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Abteilung 4

Welcome Center

Supportive Service for
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**Explanation: Certificate of good conduct (August 1, 2022)**

All persons who are to be employed at the University of Tuebingen must apply for a *Führungszeugnis*(certificate of good conduct) similar to a background check before they can be employed. You **cannot** sign your employment contract without a certificate of good conduct.

Please note:

1. Even if you have never lived in Germany, the certificate of good conduct must still be issued by the Bundesamt für Justiz (Department of Justice). Certificates of good conduct from other countries cannot be accepted by the University of Tuebingen’s HR department.
2. The certificate of good conduct must have been issued no more than three months before the planned start of the employment contract.
3. Please note that the issuance of the certificate of good conduct can take up to about six weeks. Therefore, please apply for it in time.
4. The "certificate of good conduct for submission to an authority" must be applied for in writing using the enclosed form which must be sent by mail.
5. If the birth name of the applicant differs from the family name, both names must be indicated.
6. The personal data and the signature must be officially notarized. This official notarization can be issued by a German diplomatic or consular representation, by a foreign authority, or by a notary.
7. The fee for issuing the certificate of good conduct must be paid by you. It is currently 13 EUR and the bank details are listed in the application form on the second page under No. 2.
8. In some cases, you might be asked for a purpose for the certificate of good conduct. For this reason, we have attached a letter testifying to the necessity of this document for you (Begleitbrief/cover letter). Please take this letter with you when you have your personal data and signature officially certified/notarized, and also please enclose it with your letter to the Bundesamt für Justiz.
9. If you have any questions as to whether the certificate of good conduct has already arrived at the University, please contact your host institute.

After issuing the certificate of good conduct, the Bundesamt für Justiz will send your documents directly to the Human Resources Department of the University of Tuebingen. In the meantime, there is unfortunately no way for the Welcome Center or the Human Resources Department to provide information about the status of this process.