



Summer Student Programme July 19, 2022 – September 8, 2022

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:

- 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/Hamburger Sparkasse in Hamburg or at the cashier's office in Zeuthen.
The payment is made by checks that are submitted to the DESY Finance Department and the Hamburger Sparkasse. For this, we require a valid passport/ID-Card.

Partial payments: 1st Payment ⇒ July 31th, 2022
 2nd Payment ⇒ August 31th, 2022
 3rd Payment ⇒ September 8th, 2022

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.

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Notkestraße 85
22607 Hamburg
www.desy.de

Platanenallee 6
15738 Zeuthen

Prof. Dr. H. Dosch
(Vorsitzender)
C. Haringa
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Dr. Wim Leemans
Prof. Dr. B. Heinemann
Prof. Dr. C. Stegmann
Prof. Dr. E. Weckert

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

See reverse for contact details

You can withdraw cash with your EC card at the ATM (cash machine) of DEGUSSA Bank/Hamburger Sparkasse (Hamburg) or DESY Cashier (Zeuthen).

Location of ATM/DESY Cashier:

- **Hamburg:**
Building 09 (canteen), ground floor (24/7)
- **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 und Zeuthen ☞ Mrs. Tornau, Building 7, Room 401 (4th floor)
Tel. +49 40 8998-2350
e-mail: christina.tornau@desy.de

Kind regards,

DESY HR Department