

TUM Infopoint Mathematics - Checklist with required documents and information for student or scientific assistants – Contact: <http://www.ma.tum.de/Studium/InfoPoint>

Last name

First name

Do you have a **university degree**? Yes - which degree? _____ No

Do you receive a **scholarship**? Yes - which one? _____ No

Are you **enrolled at a german university**? Yes No

Please hand in the **required documents and information**:

- **First employment at TUM:** 1-9, possibly documents 10-11 on the list below
- **Renewed employment:** you only need documents 1-3 on the list below
- **Renewed employment within 1 year of the end of your last contract at TUM:** as indicated in "First employment at TUM"
- **Additional required documents and information for assistants with Bachelor degree (10) or scientific assistants with Master degree (10,11)** (only for your first contract based on this degree)
- **For all forms see: <http://www.ma.tum.de/Studium/InformationHilfskraefte>**

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|----|---|---|
| 1 | Checklist (completed and signed) | X |
| 2 | Enrollment certificate (matching the contract duration) | |
| 3 | Questionnaire „Feststellung der Versicherungspflicht“, hand in the included request form if you wish to be freed from pension insurance | |
| 4 | CV Form - Please give all former employments with exact dates (by day)! | |
| 5 | Confirmation of your health insurance membership (copy) | |
| 6 | Staff questionnaire "Personalbogen" | |
| 7 | Questionnaire „Loyalty to the constitution" (two signatures are required) | |
| 8 | Questionnaire on associations with the Scientology organization | |
| 9 | Non-EU Citizens only: copy of your valid passport, a valid residence permit with the permission to work | |
| 10 | University degree / Degree of school of higher education: Bachelor, Diploma or Masters degree certificate. (In the case of foreign degree certificates we need a copy of the certificate and the grades awarded in both the original language and a German or English translation.) | |
| 11 | Staff questionnaire for scientific assistants (no photo required) | |

Health Insurance / Income and hours threshold:

Insurance status – are you a family member in statutory health insurance? Student Member in statutory health insurance? Member of a private health insurance?

Please note: if you **work more than 20 hours per week during term**, you are no longer exempt from contributions to the German public health, care and unemployment benefit schemes.

Please ask your health insurance company, your tax office and your scholarship provider about your **personal situation**.

Place, Date

Signature

To be completed by the Infopoint Mathematics:

For German, Swiss, EU- and EWR-citizens (Iceland, Liechtenstein and Norway) – proven nationality by a valid passport document.