

TUM CIT - INFOPOINT DEPARTMENT OF MATHEMATICS (infopoint@ma.tum.de) - Checklist with required documents for student or scientific assistants

_____ **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 (with your original signature):

- **First employment at TUM:** 1-7, possibly documents 8-9 on the list below
- **Renewed employment:** you only need documents 1-3 and 5 on the list below
- **Renewed employment more than a year after the end of your last contract at TUM:** as indicated in "First employment at TUM"
- **Additional documents required for assistants with Bachelor degree (9)** (only for your first contract based on this degree)
- **Download forms here: www.ma.tum.de/en/studies-information/studies-organization/student-assistant.html**

1	Checklist (completed and signed)	X
2	Enrollment certificate (matching the contract duration)	
3	Compulsory Insurance Questionnaire for student assistants (Feststellung der Versicherungspflicht). Hand in the included request form if you wish to be freed from pension insurance.	
4	Personnel record form for student assistants– Please give all former employments with exact dates (by day).	
5	Personnel form for student assistants (only available in German)	
6	Questionnaire concerning loyalty to the constitution (hand in all pages, two signatures are required!)	
7	Questionnaire on relations to the Scientology organization	
8	Non-EU Citizens only: a copy of your valid residence permit or probationary certificate (<i>Fiktionsbescheinigung</i>) and a copy of the supplementary sheet.	
9	University degree / Degree from a 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 - Transcript of Records.)	

Please note income and hours threshold: 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**

be completed by the Infopoint Mathematics: For German, Swiss, EU- and EWR-citizens (Iceland, Liechtenstein and Norway) – proven nationality by a valid passport document.