**Personal Information Form for student assistants**

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|  **°) Mandatory item**  (please always complete) | **If your personal data changes:**  | Please just fill out the corresponding data. However, the IBAN shall always be inserted.  |
|  **Family name°):** (if applicable: birth name) |       |
|  **First name°):** |       |
|  Date of birth: |       | Gender: |        |
|  Place of birth: |       |
|  [Nationality](https://www.arbeitsagentur.de/fuer-menschen-aus-dem-ausland/voraussetzungen-arbeiten-in-deutschland): |       |
|  [ ]  EU/EEA/Switzerland |  [ ]  Other nationality/citizenship\* |
|  | \*You must submit a valid copy of your residence permit. |
|  Family status: |       |
|  Home address: |       |
|  Study address: |       |
|  Telephone: |       |
|  E-Mail: |       |
|  **IBAN (22-digit number)°):** |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  Bank: |       |
| Enrolled student assistant with a completed bachelor’s or a master’s degree |
| **Date of graduation**: |       |
| **Have you been employed as student/graduate assistant before?°):** | **[ ]  yes** **[ ]  no** |
| If you are or have been a student/graduate assistant, additional information for the time of employment as student/graduate/research assistant has to be given: |
| **[ ]**  | **Presently**, I have the following other employment contracts as a student/graduate assistant: |
| **Period** | **All employment positions** as enrolled student/gradu-ate assistant at the University of Applied Sciences Fulda/at any other University/any other research institution | **Working** **hours****(hrs/month)** |
| **Start** | **End** |
|       |       |       |       |
|       |       |       |       |
| **[ ]**  | **I have been** a student/graduate/research assistant **before** with following contracts: |
| **Period** | **All employment positions** as enrolled student/gradu-ate assistant at the University of Applied Sciences Fulda/at any other University/any other research institution | **Working** **hours****(hrs/month)** |
| **Start** | **End** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| I confirm that the information above is correct and complete, and I am going to communicate any changes immediately.On data protection reasons I hereby agree that data needed for processing this application might be requested in the Student Administration (Studienbüro) if necessary. |
|       |  |  |
| Place, Date |   | Signature of student assistant   |
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| **Important:**  | **Without handing in all required documents, payment cannot be made!**Please do attach to this application form: |
| * Current Certificate of Study
* Self-declaration for “ELStAM” ([Form](https://www.hs-fulda.de/fileadmin/user_upload/Wegweiser_A-Z/Hilfskraefte/PM-2515-Dok-Hilfskraft_Selbstauskunft_ELStAM_engl.pdf) and [completion instruction](https://www.hs-fulda.de/fileadmin/user_upload/Wegweiser_A-Z/Hilfskraefte/PM-2520-Pz-Hilfskraftvetraege_WAZ_Ausfuellhinweis.pdf); Wegweiser A-Z)
* Questionnaire for social security ([Form](https://www.hs-fulda.de/fileadmin/user_upload/Wegweiser_A-Z/Hilfskraefte/PM-2516-Dok-Hilfskraft_Fragebogen_SozialV_engl.pdf) and [completion instruction](https://www.hs-fulda.de/fileadmin/user_upload/Wegweiser_A-Z/Hilfskraefte/PM-2520-Pz-Hilfskraftvetraege_WAZ_Ausfuellhinweis.pdf); Wegweiser A-Z)
* Enrolled student assistant with a bachelor’s or a master’s degree: Copy of Final Degree
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