

## **Division 8.1 – Personnel Matters – Academic Staff**

**Office Hours: Monday to Friday, 8:30 to 11.30 am, and by individual appointment.**

- Photograph
- Curriculum Vitae with signature
- Copy of passport
- Residence Permit (non-EU citizens only)
- Copy of a Change of Name certificate (if applicable)
- Two copies of the birth certificate(s) for your child(ren) (if applicable)
- Secondary School Leaving Certificate (University Entrance Qualification)
- All degree certificates (e.g. Bachelor's, Master's, Ph.D.) and, in case of a degree certificate from a non-German university, a certificate from the RWTH International Office that the degree is equivalent to a German university degree ("Certificate of Equivalence")
- If the Degree Certificate and the Academic Transcript have not been officially issued as yet: Certificate from the RWTH Central Examination Office (ZPA) on the successful completion of the degree and date of the final exam (the degree completion date).
- Doctoral Degree Certificate / Written permission to hold a doctoral title obtained abroad in Germany
- Certificate of Good Conduct (Police Clearance). The form, titled "Beleg Art O," is to be applied for at the Residents' Registration Office (Einwohnermeldeamt). The authorities are to send it to **RWTH Aachen, 52056 Aachen, Abt. 8.1**. At the date of employment, the certificate must be less than three months old.
- German tax card (Steuerkarte) / certification of the tax office
- Proof of membership in a health insurance scheme acc. to § 175 SGB (only if you are obliged to take out health insurance and do not intend to become a member of the German insurance provider AOK)
- Complete record of employment after graduation (copies of contracts, letter of reference, etc.)
- Certificates on scholarships or grants received so far

### **⇒ Please note:**

- **As all documents will remain in your personal file, please submit certified copies.**
- **The HR Department can certify these documents if provided with the original and a copy.**