



Leaflet for the employment of international employees

For the employment at the Technische Universität Braunschweig you need to comply with the following procedure.

Before arrival:

Visa

For citizens of non-EU countries it is necessary to obtain a work visa, which must be requested from the respective responsible embassy. For this purpose, the institutions can set up an informal letter, which conveys the desire for hiring the employee at the TU Braunschweig.

Personnel documents

Please send all the required documents beforehand by e-mail. At the appointment of contract signing all documents have to be submitted in original form.

Recognition of international degrees

Obligatory for the employment is that your degree has to be recognizable. To verify this, please send the following documents to the Mobile Researchers' Centre (more@tu-braunschweig.de)

- CV

- Bachelor, Master, PhD certificates, Transcripts of Bachelor and Master degrees

All documents must be submitted in the original language accompanied by a certified translation except of documents in German, English, French or Spanish. **Please hand in all documents at least 4 - 6 weeks before the starting date, as we will have to contact the ZAB (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany) concerning the recognition of foreign qualifications in some cases.**

After arrival:

It is recommendable to work through this list in this order due to the interdependence!

Accommodation in Germany

Registration office (Einwohnermeldeamt):

(Friedrich-Seele-Str. 7, 38122 Braunschweig)

- ✓ Registration in Germany has to be accomplished within 14 days after the arrival
- ✓ Police clearance certificate (**Führungszeugnis zur Vorlage bei einer Behörde-Belegart 0**)
The police clearance certificate is to be sent to the following address:
Technische Universität Braunschweig Abteilung 12 - Personal z. H.
Universitätsplatz 2 38106 Braunschweig
- ✓ Tax ID will be automatically send to you within 3 weeks after registration

German Bank Account

German health insurance company (Krankenkasse):

- ✓ Confirmation of health insurance
- ✓ Social insurance card/number, a.k.a. pension insurance number
- ✓ Both documents will be send automatically to you after application of membership

Foreigners registration office (Ausländerbehörde):

(Friedrich-Seele-Str. 7, 38122 Braunschweig)

- ✓ Residence permit