



CHECK LIST for the Registration with the Job Agency of studierendenWERK BERLIN

Please provide the following documents for the registration:

- **completely filled out Registration Form** (Download via the website stw.berlin)
- **Identity Card**
or Passport with certificate of registration ("Amtliche Meldebestätigung") from the municipal office ("Bezirks-/Bürgeramt")
- **Certificate of enrollment** at an academic institution in Berlin including details concerning graduation, number of university and subject semesters
- **Social insurance identification number** including document of proof ("Sozialversicherungsausweis/-nummer")
-> obtainable from your health insurance or "Deutsche Rentenversicherung")
- **Tax Identification Number** including document of proof ("Steuer-Identifikationsnummer")
-> obtainable from the local tax authorities "Finanzamt")
- **Health insurance identification** (chip card or other proof of membership)

Non-EU citizens please provide additionally:

- a valid **residence and working permit** (including the so called „Zusatzblatt“)

Should you have a driving licence or a health card ("Gesundheitspass") please do not hesitate to present it as well.

Please note that registrations can only be processed and completed after having received all of the required documents. Processing time of registrations may take up to 5 workdays.

Moreover, we kindly ask you to note the guidelines concerning job placements of students. By signing the registration form you agree to accept these guidelines.

Our Opening Hours for Registrations:
Mon-Fri: 10:00-15:00