

## Checklist for new employees from abroad

### The accelerated procedure for skilled workers

If you are travelling to Germany to take up employment, you will need a visa. To speed up the procedure, the Technische Hochschule Mittelhessen (THM) can offer an accelerated process in certain cases. For this, we need the following documents from you:

- Contact details (address in your home country, mobile number, email)
- Degree certificate/diploma in German
- Copy of your passport (the page with personal details and photo is sufficient)
- Power of attorney for the employer
- Certificate from the BA (filled out by the employer)

The accelerated procedure for skilled workers does not apply to:

- Nationals with unrestricted freedom of movement for workers: EU, EEA member states (Norway, Liechtenstein, Iceland), and Switzerland
- Nationals who can enter without a visa and apply for it locally: Andorra, Australia, Israel, Japan, Canada, Monaco, New Zealand, Republic of Korea, San Marino, USA, Great Britain, and Northern Ireland

(<https://www.arbeitsagentur.de/unternehmen/fachkraefte-ausland/beschaeftigung>, 09.04.2025)

You must apply for an extension of your residence permit at the immigration office responsible for you in Germany. Processing may take some time, so we recommend that you contact the immigration office at least three months before your visa expires. If entering without a visa, please contact the immigration office no later than three months after entry.

[Ordnungsamt – Ausländerbehörde](#), Berliner Platz 1, 35390 Giessen

Contact: +49 (0) 641 306-1321, [ordnungsamt@giessen.de](mailto:ordnungsamt@giessen.de)

[Ausländerbehörde des Landkreises Gießen](#), Riversplatz 1-9, 35394 Giessen

Contact: +49 (0) 641 9390-0, [auslaenderbehoerde@lkgi.de](mailto:auslaenderbehoerde@lkgi.de)

[Ausländerbehörde Wetteraukreis](#), Europaplatz Gebäude A, 61169 Friedberg

Contact: +49 (0) 6031 83-2566, E-Mail: [Aufenthaltsrecht](#)

Generally, you will need the following documents:

- Completed application for the extension of the residence permit
- Biometric passport photo
- Passport
- Proof of funding (e.g., employment contract, certificate from THM stating monthly salary)
- Proof of health insurance
- Tenancy agreement for your flat and registration certificate from the residents' registration office
- For spouses/children: marriage and birth certificates in German translation

### Arrival

When traveling by plane, it is best to fly directly to Frankfurt/Main Airport (FRA). By public transport, you can easily get to Frankfurt Central Station, from where there are regular trains to Friedberg and Giessen. <https://www.bahn.de/>

## The first days in Germany and Documents for the Employment Relationship

### Housing

To find a flat, you must look around on the private housing market, e.g., on the Internet. After moving in, you are obliged to register at your local residents' registration office within one week.

[City Office Giessen](#), Berliner Platz 1, 35390 Giessen.

Contact: +49 (0) 641 306-1234, [stadtbuero@giessen.de](mailto:stadtbuero@giessen.de)

[Wetterau district; Europaplatz, 61169 Friedberg](#)

Contact: +49 (0) 6031 83 0

If you have found a flat outside of the district, the local municipality/city administration is responsible for you.

### Certificate of good conduct

The [certificate of good conduct](#) or "police clearance certificate" is an official document that contains information about a person's criminal convictions that are recorded in the Federal Central Criminal Register. It certifies whether a person has a criminal record or not. For your employment at the THM this document is required. We recommend to apply for the [certificate of good conduct](#) for submission to the authorities (also certificate type O or extended certificate of good conduct) at the registration office in your place of residence when you register your accommodation. This certificate of good conduct is more detailed than the simple certificate of good conduct.

### Bank details

To open a bank account in Germany, you usually need the following documents:

- Valid passport or identity card
- Registration certificate and residence permit,
- Pay slip (depending on the type of account).

Please note that banks may charge different fees, such as account management fees or for non-European transfers.

### Tax Identification Number (ID)

When employed in Germany, your income taxes are automatically deducted from your gross salary. The tax office will send your personal tax ID to your registered German address within 2-3 weeks after your registration of residence. If you do not receive the tax ID within these 3 weeks or have lost the previous one, you can request a duplicate from [the relevant tax office](#). The amount of income tax is determined in different income tax classes depending on your marital status:

Tax class I: single, widowed, separated, or divorced

Tax class II: single parents

Tax class III: married (partner with higher income)

Tax class IV: married (equal earners)

Tax class V: married (partner with lower income)

Tax class VI: additional employment

### Church Tax

As a member of a church, church taxes may be automatically deducted from your salary. This church tax deduction applies to the Protestant Church, the Roman Catholic and Old Catholic Churches, Jewish communities, and some free religious communities.

## Income Tax Return

After the end of a calendar year, you may be entitled to a refund of some of the taxes you paid. To do this, you must submit an income tax return to the relevant tax office.

## Double taxation agreement

A "double taxation avoidance agreement" with many countries is intended to prevent you from paying taxes in both Germany and your home country.

[List of double taxation agreements valid in Germany](#)

## Social Insurances

Germany has a comprehensive [social security system](#) (health, long-term care, unemployment, pension, and accident insurance) that is mandatory for employees. Social security contributions are automatically deducted from the gross pay after registration. The national social security number is issued by the [pension insurance \(DRV\)](#) when you first take up employment in Germany.

### 1) Health Insurance

Sufficient health insurance coverage is required in Germany from the first day of your stay. Please check with your home health insurance provider whether it covers your stay in Germany. If it does not, you can change it if necessary or find a [health insurance provider in Germany](#). You must register there yourself.

### 2) Long-term care Insurance

The long-term care insurance is linked to health insurance and is automatically taken out when the contract is concluded. It provides cover in the event of the need for long-term care.

### 3) Unemployment Insurance

[Unemployment insurance](#) is intended to provide protection in the event of unemployment.

### 4) Pension Insurance

The pension insurance primarily provides for pension payments in retirement, but also for measures to maintain your labour force. EU member states or agreement partners must take into account your pension periods completed in Germany.

If you return to a country that does not have a [social insurance agreement](#), you can generally have your [pension contributions paid in Germany refunded](#).

### 5) Accident Insurance

Statutory [accident insurance](#) covers work-related accidents. The employer pays the contributions.

It may be advisable to take out additional insurance, such as private accident insurance or private liability insurance—this assessment is up to you.

Degree/diploma/job references/certificates etc., in German, e.g., by translation agencies

Notarised translation of birth certificate/parentage certificate in German, e.g. by translation agencies

If applicable, certified translation of the marriage certificate, and/or birth/parentage certificate of children in German, e.g., by translation agencies

### **Language**

The Adult Education Centre Giessen, the [Adult Education Centre of the district of Giessen](#) and the [Adult Education Center of Wetterau district](#) offer German language courses. Unfortunately, THM currently does not offer a personal language-learning programme for international employees, but as a THM employee you can access the [Rosetta Stone](#) programme via the university library at no extra cost.

### **Childcare and school attendance**

If you are bringing your children to Germany, there are various options for placing your child in daycare or school. If possible, organise childcare before you arrive. In 2005 the THM was audited and certified as a family-friendly university for the first time and offers employees [various childcare options](#). Please get in touch with the staff in the Human Resources Development.

In the German [school system](#), children are required to attend school from the age of 6 and must be enrolled at a school. Attendance at public schools in Germany is free of charge. The first four years are spent at primary school, after which children move on to a secondary school.

Overview of [schools in Giessen](#) and the [surrounding area](#), as well as [schools in the Wetterau District](#).

Please note the Hessian [holiday dates](#) when visiting schools.