

## Check List for starting at Technical University of Munich (TUM)

### Congratulations on accepting a professorship at TUM!

With this check list we would like to inform you about upcoming documents from the personnel department, further useful information and a road map listing important upcoming steps. Make sure you read this document thoroughly, so you don't miss any important deadlines.

#### 1. Getting the paperwork done – Documents from the personnel department (Personalabteilung)

You will receive mail from your person of contact at the personnel department requesting several information and asking you to fill in the following forms and send them back.

If you need a helping hand with filling out the forms, please contact the [Munich Dual Career Office \(MDCO\)](#).

##### 1.1. Documents to fill in:

- i. Fragebogen zur Verfassungstreue / Questionnaire for the assessment of loyalty to the German constitution
- ii. Fragebogen zu Scientology / Questionnaire for the assessment of loyalty to the German constitution
- iii. TUM Personalbogen für Beamtinnen und Beamte / TUM Personnel Data Sheet for Civil Servants
- iv. Personalbogen für Professoren/ Professorinnen zur Ermittlung der Daten für die Bezügeabrechnung, Landesamt für Finanzen<sup>1</sup> / Personnel Data Sheet for Professors for calculating salary payments → Mandatory for receiving your first salary. Also see Sec 5.
- v. Merkblatt zum Führungszeugnis / Information Sheet on police clearance certificates
- vi. FL-Erklärung, falls zutreffend / Declaration for family-related benefits, if applicable
- vii. *Information on your professional career* (Angaben zum beruflichen Werdegang – only in German).
- viii. *Request for approval of secondary employment* (Antrag auf Genehmigung und Anzeige einer Nebentätigkeit – only in German), please fill in, if applicable.
- ix. *Request for capital-forming benefits* (Antrag auf vermögenswirksame Leistungen – only in German). Please fill in, if applicable.

Please get in touch with the MDCO for further support in filling out the documents.

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<sup>1</sup> Landesamt für Finanzen (LfF) Behörde, die für die Bezüge zuständig ist (außerdem Kostenrückerstattung für Umzug, Trennungsgeld, Beihilfe etc.)

## 1.2. Request for an official medical examination (Auftrag amtsärztliche Untersuchung)

Before entering the Civil Service you are required to undergo an official medical examination.

- i. You will receive a request together with a Medical Opinion Form (Auftrag amtsärztliche Untersuchung; Gutachtenauftrag Amtsarzt).
- ii. With these documents you need to go to a medical reviewer at the earliest three months before commencement of work at TUM (Dienstantritt).
- iii. In case you live outside of Germany you can either contact a medical reviewer at the [German Embassy](#) of your current residence or get in touch with the [Gesundheitsamt der Landeshauptstadt München](#). In case you live in Germany please get in touch with your local health authority (*Gesundheitsamt*). In case you live in Baden-Württemberg please get in touch as well with the [Landeshauptstadt München](#).

## 1.3 Application for certificate of good conduct („Führungszeugnis zur Vorlage bei Behörden gem. § 30 Abs. 5, § 31 Bundeszentralregistergesetz“)

### From abroad:

- i. Application possible online (only possible with electronic identity card), by post or in person.
- ii. Please send the corresponding application by post to the Bundesamt für Justiz - Internationale Registerangelegenheiten - 53094 Bonn, Germany.
- iii. The certificate of good conduct is required for presentation to a German authority, the address of the personnel department is to be given accordingly (“Führungszeugnis zur Vorlage bei Behörden”)
- iv. Personal data and signature must be officially confirmed (can be issued by a German diplomatic or consular representation or by a foreign authority or notarially).
- v. In parallel with the application, please transfer 13€ to Deutsche Bundesbank - Filiale Köln - IBAN-Nr.: DE49370000000038001005 BIC/swift-Nr.: MARKDEF1370
- vi. Purpose of use: (file number of the case - if available – or) first name and surname of the person submitting the application
- vii. [Guidance from the Federal Ministry of Justice can be accessed here](#)

### From Germany:

- i. You have to apply for the certificate of good conduct in person by presenting the identity card or passport at the local registration office or via the online portal of the Federal Office of Justice (only with electronic identity card).
- ii. The certificate of good conduct is required for presentation to a German authority; the address of the personnel department is to be indicated accordingly.

## 1.4 Information leaflet about health insurance (Informationen über das Krankenfürsorgesystem – only in German.) to keep on file:

For further information please contact the Munich Dual Career Office.

### 1.5 Documents you may need to prepare (depends on the documents you have already submitted to the personnel department):

- i. Signed Curriculum Vitae
- ii. Detailed summary and verification of educational (certificates of school, university, approbation, doctorate etc.) and professional history (employment reference letter, former work contracts)

## 2. Road Map – What to do step by step

1. Finish the paperwork (See Section 1).
2. Apply for a health insurance provider (inception date must be at the latest your commencement of work at TUM)
3. Finding a residence in Munich
4. Registration of your residence (Wohnsitz anmelden) with the responsible registration authority, this is for example the Kreisverwaltungsreferat München, [KVR](#)<sup>2</sup> if you live in Munich. Additionally you need a written confirmation of moving in by the landlord (Vermieterbescheinigung). For an exemplary form please contact the Munich Dual Career Office.
  - a. The Federal Central Tax Office (Bundeszentralamt für Steuern) will automatically send your Tax ID number (Steueridentifikationsnummer) to your new address. Your Tax ID number is mandatory to receive your first salary (See Section 5).
5. Forward your Tax ID number to your person of contact at the personnel department
6. If you don't have a Eurozone bank account, please set one up. Don't forget to take a valid identification document and a certificate of residence registration.
7. For non-EU citizens: Apply for a residence permit at the [KVR](#). A prerequisite is, however, item 1-5. Also see Section 3. → Item 2, 5 and 8 can be settled either at the KVR or at one of the branch offices more conveniently located to your residence ([Garching](#) or [Freising](#)).

## 3. Getting a residence permit (Niederlassungserlaubnis) - Relevant only for Non-EU citizens:

Depending on your nationality you might need a residence permit in order to receive your certificate of appointment (Ernennungsurkunde). Please note that otherwise the Ernennungsurkunde cannot be handed over to you. Your residence permit need to be valid at least for the overall duration of your professorship (e.g. 6 years for a Tenure Track Assistant Professorship) or respectively unlimited (appointed for life).

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<sup>2</sup> Kreisverwaltungsreferat stands for Municipal administration authority, i.e. city administration of Munich

Depending on your place of residence - [Munich](#) (KVR), [Garching](#) or [Freising](#) (foreigners' registration office) is the responsible authority. The overall process to obtain a residence permit will require about 5 months. The MDCO will accompany you through the application process. Please get in touch with the MDCO regarding this issue as soon as possible.

#### **4. Becoming a professor at TUM - Certificate of appointment (Ernennungsurkunde)**

After sending in all requested documents and filled-in forms to the personnel department you will receive an invitation for the official act of handing over your Ernennungsurkunde by the President of TUM. The Ernennungsurkunde is comparable to a contract of employment. You will also receive:

- i. A presidential letter containing a promise of meeting the costs (Erstattung der Umzugskosten) for your relocation and severance benefit (Trennungsgeld). You will need this letter to reimburse the relocation costs through Landesamt für Finanzen (LfF).
- ii. Further Information about starting as a professor at TUM (Informationsblatt anlässlich Ihrer Ernennung zum Universitätsprofessor).

#### **5. Getting your salary**

As a civil servant you will receive your salary every first day of a month. Due to administrative reasons your first salary will be a partial payment only. Three bodies are responsible for your salary:

- i. Personnel department – general issues concerning salary
- ii. LfF (Landesamt für Finanzen) – responsible for paying your salary, reimbursing relocation costs, severance benefits etc. Essential condition is the filled in personnel form for Landesamt für Finanzen (Section, 1.1 item iii)
- iii. Finanzamt – deals with your taxes

***If you have any questions, require help, or a profound consultation at any stage, your contacts of the Munich Dual Career Office (MDCO) will gladly assist you:***

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