**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** | |
|  | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
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|  | **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** | |
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| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |