



Universität Greifswald

University of Greifswald
The Registrar
Human Resources Department
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Administrative Officer: _____

email: _____

List of documents to be submitted when applying for a position as a graduate assistant (m/f/x)

- Staff questionnaire *) (please complete in full)
- Photograph (please write your name on the reverse side, submission of photo is optional)
- Curriculum Vitae (CV)
- University degree (e.g. bachelor's, master's; certificate for each and results if applicable)
- Declaration of commitment *)
- Declaration regarding secondary employment *)
- Information on the processing of staff data *)
- Criminal record certificate (please request a certificate of conduct for presentation to a **German** authority)
- Creating a personal account *) (only complete the section 'Personal data')
- Bank details *) (must be completed in full)
- Declaration regarding exemption from statutory social insurance contributions *)
- Certificate of enrolment (if still enrolled)
- Certificate of health insurance from your health insurance provider
- Appendix to staff questionnaire *)

*) These documents can be downloaded from <https://www.uni-greifswald.de/en/university/organisation/administration/human-resources-and-finance-division/human-resources-and-appointments-department/forms/>

***) Please only submit a photocopy of this document, not the original.