

To HR department - Referat III/25 - via E-Mail to entsendungen@ur.de

Posting application for the issuance of a certificate of applicable legal provisions (e.g. A1)

1. Personal Data

Surname, + (birth name)		Forename	
Gender	M F D	Nationality	
Date of birth		Place of Birth + (country, if not Germany)	
Pension insurance number (Rentenversicherungsnr.)		Working at the UR since:	
Staffnumber (Viva)			
Address (Street, Hausnummer, ZIP Code, City)			

2. Details of your employment

Place of employment (chair/faculty)	
Official title	
Phone + Email	

3. Health insurance details

My health insurance ist:	statutory	private
Name and address of the health insurance:		

4. Details of posting

Country of posting		
Expected period of posting	from	to
<p>Please note: When traveling to EU/EEA member states and Switzerland for up to a week, the A1 certificate does not need to be issued. If the trip lasts longer than a week, an A1 certificate must be applied for for the entire travel period.</p> <p>"Long-term certificates" for regular business trips of up to 24 months: <u>Requirement:</u> regularly recurring on at least one day per month or on at least five days per quarter in more than one member state (EU/EEA/Switzerland). If this is not the case, an application for posting must be submitted for each trip!</p>		
Name of workplace(s)		
Street, Hausnummer		
ZIP Code, City		

5. Additional details for postings outside the EU/EWR/Switzerland

Work to be undertaken during the posting:	
Brief description, e.g. research visit, participation in a conference, participation in a meeting, other...	