

## Admission form

### Day Care Centre on Fichtenweg 7

Fichtenweg 7, 72076 Tübingen

The day care centre on Fichtenweg 7 mainly offers nursery places to children of academics at the University of Tübingen, who are in a qualification phase (doctorate, university teaching qualifications). The following evidence must be submitted: a certificate covering the current employment contract or the scholarship (if no employment relationship exists). Employees at the university hospital and the Medical Faculty cannot be considered. In exceptional cases, it is possible to accept children of university members, who do not have an academic employment relationship. The parents must live in Tübingen. Places are allocated in conjunction with the university's family office.

**Please note:**

You must first make an application for the nursery place that you need with the **Central Registration Office for Child Care (Zentrale Anmeldestelle Kinderbetreuung or ZAK)** in the town of Tübingen: [www.tuebingen.de/kitas](http://www.tuebingen.de/kitas). Please note that registration must take place at the latest six months before the planned date for the start of care for your child.

Information on handling your data can be found on the notice boards in our facilities and under: [www.my-stuwe.de/datenschutz](http://www.my-stuwe.de/datenschutz)

Then complete and sign this form and send it to:

**Studierendenwerk Tübingen-Hohenheim A.d.ö.R.**  
**Abteilung Soziale Dienste**  
**Karlstrasse 3, 72072 Tübingen**  
**Contact person: Ms Jessica Helm**  
**E-mail: [jessica.helm@sw-tuebingen-hohenheim.de](mailto:jessica.helm@sw-tuebingen-hohenheim.de)**  
**Phone: 0 70 71 / 9 46 67 23, Fax: 0 70 71 / 9 46 67 11**

**Child:**

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Gender:  female  male

Brothers & sisters: Name: \_\_\_\_\_ Born on: \_\_\_\_\_

Name: \_\_\_\_\_ Born on: \_\_\_\_\_

Name: \_\_\_\_\_ Born on: \_\_\_\_\_

Ideal starting date: \_\_\_\_\_

**Applicant:**

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Gender:  female  male

Address: \_\_\_\_\_ (street and house number)

\_\_\_\_\_ (post code and town)

Phone (daytime): \_\_\_\_\_

Mobile phone (daytime): \_\_\_\_\_

E-mail: \_\_\_\_\_

Current employment relationship (job, scholarship, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Institution: \_\_\_\_\_

Faculty: \_\_\_\_\_

**For young academics:**

Your next qualification goal is:

a doctorate  university teaching qualifications  something else: \_\_\_\_\_

Your specialist field: \_\_\_\_\_

In your qualification work, you are:

at the beginning  half-way through  close to completion

Time when you expect to complete your studies: \_\_\_\_\_

Any comments, if necessary: \_\_\_\_\_

**Please note:** Please enclose the fully completed declaration covering your current employment contract with the University of Tübingen or your scholarship as evidence of your employment relationship (see page 5).

**Partner:**

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Gender:  female  male

Address: \_\_\_\_\_ (street and house number)

\_\_\_\_\_ (post code and town)

Phone (daytime): \_\_\_\_\_

Mobile phone (daytime): \_\_\_\_\_

E-mail: \_\_\_\_\_

**For employees:**

Looking for work:  Yes  No

Current employment relationship (employer, job, scope):

\_\_\_\_\_  
\_\_\_\_\_

**For students:**

University: -----

Faculty / Institution: -----

Semester: -----

Probable qualification:             Bachelor             Master             State exam  
    Diploma             Doctorate

This is your:                             first course             second course

Date when you expect to complete your studies: -----

**Are you a single parent?**     Yes             No

**Entitled to custody:**             Joint custody             Mother             Father

**General information:**

Your reasons for needing a place at a day care centre  
(e.g. combining family and career, housing situation, travel times)

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

How have you arranged care for your child in the past?

-----  
-----  
-----  
-----  
-----  
-----

---

***(Place, date)***

***(Signature of applicant)***

## Certificate of employment

Mr / Ms ..... works at the University of Tübingen

in the  academic  
 non-academic field.

This is a  permanent  
 temporary working relationship until .....

on a  full-time  
 part-time basis involving ..... hours/week.

The area of work lies in the field of the following institution / faculty:

.....

---

*(Place, date)*

*(Signature and stamp  
Personnel Department, University of Tübingen)*

**Please submit the German version of this certificate of employment to the University of Tübingen (see page 5).**

## Arbeitsbescheinigung

Herr / Frau ..... ist an der Universität Tübingen

im  wissenschaftlichen  
 nichtwissenschaftlichen Dienst beschäftigt.

Es handelt sich um ein  unbefristetes  
 bis zum ..... befristetes Arbeitsverhältnis

in  Vollzeit  
 Teilzeit im Umfang von ..... Std./Woche

Das Tätigkeitsgebiet liegt im Bereich folgender Einrichtung / Fakultät:

.....

---

**(Ort, Datum)**

**(Unterschrift und Stempel  
Personalabteilung, Universität Tübingen)**