

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

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

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 (Rentenversicherungsnummer)		Working at the UR since:	
Staffnumber (Viva)			
Address (Street, Housenumber, 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		
Date of official business	from	to

Please note (applies to all employees):
When traveling within the EU/EEA for up to a week, the issuance of the A1 certificate can be waived. If the trip lasts longer than a week, an A1 certificate must be applied for for the entire travel period.
ATTENTION: This does **NOT** apply to **Austria, France, Italy, Switzerland!** It is **mandatory to submit an application** here!
For travel to the **USA/Canada (including Quebec)**, an application for posting **is mandatory**. This application is not required for the remaining countries with a social security agreement. However, in the event of an inspection, the posting certificate must be requested subsequently.
For countries without a social security agreement, only those with statutory health insurance require a posting application.
➔ See the homepage for country lists!

"Long-term certificates" for regular business trips of up to 24 months:
Requirement:
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!

Note for new hires: Employees must be subject to German social security law (e.g., have statutory health insurance in Germany) for at least four weeks prior to the planned assignment. The Human Resources department (entsendungen@ur.de) will be happy to assist you with any questions.

Name of workplace(s)	
Street, Housenumber	
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...	