

WELCOME TO RUHR UNIVERSITY BOCHUM

Recruitment Process for International Researchers

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1.1 Introduction

Dear reader,

The division for research associates has created a guideline for research assistants to make the process of employment easier. We hope to speed up and simplify the whole procedure so that it runs smoothly.

1.2. Information for Hosts

Please ensure that you submit your employment application to the division for research associates as early as possible. You can do so two ways: (1) by internal mail through the responsible dean's office or (2) by e-mail to wissenschaftliche-angestellte@rub.de. We require a lead time of 8 weeks to process the application.

First, please check whether or not a job advertisement is required. You can find the "Service agreement on job advertisements (only for employees represented by the WPR)" at the bottom of the website <https://einrichtungen.ruhr-uni-bochum.de/de/wissenschaftliche-angestellte> (in German).

If you are not sure whether a job advertisement is required or not, please contact Anja Hausemann (anja.hausemann-jaensch@ruhr-uni-bochum.de) or Nils Ricken (nils.ricken@ruhr-uni-bochum.de) from the division for research associates.

We also recommend our [guideline for international visiting professors](#) in the Serviceportal.

1.3 Information for Employees

Congratulations – you successfully applied for a new job or got an offer, so that you can start at Ruhr University Bochum soon. But first, there are a few documents that must be prepared and submitted.

In the following guideline, you will get some information on the required documents and about the consequences which arise from them.

1.4.1 Checklist for Hosts of (international) Research Associates

A number of documents are required for employment. As these are only available via the Serviceportal, please send the following forms to the person to be hired:

(e) = these documents can be completed/submitted in English.
(the Serviceportal download pages are linked)

- [Application for the employment of a research associate \(e\)](#)
 - Qualification agreement (included in the application for employment 1x in German for the Staff Council and 1x in English for you)
 - Declaration of past periods of employment (included in the application for employment)
- [Personal information form with photo \(e\)](#)
- [List of study periods \(e\)](#)
- [Information sheet on PCB at RUB \(e\)](#)
- [Agreement on the use of data services \(only available in German\)](#)
- [Declaration of economic circumstances \(e\)](#)
- [Occupational safety survey form \(only available in German\)](#)
- [2 x LBV forms - social security + personal information \(e\)](#)



Note on applying for a visa/residence permit:

If the person to be hired requires a visa, they should apply as early as possible and make an appointment with the relevant German embassy. The person should find out which residence permit is suitable. For this we need a [hosting agreement](#) or a [declaration of employment](#) (in German) from you as the Host. Please complete these documents to the best of your knowledge. (For more information, see section 1.5)



Recommendation for registering with the Welcome Center:

As soon as you know that you want to hire a research associate, please send your guest the [registration link](#) for using the services of the Welcome Center.

1.4.2 Checklist for Research Associates

Before you receive your employment contract, we need a few more documents from you.

Please submit the documents to the division for research associates in time before you arrive/start work so that we can ensure that you, for example, receive your salary on time.

If you are missing documents or there are delays in submitting them, please contact Human Resources in time so that we can find a solution together.

The following documents are required for recruitment.

(e) = these documents can be completed/submitted in English

Please complete and submit recruitment documents for the HR department:

- Application for the employment for research associates (e)
 - Qualification agreement (included in the application for employment 1x in German for the Staff Council and 1x in English for you)
 - Declaration of past periods of employment (included in the application for employment)
- Personal information form with photo (e)
- List of study periods (e)
- Information sheet on PCB at RUB (e)
- Agreement on the use of data services (only available in German)
- Declaration of economic circumstances (e)
- Occupational safety survey form (only available in German)
- 2 x LBV forms - social security + personal information (e)

Please bring these documents (some of them originals) with you from home or apply for them in Germany:

- Authenticated certificates/transcripts of all passed degrees - Bachelor, Master, Diploma, State Examination, Doctorate (school certificates are not required)
- Résumé
- Official certificate of good conduct. In Germany, you can apply for that certificate with the citizen's office in Bochum or online (in order to speed up the process, you can send us a scan of the receipt for the application, section 1.7)
- Birth certificate, marriage certificate, birth certificate(s) of child(ren) (in countries where birth certificates are not issued, we need a copy of your identity card)
- Residence permit for non-EU citizens must be submitted **before** the start of the contract (section 1.5)
- Tax-ID (section 1.6)
- Proof of membership in a statutory health insurance (section 1.7)
- Social Security Number (section 1.7)
- Copies of employment contracts from previous employments with salary details for determination of pay grade.



As you will most likely not be able to submit all the documents right away because you may still be abroad, we have made a list of the documents that are mandatory to be able to submit your application for employment to the staff council.

- ✓ Application for employment
- ✓ Personal information form with photo
- ✓ Declaration of economic circumstances
- ✓ Information sheet on PCB at RUB
- ✓ Agreement on the use of data services
- ✓ Occupational safety survey form
- ✓ 2 x LBV forms - social insurance + personal information
- ✓ Authenticated certificates/transcripts of all degrees - Bachelor, Master, Diploma, State Examination, Doctorate
- ✓ Résumé
- ✓ Official certificate of good conduct **or** receipt/confirmation in advance that you have no criminal record
- ✓ Copies of employment contracts with salary information from previous employment for determination of pay grade (without contracts you will be classified as level 01)

1.5 Residence Permit/ Hosting Agreement

This link takes you to a [list](#) of countries for which a visa is required.



Information on the different types of visas, e.g. Blue Card, Hosting Agreement, can be found on the pages of the [Welcome Center](#).

Hosting Agreement:

Hosts must complete the hosting agreement and have it signed by the research associates, but are not authorized to sign and seal it on behalf of RUB. Therefore, once you have filled out the hosting agreement, please send it digitally to the person responsible in the [division for research associates](#).

In order to process the hosting agreement, we need the application for employment and the relevant documents to check the employment requirements. Once everything has been submitted, the hosting agreement will be signed and sealed. Please allow **up to 10 working days** for processing. The scanned original will be sent as a PDF file to the research associate or the host by the person responsible.



Additional information on the Hosting Agreement can be found in the [Serviceportal](#).

Bundesamt für Migration und Flüchtlinge

Aufnahmevereinbarung | Hosting agreement
(Vertrag zur Erteilung der Aufenthaltserlaubnis nach § 18d Aufenthaltsgesetz –
Contract for issuance of a residence permit according to Section 18d of the German Residence Act)

Die Forschungseinrichtung schließt mit dem/der unten genannten Forscher/in folgende Aufnahmevereinbarung als Grundlage zur Erteilung des Aufenthaltstitels zum Zweck der Forschung ab:
The research institution concludes the following hosting agreement as basis for issuance of a residence title for the purpose of academic research:

Vollständige Bezeichnung der Forschungseinrichtung | Please list the complete legal name of the research institution
Ruhr-Universität Bochum

Sitz der Forschungseinrichtung | Location of research institution's main office
Postleitzahl/Ort | Postal code/City
44801 Bochum

Straße/Hausnr. | Street name/no.
Universitätsstr. 150

Telefon | Telephone
Fax
E-Mail

Vollständige Bezeichnung der Forschungsstätte, in welcher der Forscher die Forschungstätigkeit durchführen soll (falls abweichend vom Sitz der Forschungseinrichtung) | Please list the complete legal name of the research institution's branch (only if necessary)

Postleitzahl/Ort | Postal code/City

Gainful employment in Germany is only permitted with a suitable work permit. Even if you can generally enter Germany without a visa, you still need a visa to be able to take up work.

1.6 Welcome Centre:

The Welcome Centre is part of the International Office and welcomes all international researchers to Ruhr University Bochum. It offers a wide range of information and assistance on various topics that are important for a successful start in Bochum.

They will also be happy to assist you with administrative procedures and organize monthly [Welcome Sessions](#), where the first steps for a research stay are explained. Further services can be found [here](#).

You are also welcome to register with the Welcome Centre to gain access to all services: <https://public.ruhr-uni-bochum.de/welcome/center/register/Pages/Registration.aspx>

Further information on the Welcome Centre and contact info can be found on the [website](#).

In addition to the Welcome Centre, there are other [points of contact](#) that may be of interest.



1.7 Documents for the Landesamt für Besoldung (LBV; engl. State Office for Salaries): Tax ID

The Landesamt für Besoldung und Versorgung NRW (LBV) performs the calculation and payment of salaries for all employees of Ruhr University Bochum. You will therefore receive your pay slip directly from the LBV.

For the purpose of taxation, all persons who are registered or liable to pay tax in Germany are assigned a **(tax) identification number (tax ID)**. As soon as you have a residence in Germany, you must register at the citizen's office. You will then receive your tax ID by postal mail. The tax ID number remains valid for life.

You will receive a tax ID even if you are not in taxable employment. If you had already been registered in Germany in the past, you already received your tax ID during your first stay but might never have needed it (e.g. if you were financed by a scholarship at that time.) In this case, you can request for the tax ID to be sent to your current registered address:

https://www.bzst.de/SiteGlobals/Kontaktformulare/EN/Tax_Idenr/message_IdNr/notification_idnr_node.html

Your tax class determines the amount of tax deductions for non-self-employed work. It is therefore relevant for every employee who pays taxes. The tax class determines the wage tax deduction, the solidarity surcharge and the church tax, if the taxpayer belongs to a church that collects taxes.

If you do not (or cannot) enter a tax ID in the LBV form for social insurance, you will initially be assigned to tax class 6 (the least favorable tax class with the highest deductions). Once you submit your tax ID to the LBV, they will correct your data and you will receive the backpay with the next salary unless the calendar year changes in between. In that case, you will need to claim the backpay via your tax return."

An overview of the available [tax classes](#) and [explanations](#) can be found on the relevant pages.

1.8 FAQs – Frequently Asked Questions

Do all documents have to be submitted in the original?

No. Since you, the future employee, might still be abroad, it is sufficient if the signatures can initially only be made digitally (via scan). Likewise, it is sufficient if documents and certificates are initially only scanned by you and attached to the application.

Once you are in Germany, there are several ways to have the authentication done. You can go to a competent authority to have your documents officially authenticated. This will incur a (small) fee in most cases. As a second option the Chair can make a note on the copy of the document to be certified to confirm that the original has been submitted. For internal purposes this is sufficient. However, the documents must be translated into German or English.

Do I need a visa?

If you are an EU citizen, you do not need a visa or other residence title.

If you are **not** an EU-citizen, you may generally need a visa to enter Germany. You can find an overview of the visa requirements/exemptions [here](#).

If you do not need a visa to enter Germany, you still need a work permit to start your work at Ruhr University Bochum. Exceptions apply only for stays of no more than 90 days for nationals of the following countries: **Australia, Canada, Israel, Japan, South Korea, New Zealand, United Kingdom of Great Britain and Northern Ireland and the United States of America.**

If you can generally enter Germany visa-free, you may still need to either apply for a visa, or you can only begin your work or research after a work permit has been issued in Germany.

Legally sound information (also in English) on the requirements for the issuance of visas as well as longer-term work permits can be found on the website of the [Federal Foreign Office](#).

If you have further questions, please contact the Welcome Centre of Ruhr University Bochum.

Is it possible to use the English version of the application?

As mentioned in point 1.4, the application can be submitted in English.

What is the LBV?

The LBV is the „State Office for salaries and benefits“. It is responsible for the correct payment of your salary because Ruhr University Bochum has no separate department for that. If you have any questions about your salary, please contact the [LBV](#). You can find an explanation of your [payslip](#) on the website of the Welcome Center.

What kind of official certificate of good conduct do I have to request and when?

You can apply for the certificate as soon as you register your residence in Germany. You must apply for a certificate of good conduct specifically for presentation to an authority in accordance with § 30 Para. 5 BZRG. The Welcome Centre will be happy to help you [arrange an appointment](#).

If you are unable to apply directly for a certificate of good conduct during the recruitment process, you can inform us in advance in an informal email that you have no criminal record.

Please send the certificate of good conduct to the following address:

Ruhr Universität Bochum
Dezernat 3, Abteilung 3.3
UV 2/260
Universitätsstr. 150
44801 Bochum

Membership certificate in statutory health insurance

We recommend that you register in advance with a [statutory health insurance](#) company of your choice, as this will allow the registration to be more quickly and in a timely manner. To do this, you must send Department 3.3 the membership certificate of your chosen health insurance company, so that they can forward it to the LBV.

If you can only make a more informed choice about the right health insurance for you after you have been hired, the LBV will automatically register you with AOK NordWest.

Where do I get my social insurance number?

When you start working for a German employer under an employment contract, you automatically become a member of the [German pension insurance](#) scheme. You are now subject to statutory contributions to social insurance schemes, including pension insurance. Employers and employees each pay half of the contributions. Contributions to accident insurance are paid solely by the employer.

Am I allowed to work from home?

Yes, as soon as you have started work, you can talk to your supervisor about whether this is possible and determine a percentage for flexible work (60% maximum). You can then submit an [online application](#).

Until the application is approved, you may only work on campus. Please bear in mind that it takes time to process your application. Furthermore, flexible work may **only** take place within Germany. More information on the flexible work model can be found in the [Serviceportal](#) (only available in German).

VBL supplementary insurance - compulsory insurance - VBL exemption

Once you become an employee in the public sector, you are also mandatorily insured with the **Federal and State Pension Institution (VBL)**. Ruhr University Bochum will therefore register you with the VBL. VBL benefits include retirement pension, disability pension and survivors' pension for spouses, registered life partners and orphans or half-orphans. Employees with a temporary academic position at universities can be exempted from mandatory insurance with the VBL (options: [VBLklassik](#) or [VBLextra](#)). However, Ruhr University Bochum must then register you in the voluntary insurance scheme of the VBL, where only the employer pays a reduced contribution rate to the VBL. This means that you are entitled to a pension even without paying your own contribution. You can only apply for exemption within **two months** of starting employment with the Human Resources division.

The VBL will advise you on your pension entitlement under the company pension scheme and, if you have been insured under the mandatory scheme for less than 60 months, on the possibility of having your contributions refunded.

Additional information, also available in English, can be found on the [VBL website](#).

1.9 What Happens after Submitting your Application for Employment?

As soon as the division for research associates has received all necessary documents for the employment, the application can be processed after a review by various internal divisions.

There is an academic/scientific staff council at Ruhr University Bochum as well as an equal opportunities officer. Both of these bodies must give their approval so that your employment contract can come into effect. The meetings for this purpose usually take place once a week. After the division for research associates has received the approval for your application, your contract as well as the corresponding letters can be printed, signed and reviewed once more. After this has been done, the division for research associates will send all the documents to your supervisor by internal post or in advance by e-mail.

Your contract is now ready to be signed by you. A chair member will contact you to arrange an appointment. Once you have signed your contract, it must be returned to the division for research associates as soon as possible (if the contract is to start within a very short time, this can also be done in advance by e-mail).

The contract is only legally valid if it has been submitted to the division on time (at the very latest one day before you start work). **Without a signed contract or a valid visa, you will not be allowed to start work.** Your hosts should be aware of the process in that case and will discuss any further proceedings with you.

Having the employment contract signed means for you:

Finally done! You may now start work on the date requested. Congratulations!

Your contact person will now forward the application documents to the LBV (provided that the documents are complete), so that the LBV can process your salary payments. (Important note: tax ID is required, otherwise you will be assigned tax class 6 for the time being, submit bank details as soon as possible, otherwise no salary can be paid out).

When the registration with the LBV has been completed, you will receive confirmation from them, so that you know that your registration was successful.

**We wish you a good start with us at Ruhr University!
Welcome to Bochum!**



2.0 Contact:

If you have any further questions, please do not hesitate to contact us!

Welcome Centre:

welcome-centre@rub.de

<https://international.ruhr-uni-bochum.de/de/welcome-centre>

Internationalization Contact - Department 3.3 - Research Associates

Joline-Christin Hörschelmann

Joline-christin.hoerschelmann@rub.de

Michaele Nolte

michaele.nolte@ruhr-uni-bochum.de

General Requests Department 3.3:

wissenschaftliche-angestellte@ruhr-uni-bochum.de

<https://einrichtungen.ruhr-uni-bochum.de/en/academic-employees>

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