uni-goettingen.de/services/Seiten/default.aspx>.

- Staff questionnaire [*Ger.: Personalfragebogen*] (*English version available*)
- Details for Payment Arrangements [*Ger.: Angaben zur Entgeltfestsetzung/Entgelt*] (*English version available*)

In addition, the following documents are required for the employment at the university:

- Evidence of personal status (birth certificate, marriage certificate (if available) etc.)
- Evidence of previous employment at higher education institution or in the field of research (work contracts etc.)
- University diploma, Master's/Bachelor's Certificate, Medical Licence, Doctoral Certificate
- Education certificate, School leaving certificate/s, Vocational Training Certificate
- Valid residence permit with the permission to work (non-citizens of the EU membership states, Switzerland and the EEA states Iceland, Liechtenstein and Norway) incl. the additional sheet
- Employment reference letter/s
- CV

- Social Insurance ID card (if available; for first-time employees in Germany: your health insurance company will apply for the ID card at the responsible pension insurance institute. You will then receive the ID card by mail.)
- Details on health insurance/ membership certificate
- Certificate of exemption from (statutory) pension insurance (if available)
- Evidence of previous employment in the public service
- Evidence of previous supplementary insurance in the public service (e.g. VBL)

Also, please note the information on VBL. VBL is a supplementary pension insurance for public service employees.

For scientific employees, the VBL provides an information sheet with the main information (*German version*):

<https://www.vbl.de/de/app/media/resource/h983leh9.html>

<https://www.vbl.de/de/app/media/resource/h6dd9r8o.html>

Specifically for English speaking employees, the VBL provides an information sheet in English:

<https://www.vbl.de/de/app/media/resource/h6g7mfym.html>

<https://www.vbl.de/de/app/media/resource/h9h35iee.html>

Further helpful information:

As an internationally renowned institution, Göttingen University provides its researchers with extensive services to facilitate their mobility: The team of the Welcome Centre offers you support in planning and organising your stay in Göttingen. It offers information and support concerning all non-academic issues: these may regard for ex. visa application processes, dealing with local authorities and the search of accommodation. In line with the family-friendly policy of the University, the Welcome Center supports you in finding adequate child care or a school for your children. We recommend to contact the Welcome Center as soon as your plans allow it.

WELCOME CENTRE

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<http://www.uni-goettingen.de/en/87827.html>

The HR Department