



Summer Student Programme July 17, 2018 – September 06, 2018

1. Social Security Obligation

Most of you will have to pay taxes on your income at DESY. We are obliged to apply for a tax card for you and will try to free you from taxes but cannot guarantee it.

For a smooth payment procedure and in order to apply for the tax card, please submit - as soon as possible - your student certificate of enrolment, personal data (birthday, marital status, full address, name and location of your university), membership number of your medical insurance and a copy of your passport, if you have not already done so.

Please fill in the questionnaire and sign the declaration.

Please make sure to bring your passport or ID card with you, otherwise payment will not be possible.

2. Method of payment:

- a) Students from EU and EWR countries will obtain payment at the end of each month by money transfer on a valid giro account.
- b) Students from non-EU countries will receive cash payment:
There will be 3 payments to be obtained at DEGUSSA Bank in Hamburg or at the cashier's office in Zeuthen.

Partial payments: 1st Payment ⇒ July 30th, 2018
 2nd Payment ⇒ August 30th, 2018
 3rd Payment ⇒ September 06th, 2018

Please note: Income tax will be deducted from your salary. Your salary for July and September is proportional to your actual working days (July: 11 days, and September 4 days). The Hostel costs will be deducted in total from your August salary.

For information about reimbursement of travel costs please use this link:

http://summerstudents.desy.de/frequently_asked_questions/subsistence_allowance/

See reverse for contact details

DESY Deutsches
Elektronen-Synchrotron
Notkestraße 85
22607 Hamburg
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Fax +49 40 8998-3282

Postal address
22603 Hamburg

Locations of DESY
Hamburg
Zeuthen/Brandenburg

Directorate
Dr. R. Brinkmann
Prof. Dr. H. Dosch
(Chairman)
Prof. Dr. J. Mnich
C. Harringa
Prof. Dr. E. Weckert
Prof. Dr. C. Stegmann
(Vertreter des Direktoriums
in Zeuthen)

You can withdraw cash with your EC card at the branch of DEGUSSA Bank (Hamburg) or DESY Cashier (Zeuthen).

Location of DEGUSSA Bank/DESY Cashier:

- **Hamburg:**
Building 09 (canteen), Room 10, ground floor
Opening hours: Monday - Friday: 9.00 h – 11.30 h
 Monday 12.15 – 16.00 h
 Tuesday 12.15 – 14.30 h
 Wednesday 12.15 – 16.00 h
 Thursday 12.15 – 17.00 h
 Friday 12.15 – 13.00 h
- **Zeuthen:**
Building 2p, Room 09
Opening hours: Monday – Wednesday: 09.30 h – 11.00 h
 Thursday and Friday closed

3. Contact Persons

The following contact persons in the HR department will be responsible for the Summer Student Programme:

- Hamburg:**
- ☞ Mrs. Pettersson, Geb. 7, Room 107 (1st floor)
Tel.: 040/8998-3765
e-mail: annette.pettersson@desy.de
 - ☞ Mrs. Gilyte-Robertson, Geb. 7, Room 101 (1st floor)
Tel.: 040/8998-3825
Tuesday till Friday, 8 h – 13 h
e-mail: ieva.gilyte-robertson@desy.de
- Travel expenses:**
- ☞ Mrs. Tornau, Building 7, Room 401 (4th floor)
Monday and Wednesday
Tel. +49 40 8998-2350
e-mail: christina.tornau@desy.de
- Zeuthen:**
- ☞ Mrs. Stark, Building 2P, Room 04
Tel.: +49 33762 – 7-7240
e-mail: monika.stark@desy.de
- Travel expenses:**
- ☞ Mrs. Stiehl, Building 2P, Room 03
Tel.: +49 33762 – 7-7210
e-mail: gabriele.stiehl@desy.de

Kind regards,
DESY HR Department