First Steps at TUM: First Day(s) of Work

This guide is the second in a three part series on getting set up. Make sure you read this document thoroughly so you know exactly what you need and obtain documents in the required quantities. Beware: obtaining translations, for example, takes a long time and costs a lot, so not having one to hand when requested can really slow down your process, cause complications and cost you money.

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Personnel Department (Personalabteilung)

Prior to arrival

You should have received an email from the Personnel Department requesting some information. They will then prepare an Application for Contract (Einstellungsvorschlag), which you need to print, sign and send in duplicate.

The Application for Contract should be submitted at least 6 weeks before you intend to start work, along with some necessary documents. If you need a visa, the personnel department can provide you with a letter for the relevant authorities.

First Day at Work

Before you arrive, the Personnel Department should have set up a meeting with you (usually on the first day of your work) and have sent you your contract. They will have several forms and information sheets for you to sign, as well as your contract (they will provide an English translation, but this is NOT legally binding - only the German version is). There is an oath to swear (or an affirmation if you prefer). Time: approximately 30 minutes.

If you are from outside the EEC, then you will need a residency permit (Aufenthaltstitel). The Personnel Department will give you a document, which you then need to take to the Ausländerbehörde des Landkreises München (Mariahilfplatz, 81541 München) to apply for a Residence Permit or Blue Card.

You will need to have to hand the certificate of address registration (Anmeldebescheinigung), IBAN and BIC codes of your Eurozone bank account and your Tax ID Number (Steueridentifikationsnummer) in order to fill out the Personnel form (Personalbogen). If you don’t have these to hand, you can return the form later, but after the 10th of the month, your salary may not be paid on time that month!

If you aren’t already registered at a public Health Insurance Provider (Krankenkasse), you can do so at the same time in your Personalbogen (the Personnel Department will show you how).

Guests who are not employed by TUM

The relevant information for you can be found online. You have to fill in the Guest Application Form and have it signed by your supervisor, or the member of staff responsible for your stay. You can also apply for a guest card.

Getting your TUM IT account and Personal Card

Go to 00.05.038 to Hr.Andreas Paul and ask for your PIN and TUM-ID. This is one of the most important login credentials and allows you to access multiple TUM services. Mr. Paul is not always in his office so it’s better to arrange it beforehand by a phone call or e-mail his contact details you can find here.
You can set all the rest up yourself, from the web platform campus.tum.de. Be sure to upload a photo - your Personal Card (Personalkarte) can be collected about a week after you upload, from the office in building 10, Walther-Meißner-Str. on Garching campus, on Wednesdays between 10-11 am. **Time: registering and setting up your account: 20 mins. From the upload of your photo to your card pick up, 1-2 weeks!**

Sometimes they do not tell you if your card is ready. The relevant person to pester is Angela Dillinger: Dillinger@zv.tum.de

You can load money onto your Personal Card and use it in the Mensa as a smart card. If you can't wait to get some of that delicious Mensa nourishment, you can obtain a Mensa Card from the Mensa, which functions in the same way but probably will not give you the staff discount.

In order to take out books at any library of the TUM, you have to register with your Personal Card first. This can be done at the checkout desk of the library – just ask the staff.

**Getting your Faculty for Informatics IT account**

On a Monday or Thursday between 10.00 and 17.00, go to the Servicebüro in room 00.05.41 and ask for Frau Christine Bauer (more here). Most likely you will find her eating lunch... You need a form of ID (driving licence is fine). **Time: about 10 minutes.**

With your login (usually your last name, sometimes followed by your first initial(s), all in lower case) you can go to https://admknoll.informatik.tu-muenchen.de/pass.html using the account name (username) “I6” and password “accountform” to set yourself up with a password you can use to log into and edit the I6 website (www6.in.tum.de). Please note that your supervisor needs to confirm this with by replying to an email which is automatically sent to him/her.

Having logged into the website, (click on the “internal” tab on the top right), you should create a personal page. Instructions are on the website. This done, you should add yourself onto the “People” section of the website. You can scan, photocopy and print using the Xerox printers. You can print from your computer, but only if you have an ethernet connection. You need to contact i6-it@in.tum.de and give them the following information to get whitelisted for a network connection:

- **Your name**
- **Type of computer**, e.g. Work Laptop
- **Room number**, e.g. 01.09.35
- **Job title**: Research Assistant
- **MAC address of your ethernet port** (NB. NOT wifi port!), e.g. 3c:11:c2:db:56:8a

To print to the Ricoh printers, instructions are on the RBG website. To print to the Lehrstuhl’s printers, instructions are on the I6 internal FAQs.

For all other questions, please read the FAQ.

1. Printer setup instructions: https://wiki.rbg.tum.de/Informatik/Benutzerwiki/XeroxDrucker (German)

**Summary**

- Sign everything at the Personnel Department (Section 1.2)
- Sign up to a public health insurance provider (Section 1.2)
- Set up your Informatics IT account (Section 4)
- Get your TUM Personal Card (Section 3)
- Get your Student Card (Section ??)
- Set up your library account (Section 3)
- Documents to obtain:
  1. Contract
  2. Other forms from Personnel Department, including Holiday Sheet (Urlaubskarte)
  3. Personal Card
  4. Student Card
  5. Health Insurance (Krankenkasse) Card
  6. If you are going on a work trip, do not forget to fill in a Work Trip Form (Dienstreiseantrag)
Related articles

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