



## Summer Student Programme July 22 – September 11, 2025

### 1. Social Security and taxes

In order to be employed in Germany, it is obligatory for you to have a Tax ID. Most of you will not have to pay income tax, but the Tax ID is still required. If you already have a Tax ID, please contact the organisers.

For a smooth payment procedure and in order to apply for the tax card, please complete the provided questionnaire with your 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 and student certificate of enrolment (if not already provided), and return it to **summie-org@desy.de**

**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 EEA countries and any other students with a bank account using an IBAN number, will be paid **at the end of each month** via bank transfer.
- b) Students without an account using an IBAN number will receive three payments according to the schedule below. In Hamburg, students will be provided cheques by the DESY finance department which can be used to receive cash at the Hamburger Sparkasse bank. **You must bring a valid passport/ID card to receive and cash the cheques.** In Zeuthen, students will be paid in cash.

Partial payments:      1<sup>st</sup> payment    ⇒ July 31<sup>th</sup>, 2025  
                                     2<sup>nd</sup> payment    ⇒ August 31<sup>th</sup>, 2025  
                                     3<sup>rd</sup> payment    ⇒ September 10<sup>th</sup>, 2025

**Please note:** Your salary for July and September will be proportional to your actual working days. Income tax may, in some cases, be deducted from your salary, e.g. if you have already worked in Germany previously.

### Cash can be withdrawn at the following locations:

- **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



Page 2 of 2

### 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:

☞ Annette Pettersson, Bldg. 7, Room 107 (1<sup>st</sup> floor)  
Phone: +49 40 8998-3765  
e-mail: [annette.pettersson@desy.de](mailto:annette.pettersson@desy.de)

☞ Ieva Gilyte-Robertson, Bldg. 7, Room 101 (1<sup>st</sup> floor)  
Phone: +49 40 8998-3825  
e-mail: [ieva.gilyte-robertson@desy.de](mailto:ieva.gilyte-robertson@desy.de)

Travel expenses  
Hamburg and Zeuthen

☞ Christina Tornau, Building 7, Room 401 (4<sup>th</sup> floor)  
Phone +49 40 8998-2350  
e-mail: [christina.tornau@desy.de](mailto:christina.tornau@desy.de)

If there are any open questions, please feel free to contact us or the organisers.

Kind regards,

DESY HR Department