



Paid employment

Work permit for international employees

Academic and technical staff members working at university normally do not require approval from the Federal Employment Agency to work in Germany. The authorisation to pursue an occupation at university is granted by the Foreign Citizens' Office ("Ausländeramt") and stated on the residence permit.

The procedure is as follows:

1. The department which hires you confirms your stay and the commencement date of your paid employment at the University of Würzburg.
2. You receive all necessary documents and forms you need to fill in in order to receive your contract of employment from the university's human resources department ("Personalabteilung").
3. You submit the documents and sign your contract. For the visa application, however, you do not necessarily need your contract. Since it may take a while until your contract is finalized, you may also receive a hosting agreement from the university with valuable information concerning the required type of visa for your employment in Germany.
4. You apply for a visa at the German Embassy in your home country.
5. Once in Germany, you have to register with the **citizens' registration office ("Bürgerbüro")** in Würzburg or the respective municipality where you are going to reside, if your flat is not located in the city but in one of the villages surrounding Würzburg. (The addresses of the respective registration offices are listed below).

Please, note: You have to register directly within a few days after your arrival – even if you haven't got a permanent place to stay, yet. You can also register with a hotel name or the name and address of your current host in Germany and subsequently change your details after moving.

6. After registration, you visit the **department for nationality issues and foreigner affairs („Fachabteilung Staatsangehörigkeits- und Ausländerangelegenheiten“)**. The employees there will give you advice and grant your residence and work permit.

For this process you need to bring:

- a copy of your employment contract
- proof of health insurance
- a biometric picture

The whole process will take approximately 6-8 weeks but the department can issue a preliminary certificate for your work permit.

Where to register? Addresses and Contacts

For employees who not only work but also live in Würzburg (including the neighbourhoods Altstadt, Zellerau, Grombühl, Frauenland, Dürnbachtal, Lindleinsmühle, Sanderau, Heidingsfeld, Heuchelhof, Steinbachtal, Versbach, Lengfeld and Rottenbauer):

Step 1: Würzburg Citizens' Registration Office (“Bürgerbüro”)

Here, you register your new place of residence. To avoid long waiting times you can also book your appointment online (information in German only): <http://www.wuerzburg.de/de/buerger/buergerbuero/terminvereinbarung/29490..html>

Bürgerbüro (Würzburg Citizens' Office)
Rückermainstraße 2
97070 Würzburg
Tel: 09 31/ 37 20 00
Fax: 09 31/ 37 20 29
E-Mail: buergerbuero@stadt.wuerzburg.de

Opening hours:

Monday	8.00 am – 1.00 pm
Tuesday	8.00 am – 12.00 pm and 2.00 – 4.00 pm
Wednesday	8.00 am – 1.00 pm
Thursday	8.00 am – 12.00 pm and 2.00 – 6.00 pm
Friday	8.00 am – 12.00 pm

Step 2: Department for nationality issues and foreigner affairs („Fachabteilung Staatsangehörigkeits- und Ausländerangelegenheiten“)

Here, you get your residence and work permit.

Rückermainstraße 2
97070 Würzburg
Tel.: 0931 37 – 2273 (-2446, -2461 or -2767)
Fax: 0931 - 37 37 67
E-Mail: ausland@stadt.wuerzburg.de

Opening hours:

Monday	8.30 am – 1.00 pm
Tuesday	2.00 pm – 4.00 pm
Wednesday	8.30 am – 1.00 pm
Thursday	2.00 pm – 6.00 pm
Friday	8.30 am – 12.00 pm

You find the service office in room 12. Please, draw a waiting number at the terminal in front of room 4 when you arrive.

Legal regulations for spouses

Spouses who are not academics themselves first have to go to the Foreign Citizens' Office ("Ausländeramt") to apply for a residence permit and verify that they have received a job offer as a prerequisite for pursuing gainful employment. Afterwards, the Federal Employment Agency ("Bundesagentur für Arbeit") has to prove whether German nationals or other EU citizens should be given priority.

You should be aware that this process can take several weeks and you might only start your job weeks or months after your arrival in Germany.

Citizens exempt from an application for work permits

These regulations, however, do not apply to citizens from European countries, Switzerland or the European Economic Area (EEA) who do not have to apply for a work permit and enjoy freedom of movement. Thus, these citizens only have to register with the Citizens' Registration office after arrival.

For other possible exemptions from these rules and regulations concerning access to the German labour market, please, see the helpful hints collected by the Federal Foreign Office:

http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/LernenUndArbeiten/ArbeiteninD_node.html

The Federal Employment Agency also provides information on legal details, international agreements and tips for employees:

<http://www.arbeitsagentur.de/web/content/EN/WorkingandJobSeeking/Detail/index.htm?dfContentId=L6019022DSTBAI515350>

<http://www.arbeitsagentur.de/web/wcm/idc/groups/public/documents/webdatei/mdaw/mtaw/~edisp/l6019022dstbai397239.pdf>

Employment contract and remuneration details

Many professors and academic staff in Germany are public servants and their wages are therefore regulated by the federal state of Bavaria. The Federal Civil Service Remuneration Act ("Bundesbesoldungsgesetz") determines the different wage categories (for example category "W" for professors). Other members of academic staff are subject to the collective pay agreement "TV-L".

A list of different income groups for public servants is provided here:

<http://oeffentlicher-dienst.info/c/t/rechner/tv-l/west?id=tv-l-2014&matrix=1>

The webpage also offers a calculator which is useful to estimate your wages after taxes and get a brief overview over the average cost of health insurance and social security as well as other fees: <http://oeffentlicher-dienst.info/c/t/rechner/tv-l/west?id=tv-l-2014>.

Concerning your contract as such, the staff of department 4.2 for newly-appointed professors and civil servants (see <https://elmut.uni-wuerzburg.de/oeh/33140200>), department 4.3 for academic staff (see <https://elmut.uni-wuerzburg.de/oeh/33140300>), and department 4.4 for employees (see <https://elmut.uni-wuerzburg.de/oeh/33140400>) will be happy to assist you.

You will get the contact details of the responsible official with your employment details. They will give you advice concerning the forms that have to be filled in.

Payments

After the first month of work you receive your payslip directly from the Bavarian State Office for Finance ("Landesamt für Finanzen Bayern"). You can find further information on salaries and regulations here: <http://www.lff.bayern.de/bezuege/besoldung/>.

Since information is, unfortunately, only available in German at the webpage you may also visit the "Dienststelle Würzburg" of the Bavarian State Office for Finance and ask for advice. You can find the address and contact numbers here:

http://www.lff.bayern.de/das_landesamt/adressen/adr_dst_wue.aspx

They will answer any questions related to tax categories, charges etc..

Disclaimer:

Please, note that information provided by the University of Würzburg is not complete or legally binding and cannot replace a consultation of experts in the field. We compiled this manual with care but do not assume liability for its content and cannot keep it up-to-date in every detail. The information given is of quite general nature and does not cover the peculiarities of individual cases. Please, ask the human resources department, the Bavarian State Office for Finance or the local Taxation office for advice if you have any further questions.

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