

Information sheet for non-German applicants



Special conditions apply to the recruitment of employees who are citizens of countries other than Germany.

Before an employment contract can be entered into and employees can commence their employment, they are required to complete some administrative formalities and submit certain documents and forms.

The following checklist provides an overview and is designed to assist you.

Checklist:

1. Residence title

Non-German nationals who wish to enter and stay in Germany require, as a rule, a residence title (visa, temporary residence permit, permanent settlement permit). The temporary residence permit specifies whether the holder is permitted to take up employment.

Non-German nationals may only take up employment when permitted under the residence title, and employers may only recruit persons who hold a residence title.

Important:

If non-German nationals are employed without a residence title, the Federal Employment Agency (*Agentur für Arbeit*) will initiate proceedings for the imposition of a fine both against the employer (maximum penalty EUR 500,000) and the employee.

a) Citizens of the European Union/EEA states

Citizens of the European Union, Switzerland and the EEA countries Iceland, Liechtenstein and Norway are entitled to freedom of movement, i.e., they do not require entry visas or residence titles.

b) Citizens of other countries

Citizens of all other countries may, as a rule, only be employed where this is expressly permitted by the residence title applied for at Citizenship and Immigration Services and issued by the *Bundesdruckerei* (federal printing office). Special regulations apply to British nationals.

Please apply for a temporary residence permit at the competent Citizenship and Immigration Services if you intend to stay in Germany longer than your entry visa permits. Please remember to submit your application before your visa expires. To avoid delays, make sure that the documents to be submitted to the Citizenship and Immigration Services are complete. In case of foreign university degrees, proof of recognition of the foreign university and equivalence of the degree with a German university degree must, as a rule, be submitted. You may determine this yourself using the Anabin database. The university must be rated “H+“ and the degree must be equivalent to a bachelor’s or master’s degree. Applicants whose university and/or degree is not listed in the Anabin database may apply for an evaluation of their qualifications by the Central Office for Foreign Education (ZAB), which is subject to a fee. To verify your eligibility for employment and determine the salary bracket, TUM Human Resources requires proof of accreditation of the institution of higher education you graduated from and equivalency of your degree. Please remember to submit any supporting documents (Anabin/ZAB) together with your application. If you reside or plan to reside in Bavaria’s capital Munich, you may address your queries to the Foreign Qualifications Advisory and Support Service.

To support your application, you may request your organizational unit to provide you with a letter of intent declaring the university’s interest in employing you.

Additional information on entry visas and residence titles for international scholars, researchers, professors and postdocs is provided at <https://www.international.tum.de/en/global/visitingresearchers/>, and for international doctoral candidates at <https://www.gs.tum.de/en/gsaplicants/welcome-office/> as well as on the websites of the Bavarian State Ministry of the Interior, for Sport and Integration (*Bayerisches Staatsministerium des Innern, für Sport und Integration*) at <http://www.stmi.bayern.de/mui/aufenthaltsrecht/index.php>.

Competent Citizenship and Immigration Services for your place of residence:

- City of Munich: *Kreisverwaltungsreferat der Landeshauptstadt München* (Department of Public Order) at <http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Auslaenderwesen.html>
- Munich District: *Landratsamt München – Bürgerservice – Dienstleistungen* at <https://www.landkreis-muenchen.de/buergerservice/dienstleistungen-a-z/dienstleistung/aufenthaltstitel-fuer-nicht-eu-buerger-beantragen-und-verlaengern/>
- Freising: *Landratsamt Freising, Ausländeramt* at <https://www.kreis-freising.de/buergerservice/abteilungen-und-sachgebiete/auslaenderamt.html>.

Researchers may apply for a special residence permit for the purpose of research, provided that they have entered into a hosting agreement (*Aufnahmevereinbarung*) with the Technical University of Munich. This hosting agreement must be submitted to Citizenship and Immigration Services.

2. Registration at the registration office

Please register at your local registration office within one week of your arrival. In Munich you can register at the *Kreisverwaltungsreferat* (Department of Public Order), the *Bürgerbüro* (Residence Registration Office) at Pasing Town Hall, or other Residence Registration Offices.

3. Certificate of good conduct

Due to the special requirements of the positions offered by universities, pre-employment background checks on employees based on the German Central Criminal Register (*Bundeszentralregister*) are necessary to obtain a certificate of good conduct (*Führungszeugnis*).

You should therefore apply to the local registration office (registration office of your place of residence) promptly for a certificate of good conduct for submission to German authorities (***Behördenführungszeugnis***). Please indicate the address of the department of Human Resources (ZA 2) responsible for you. Information on the HR staff responsible for you is provided in the organizational chart on the Human Resources homepage at <http://www.personal.zv.tum.de>.

Munich:

Technische Universität München
Zentralabteilung 2 - Abteilungssekretariat
Arcisstraße 21
80333 München

Garching:

Technische Universität München
Zentralabteilung 2 - Referat 23
Walter-Meißner-Str. 2
85748 Garching

Weihenstephan:

Technische Universität München
Zentralabteilung 2 – Referat 24
Alte Akademie 1
85354 Freising

4. Income tax

You need to inform your employer of your tax identification number. If you have not yet received an IdNo, you will obtain it from the Federal Central Tax Office (*Bundeszentralamt für Steuern*) by post after having registered with the registration office. The registration office will then submit the necessary data to the Federal Central Tax Office (*Bundeszentralamt für Steuern*). More detailed information is provided at http://www.finanzamt.bayern.de/Informationen/Steuerinfos/Weitere_Themen/.

5. Health insurance

Please make sure you have adequate health insurance coverage.

6. Documents and recruitment forms

For your employment with the Technical University of Munich you need to complete and submit the forms and documents set out below.

The forms are available in our archive “*Formulare Personalwirtschaft*” at http://portal.mytum.de/archiv/form_personal.

- Personnel data sheet (*Personalbogen*)
- Questionnaire on Associations with the Scientology Organization (Fragebogen Scientology)
- Questionnaire to check loyalty to the constitution (*Fragebogen zur Verfassungstreue*).

In addition, we require the following documents and information for your employment:

- evidence of prior employment with universities and research institutions (employment contracts, etc.)
- Diplom/master’s/bachelor’s/Magister/doctoral diploma, license to practice medicine
- in case of foreign university degrees, proof of equivalence of the degree with a German university degree or evaluation of the qualifications by the Central Office for Foreign Education (ZAB) of the Standing Conference of the Ministers of Education in Germany (KMK), if available
- school-leaving certificate(s), general higher education entrance qualification, vocational education and training certificate(s)
- valid residence title including work permit (except citizens of the European Union, Switzerland, and citizens of the EEA countries Iceland, Liechtenstein, and Norway)
- employer’s reference(s)
- curriculum vitae
- health insurance data
- certificate of exemption from pension insurance, if applicable
- evidence of civil status (if applicable, marriage certificate, etc.)
- evidence of prior employment in the civil service
- evidence of military service/alternative service
- evidence of prior supplementary insurance schemes within the civil service (e.g., VBL).

Please check the information on VBL in our forms archive. VBL is a supplementary insurance scheme for civil service employees.

The VBL has summarized the most important information for academic personnel in a brochure, which is also available in English in the forms archive at http://portal.mytum.de/archiv/form_personal/archive_folder.2005-11-24.1472782828.

If you are not sure whether your German language skills are sufficient for dealing with the authorities or filling out the required forms, please contact your organizational unit, the Welcome Services of the TUM Global and Alumni Office (international scientists, researchers, professors, and postdocs), or the Welcome Office of the TUM Graduate School (international doctoral candidates) for help.

Additional useful information:

- *Dienstleistungskompass* (Services Directory)
The *Dienstleistungskompass* on the TUM website at <http://portal.mytum.de/kompass/> provides support to students and employees of TUM on service-related issues and offers information about the most important procedures and contacts.

Prior to your employment we recommend that you check the entries on salary (“*Entgelt*”, “*Besoldung*”) and salary brackets according to the Collective Agreement for the Civil Service of the German Länder (“*Stufenzuordnung TV-L*”) for an overview of your expected salary.

- The Welcome Services of the TUM Global and Alumni Office assist international scientists, researchers, professors, and postdocs with relocation and integration matters at TUM at <https://www.international.tum.de/en/global/visitingresearchers>

- The Welcome Office of the TUM Graduate School provides advice for international doctoral candidates at <https://www.gs.tum.de/en/gS/applicants/welcome-office/>

- Benefits

Employees at TUM are entitled to certain benefits.

"Jobticket":

You may apply for a "Jobticket", i.e., a discounted ticket for local public transport.

Apartments for government employees:

You may apply for an apartment for government employees to the *Landesamt für Finanzen, Wohnungsfürsorgestelle*. Detailed information and the application form are provided on the website of the *Landesamt für Finanzen* at

<http://www.lff.bayern.de/nebenleistungen/wohnungsfuersorge/wohnungsvergabe.aspx>.

- The Federal Office for Migration and Refugees provides information on the topics "work and career", "children and family", "banks and social insurance" on its website in German, English, Turkish and Russian.