

University of Konstanz Post Box 224 78457 Konstanz,  
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Ms / Mr

## Personalabteilung/Human Resources

Contact person: .....

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Reference no.: .../..

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Klicken Sie hier, um ein Datum einzugeben.

The German version of this document is the only *legally binding version*. This English translation is for your convenience only.

### **Your employment as EU visiting scientist at the University of Konstanz**

Dear Ms ..... Dear Mr .....

As requested by Professor ..... as well as in agreement with the Department of ....., you will be employed full-time as EU visiting scientist in the EU-research project ..... from ..... until .....

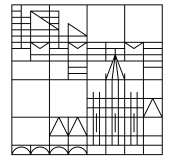
You will find the amount of your salary in the *Arbeitsvertrag* (employment contract).

You will have the following task:

- **Research in the project mentioned above**

Please submit two signed copies of the attached *Arbeitsvertrag* (employment contract) and the following documents to Human Resources as soon as possible:

- filled in "*Personalebogen*" (Personnel Questionnaire) with passport photo,
- filled in questionnaire in accordance with the "*Hochschulstatistikgesetz*" (a federal statistics law applying to institutions of higher education),
- the signed form "*Belehrung und Erklärung*" (Instructions and Explanations),
- documentation of your higher education degrees (Master/PhD)



Klicken Sie hier, um ein Datum einzugeben.

- the following filled in declarations: *Auszahlung der Bezüge* (declaration on salary payments), *Sozialversicherungspflicht* (social insurance contributions) and the *Zusatzversorgung* (supplementary pension scheme)
- copy of your passport,
- copy of your *Aufenthaltstitel* (residence permit),
- copy of your work permit or employment permit in your passport.

Approximately **one week after submitting the requested documents**, you can apply for your employee ID card at Ms. Funk ([brigitte.funk@uni-konstanz.de](mailto:brigitte.funk@uni-konstanz.de)) or Ms. Lovisi ([franca.lovisi@uni-konstanz.de](mailto:franca.lovisi@uni-konstanz.de)) - in advance with an appointment. Afterwards you can open your e-mail account at KIM Support.

You have questions on the VBL, on taxation and social insurance or want to avoid double taxation (in case of a permanent residence abroad)? Our tax and social insurance service is here for you (Ms Carmen Vajda, phone +49 7531 88-5025, room V 838 or Mr Bastian Wagner, phone +49 7531 88-3592, room V 830).

Please note that we can only start paying your salary after we have received all documents.

We will send you the General Agreement (GA) including Annex 1 in the next few days via email.

Yours sincerely

## Appendices

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