

Checklist for international employees

The most important bullet point for preparing your stay at HSU/ UniBw H

- ☐ Housing

The bullet points before signing your employment contract and starting your employment relationship at HSU/UniBw H

- ☐ Applying for a visa for all non-EU citizens (if applying for a visa, it is necessary to receive the Hosting Agreement from HSU/ UniBw H or an invitation letter from your host institute at HSU/UniBw H and an appropriate health insurance cover; the health insurance cover is only for getting a visa and travelling to Germany. It is not appropriate for your employment contract - purchasing health insurance for your employment contract in Germany is only possible with a visa)
- ☐ Visa (if required)
- ☐ Identity document/ passport valid for the duration of your stay
- ☐ A certified and translated copy of your birth certificate
- ☐ A certified and translated copy of your degree that allows access to university education
- ☐ Certified and translated copies of your Bachelors, Masters and Doctors degrees and grades
- ☐ Proof of holding a professorship (only applicable for the "Hanseatische Gastprofessur/ Hanseatic Visiting Professorship")
- ☐ Up to date and signed CV

The bullet points when signing your employment contract

- ☐ Your German Tax-ID (this is something to get once you are in Germany from the agency of finance (Finanzamt) and is required for us to pay you)
- ☐ Your German social security number (this will need to be procured once you are in Germany via the health insurance)
- ☐ Proof of membership in a German statutory health insurance company (this is something to get once you are in Germany from a statutory German health insurance company)
- ☐ Biometric passport photos (if you are non-EU citizen, this will need to get a residence permit)
- ☐ Open a current account (this is something to get once you are in Germany from a German Bank)
- ☐ Letter of absence from your current employer (only applicable for the "Hanseatische Gastprofessur/ Hanseatic Visiting Professorship")



HELMUT SCHMIDT
UNIVERSITÄT
Universität der Bundeswehr Hamburg



WELCOME OFFICE
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Useful points/documents for your stay in Germany

☐ Credit card/ Debit-card (We strongly recommend that you also carry cash - currency in euros - with you when entering the country. Payment by credit card is not yet as widespread in Germany as elsewhere. In smaller shops in particular, you can only pay with cash or a Debit-card).

- ☐ Vaccination pass
- ☐ Information on medication/ diseases, if applicable
- ☐ Driving Licence

If your family will accompany you

- ☐ Visa (if required)
- ☐ Identity documents/passports of spouse and children valid for the duration of their stay
- ☐ Certified and translated copies of the birth certificates of spouse and children
- ☐ Certified and translated copy of your marriage certificate

Depending on the country of issue, you may need a certified translation or notarization for your documents. Find it out at the German embassy or consulate in your home country before you leave.

Note

This checklist is only a guide. Further important information can be obtained from your contact person in Department IV/ Human Resources at HSU/UniBw H.