



Summer Student Programme July 19, 2021 – September 10, 2021

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.

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

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

2. Method of payment:

Payment will be obtained **at the end of each month** by money transfer on a valid giro account.

Partial payments: 1st Payment ⇒ July 31th, 2021
 2nd Payment ⇒ August 31th, 2021
 3rd Payment ⇒ September 30th, 2021

Please note: Income tax will be deducted from your salary. Your salary for July and September is proportional to your actual working days. The Hostel costs will also be deducted directly from your salary.

See reverse for contact details

DESY Deutsches
Elektronen-Synchrotron
Notkestraße 85
22607 Hamburg
www.desy.de

Platanenallee 6
15738 Zeuthen

Prof. Dr. H. Dosch
(Vorsitzender)
C. Haringa
(Stv. Vorsitzender)
Dr. Wim Leemans
Prof. Dr. J. Mnich
Prof. Dr. C. Stegmann
Prof. Dr. E. Weckert

Dr. A. Willner, CTO
(Bevollmächtigter des
Direktoriums für Innovation)

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 (6.00 h – 20.00 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:

Personnel administration/
Payroll accounting

Hamburg and Zeuthen: ☞ 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
e-mail: ieva.gilyte-robertson@desy.de

Travel expenses
Hamburg:

☞ Mrs. Tornau, Building 7, Room 401 (4th floor)
Tel. +49 40 8998-2350
e-mail: christina.tornau@desy.de

Travel expenses
Zeuthen:

☞ Mrs. Stiehl, Building 2P, Room 03
Tel.: +49 33762 – 7-7210
e-mail: gabriele.stiehl@desy.de

☞ Mr. Schmidt, Building 2P, Room 03
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Kind regards,

DESY HR Department