



Universität Regensburg

Application for posting

Application for issuing a certificate concerning the applicable legal regulations Form as PDF.
Please send one form for each application for posting by email to entsendungen@ur.de

Note: Please apply as soon as possible

Why do I even need a dispatch certificate when I am abroad?

With it, you can prove that you are insured for social security purposes in Germany when you are abroad.

Do I need to apply for a business trip?

Yes, you always need to fill in an application for a business trip. It does not matter whether you are staying in Germany or traveling abroad.

What types of dispatch certificate are there?

A1 certificate (EU member states, the eurozone, Switzerland);

Dispatch certificate (including countries that have a social insurance agreement with Germany, and third countries where no agreement is in place)

What is an A1 certificate?

The A1 certificate is valid for foreign countries in Europe. The certificate is your documentation to show foreign authorities that you are allowed to carry out your work for Universität Regensburg in another European country.

When do I need to apply for the dispatch certificate?

For trips to member states of the EU, the EEA and Switzerland of up to one week, the A1 certificate does not need to be issued. If an A1 certificate is required by the inspecting authorities of the country of employment, this must be applied for retrospectively and submitted to these authorities. If the trip lasts longer than one week, an A1 certificate must be applied for the entire travel period.

Who needs to make an application for posting certificate?

	Contract Employee (Tarifangestellte)	Official (Beamte)
Member States of the EU, EEA, Switzerland	For trips of up to one week, the application can be waived.	For trips of up to one week, the application can be waived.
Other countries with social security agreements	Make an application	Make an application
non-contractual foreign countries	Make an application	No, only via statutory health insurance

Do you still have questions?

Then we would be very pleased to hear from you: entsendungen@ur.de

Ref. III/25 (Linda Schönfelder: 0941 943-2345)