



# Recruitment of international staff

For Applicants



**Hof  
University**  
University of  
Applied Sciences

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## Welcome to Germany – Your Path to Working at

### Hof University of Applied Sciences

Are you interested in working at Hof University of Applied Sciences and looking for guidance on the first steps? This brochure will inform you on your way to a job at Hof University of Applied Sciences.

We will show you which requirements you need to fulfill for entry, how you can have your qualifications assessed, what funding opportunities are available, and what you should pay attention to regarding topics such as visas, health insurance, and apartment hunting.

Even after your arrival, we will support you in getting settled quickly – among other things, by providing contact information for relevant authorities such as the registration office, foreigner's registration office, or personnel department.

Our goal is to make your start at Hof University of Applied Sciences as smooth as possible – so that you can focus entirely on your professional future.

If you have any questions or need support during the hiring process, the Personnel Department of Hof University of Applied Sciences and the Welcome Service will be happy to help.



## Before Entering the Country

Before you come to Germany as an international researcher, there are several important steps to plan and prepare.

These include searching for a suitable position at Hof University of Applied Sciences, having your qualifications assessed, clarifying questions about financing your stay, and applying for a visa.

You should also consider topics such as health insurance and apartment hunting in good time - so that your start in Germany is successful.

## Finding a Suitable Position at Hof University

Before you can apply for a work visa, you usually need a concrete job offer. To find one, use our [Career-Portal](#) – there you'll find current job openings that are tailored to the qualifications and interests of our university community.

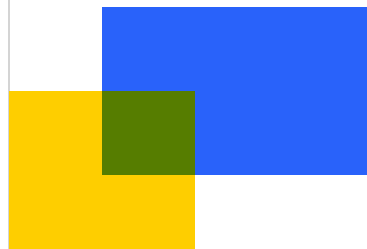
Additionally, take advantage of our individual counseling sessions in the [Project Go2Hof4ever](#) to discover promising entry opportunities and expand your professional network. You can easily schedule an appointment via our website.

## The Evaluation of your Qualifications

If you want to take up a position at Hof University of Applied Sciences, the official evaluation of your foreign university degrees by the [Central Office for Foreign Education](#) [GO](#) zwingend erforderlich. Wir empfehlen dringend, diesen Prozess bereits vor der Bewerbung zu starten, da er mehrere Wochen bis zu drei Monate in Anspruch nehmen kann.

For citizens of third countries, the evaluation of foreign university degrees or the comparability of the university degree may be a prerequisite for obtaining a visa in some cases. This applies to the [EU Blue Card](#) [GO](#) or the [Work visa for qualified professionals](#) [GO](#).

As an applicant, you will bear the costs of evaluating your qualifications. You can find information on the current fees on the website of the [Central Office for Foreign Education](#) [GO](#).



## Financing and Securing Your Livelihood

To work as an international researcher in Germany, you must demonstrate that your livelihood is secure. This is a requirement for obtaining a residence permit and will also be reviewed during the procedure with the Federal Employment Agency.

If you take up employment at Hof University of Applied Sciences, this proof is usually straightforward – especially with a full-time position. Even a part-time position with 50% working hours can be sufficient if it covers the minimum amount required for securing your livelihood. In this case, however, the residence permit will only be issued for the corresponding working hours.

The proof of financial security is part of the documents required for:

- the approval of the Federal Employment Agency
- the application for a residence permit at the Foreigners' Registration Office

## Visa and Residence Permit

A visa is an official entry permit that you need to enter Germany and stay here for a specific purpose, such as taking up employment. It must be applied for before entering the country at the German embassy or consulate in your home country.

The websites of the respective foreign missions contain current information on appointment availability, required documents, fees, and processing time, which is usually around 4-6 weeks.

A national visa is usually only valid for entry and a short stay (e.g. 90 days). Within this period, a residence permit must be applied for in Germany at the responsible foreigner's registration office.

The costs of the visa are borne by you as the applicant.

## Who needs a visa to enter?

You can check if your country of origin requires a visa on the website of the [Federal Foreign Office](#) .

Citizens from the EU, European Economic Area (EEA) (Iceland, Liechtenstein, Norway), and Switzerland do not need a visa. A valid passport or ID card is sufficient.

Nationals from Australia, Israel, Japan, Canada, South Korea, New Zealand, the United Kingdom, and the USA can enter Germany without a visa.

Note: However, before starting work, you must apply for a residence permit at the foreigner's registration office in your place of residence in Germany. The processing time is approximately 4-6 weeks.

If you want to start working shortly after entering the country, you should apply for a corresponding visa for employment purposes in advance to avoid delays.

If you are from a non-EU country, you need a national visa (Type D) for employment purposes. This visa must be applied for at the relevant German mission abroad (embassy or consulate) before entering Germany. The processing time is approximately 3 months. You can find advisory and contact points here: [world-wide](#) .

## Is a work permit issued with the visa?

Yes – the visa usually already includes an employment permit for the specific activity planned at the university. This means that you can start working directly after entry if all conditions are met.

The University of Hof will issue a confirmation of intended employment upon request, which you can use to apply for your visa or residence title.



## Does the visa need to be converted into a residence title after entry?

A residence title is the official permit that allows you to stay in Germany for an extended period and work here. You need it if you want to stay in Germany for more than 90 days - for example, as part of an employment contract at the University of Hof. Within this timeframe, you must apply for a residence title for employment purposes (§18b or §18d AufenthG) at the relevant foreigner's registration office.

The foreigner's registration office responsible is:

- for the city of Hof: Foreigners Office – City of Hof 
- for the district of Hof: Foreigners Office of the District Office of Hof 

Please inform yourself in advance about the list of required documents, which you should prepare completely. The processing fee can be up to €100 and is to be paid by you.

The residence title is usually granted for several months or years and can be extended – an extension is possible at the earliest eight weeks before the expiration of the entry visa or the current title.

Without a valid residence title, work may not continue after the expiration of the visa.

## Who needs a residence title?

A residence title is usually not required if you come from an EU member state, the European Economic Area (Iceland, Liechtenstein, Norway), or Switzerland. In these cases, a valid passport or ID card is sufficient to live and work in Germany.

For citizens of non-EU countries, a residence title is required when the visa issued upon entry does not cover the entire planned stay – for example, in the case of a longer-term employment contract.

Depending on the individual situation (form of employment, desired duration of stay, salary level, family circumstances, etc.), several residence titles come into question, which are designed differently and address different target groups. The leaflet of the German Rectors' Conference on the entry and stay of scientists from non-EU countries provides an Overview .



## Health Insurance

In Germany, health insurance is mandatory from the first day of entry. If you are employed at the University of Hof, you are automatically subject to the obligation to be insured in the statutory health insurance scheme.

You can choose a statutory health insurance fund statutory health insurance fund [↗](#) and must conclude membership with it.

## Insurance Number

**(formerly Social Security Card)**

With your employment, you will be assigned a social security number. You will receive the number by mail from the German Pension Insurance.

## Apartment Search

Finding an apartment in Germany can take some time. We recommend that you take care of it early on. Helpful information on the topic of "Living", such as types of housing in Germany, apartment search and viewing, rental agreement and rental costs, as well as tips for moving in, can be found here [↗](#).

You can use the following online real estate platforms:

- ImmoScout24 [↗](#)
- WG-Gesucht [↗](#)
- immonet.de [↗](#)

At the University of Hof, you will receive support from the Housing Office. They will be happy to help you with your search for accommodation or answer any questions you may have about living.

### Your Contact are:

#### **Helen Rickl**

Housing Office der Hochschule Hof  
+49 9281 409-3325  
helen.rickl@hof-university.de

#### **Borbála Thurnay**

Housing Office der Hochschule Hof  
+49 9281 409-3325  
borbala.thurnay@hof-university.de

## After Entry

After your arrival in Germany, several organizational steps are necessary to ensure a smooth start to your employment at the University of Hof.

This includes concluding the employment contract, registering your place of residence and with the tax office, as well as opening a German bank account.

Additionally, you will find important notes on the following pages for orientation at the university, for integrating into the work routine, and for supportive offers from the Welcome Service.

## Security Check by the Office for the Protection of the Constitution

In Bavaria, there is a test of loyalty to the constitution for applicants in the public service, which may also include a security check. This test serves to ensure that individuals entering the public service also support the democratic constitutional order and do not promote anti-constitutional activities. In certain cases, a security check by the Bavarian State Office Constitutional Protection  may be required.

Please note that the information mentioned is general in nature and different regulations may apply depending on the individual case. Contact the Human Resources department of the University of Hof early on to clarify the specific procedure and necessary steps.

## Signing the Employment Contract

A written work contract  is common practice in Germany. The contract regulates the most important conditions of the employment relationship and provides legal clarity for both parties. The contract is signed before starting work and is handed over to both parties in writing.

## Housing – Rental Agreement and Landlord Confirmation

If you have not already signed a rental agreement before your entry, you should do so immediately after your arrival.

For registering your place of residence with the registration office, you will also need a so-called landlord confirmation. This is issued by your landlord or landlady and confirms that you have actually moved into the apartment.



## Registration Obligation

In Germany, there is a statutory registration obligation. This means: You must register with the registration office or citizens' office at your place of residence within two weeks after your arrival.

For the City of Hof , the registration office of the city of Hof is responsible. If you do not live in the city of Hof but in one of the surrounding cities or municipalities, please contact the registration office responsible of your place of residence. The registration must always be done at the location where you actually reside.

Find out in advance about the list of required documents and prepare them completely.

**Important: When leaving the country later, you will need to deregister again.**

## Tax Identification Number (Tax ID)

After your initial registration with the registration office, you will be automatically assigned a tax identification number (Tax ID). This will be sent to your registered address in Germany within about 14 days by mail.

If you do not receive the Tax ID, you can request it online through the Website of the Federal Tax ID . The processing time may take up to four weeks.

## Bank Account

For salary payments, you need a valid bank account. We recommend opening a German account with a German bank for salary payments.



## Language Skills

As an international scientist or researcher, you do not normally need to prove German language skills for a visa or residence permit. Our job postings specify exactly which German language skills are required for each position. These requirements may vary depending on the activity.

However, knowing German will certainly help you communicate with your German colleagues, students, or staff at the university. Language skills will also help you settle in Germany and find a new home and friends. Here you can find useful tips on „[Learning German](#)“ .

In general, the better your German language skills, the easier it will be for you to get started in the daily work routine at our university – whether in teaching, research, or teamwork. You can find German courses at the [VHS Bayern](#)  and at the [Volkshochschule Hof](#) .

## Integration of International Employees at the University

The University of Hof offers comprehensive support to international employees as they start their new job. The Welcome Service not only accompanies you during your initial period at the university but also supports your partner in their professional orientation in the region, for example through counseling, networking, and arranging contacts with local companies.

In addition, you will receive a structured onboarding program that helps you quickly find your way around the new work environment.



## Well Prepared – We Support You

Do you have any questions about your start at the University of Hof? Whether it's about organizational topics, arriving in the region, or finding your way around the university's daily life – we're happy to support you.

### Contact for personnel matters

For questions about job postings, application procedures, and the hiring process, please contact:

#### **Sandra Gallisch**

Human Resources Department at Hof University  
+49 9281 409-3118  
sandra.gallisch@hof-university.de

### Contact for Onboarding and Welcome Service

If you have any questions about getting started, from administrative procedures to local orientation and social integration, don't hesitate to reach out to:

#### **Katrin Blug**

Project Go2Hof4ever  
+49 9281 409-3032  
katrin.blug@hof-university.de

## Quick-Links

### **Evaluation of Foreign Qualifications**

[EU Blue Card](#) 

[Work visa for qualified professionals](#) 

[Central Office for Foreign Education](#) 

### **Residence Permit**

[Counselling and contact points worldwide](#) 

[Overview](#)  on the entry and residence of scientists from non-EU countries

[Foreigners Office of the city of Hof](#) 

[Foreigners Office of the District Office of Hof](#) 

### **Arbeitsvertrag und Tax ID**

[work contract](#) 

[Website of the Federal Tax ID](#) 

### **Health Insurance**

[statutory health insurance fund](#) 

### **Security Check**

[Bavarian State Office Constitutional Protection](#) 

### **Apartment Search**

[tips for moving in](#) 

[ImmoScout24](#) 

[WG-Gesucht](#) 

[immonet.de](#) 

### **Language Skills**

[„Learning German“](#) 

[VHS Bayern](#) 

[Volkshochschule Hof](#) 