



Appendix 2

Documents needed for applications for student assistant (with no degree or a bachelor's)

1. Transfer	<ul style="list-style-type: none">○ Application for student assistants
2. Contract extension or change to working hours	<p>The documents listed under 1, and also</p> <ul style="list-style-type: none">○ Privacy policy (if not already submitted)▷ Certificate of enrollment - two copies <i>(if not already submitted for the coming semester)</i>
3. Seamless change of employment relationship from student assistant without degree to student assistant with bachelor's	<p>The documents listed under 1 and 2, and also</p> <ul style="list-style-type: none">○ Appendix 1 - Occupational health provision/eligibility test <i>(english version not available yet)</i>○ Examination certificate (bachelor's) - if not already submitted▷ Residence permit (for non-EU citizens, with the exception of citizens from Iceland, Norway, Lichtenstein or Switzerland, see information sheet)
4. Reemployment after an interruption	<p>The documents listed under 1, 2 and 3, and also</p> <ul style="list-style-type: none">○ Declaration of loyalty to the constitution (Appendix 4) <i>(english version not available yet)</i>○ Documentation in accordance with the measles protection law, if not already submitted <i>(only for employees of the Faculty of Medicine, see information sheet)</i>▷ Details of bank account / Declaration of payment method▷ Details for determining the obligation to contribute to social insurance▷ where necessary Application for exemption from the obligation to make statutory pension insurance contributions <i>(for payment up to € 520); (retrieve form "A410")</i>
5. New appointment	<p>The documents listed under 1, 2, 3, and 4 and also</p> <ul style="list-style-type: none">○ Personnel questionnaire for employees○ Birth / marriage certificates○ Up-to-date resume○ Declaration of loyalty to the constitution (only appendices 2 and 3)○ Declaration on Affiliation to the Scientology Organization▷ Certification of membership of a health insurance company (only for private health insurance)▷ Where appropriate Taking Children into account in Long-Term Care Insurance▷ Where appropriate children's birth certificate(s)

○ If possible, please submit the documents 6 weeks before the application or change is needed. If the documents are submitted later, we cannot guarantee that the appointment can take place on the date applied for. Please note that in such cases, the start of the contract may be delayed.

▷ The documents are to be submitted with the signing of the contract at the latest.