

Checklist: Documents required for the employment of student assistants

Note: The forms are internally available in the form centre at <http://www.uni-siegen.de/start/formularcenter/> - Students – Forms for the employment of student assistants

or at

<http://www.uni-siegen.de/start/formularcenter/> - Employees (internal) – Staff matters – Student assistants

1. New employment

1.1 Documents of the student assistant to be employed:

- [Student application of the student assistant in duplicate](#)
- [Alternatively for employees in the low-wage sector](#) (if the remuneration shall not be taxed according to individual tax characteristics but at a flat-rate)
[Declaration for the assumption of the standard flat-rate tax in case of employment with low remuneration](#)
- Copy of the insurance card/evidence for medical insurance
- Current study confirmation for the contractual period
- [Formal obligation \(page 1\)](#)
- [Personal information form \(LBV\)](#)
- [Form Status declaration for the verification of social insurance and supplementary benefits \(LBV\)](#)
- [Only in case of earnings of less than € 450,00: Form Status declaration for employees in the low-wage sector \(LBV\)](#)
- [Only for foreign students who are non-EU citizens:](#)
Valid residence document or probationary permit (valid residence document must then be submitted immediately after issuance)

1.2 Documents of the employing organization unit:

- [Application of the student assistant in duplicate](#)

2. Re-employment (in case of discontinuance after the previous agreement)

2.1 Documents of the student assistant to be re-employed:

- [Student application of the student assistant in duplicate](#)
- Copy of the insurance card/evidence for medical insurance
- Current study confirmation for the contractual period
- [Personal information form \(LBV\)](#)

- [Form Status declaration for the verification of social insurance and supplementary benefits \(LBV\)](#)
- [Only in case of earnings of less than € 450.00: Form Status declaration for employees in the low-wage sector \(LBV\)](#)
- [Only for foreign students who are non-EU citizens:](#)
Valid residence document or probationary permit (valid residence document must then be submitted immediately after issuance)

2.2 Documents of the employing organization unit:

- [Application of the student assistant in duplicate](#)

3. Continuous employment (uninterrupted continuation of the previous agreement)

3.1 Documents of the student assistant to be continuously employed:

- [Student application of the student assistant in duplicate](#)
- Current study confirmation for the contractual period
- [Only for foreign students who are non-EU citizens:](#)
Valid residence document or probationary permit (valid residence document must then be submitted immediately after issuance)

3.2 Documents of the employing organization unit:

- [Application of the student assistant in duplicate](#)

4. Change of the current employment relationship

4.1 Increase of the working time

- [Application of the student assistant in duplicate](#)
- [Student application of the student assistant in duplicate](#)

4.2 Reduction of the working time

- [Application of the student assistant in duplicate](#)
- [Student application of the student assistant in duplicate](#)

4.3 Changes of financing

- Fill in the form [Change Financing Student Assistant](#) and send it to the administration of the university via the button Send-Email.