



heiDOCS Bridging Grants – Application for Child Benefits –

Please note the information on the following page

Personal information

Last name: _____ First name: _____

Date of birth: _____

I wish to apply for child benefits beginning on: _____.

Information about your child/children

1st child: Name _____ Date of birth _____

2nd child: Name _____ Date of birth _____

3rd child: Name _____ Date of birth _____

Please enclose a copy of the birth certificate for each child!

Information about your income (please check the boxes that apply to you)

- I/my spouse receive(s) child benefits under the *Bundeskindergeldgesetz*. A copy of the notice of the assessment of child benefits issued by the employment office/employer is enclosed.
- I do not receive child benefits under the *Bundeskindergeldgesetz*, but my child lives with me in my household. A copy of the place of residence certificate from the *Einwohnermeldeamt* is enclosed.

Attachment(s) (please submit the following documents where applicable):

- copy of the birth certificate for each child
- copy of the notice of the assessment of child benefits under the *Bundeskindergeldgesetz* (issued by your employer or by the employment office)
- copy of the place of residence certificate from the *Einwohnermeldeamt*
- I affirm that the above details and statements are correct and complete. I shall notify the Graduate Academy in writing immediately in the event of any important changes in my circumstances.

Location, Date

Signature

Information regarding the Application for Child Benefits

General information

The child benefit is a monthly payment of **400 Euro** for one child. For each additional child the child benefit is increased by **100 Euro per month**, respectively.

You are eligible to receive a child benefit under the following conditions:

- a) if you have or your spouse has been granted child allowance payments for a common child under the Income Tax Act or the Federal Child Allowance Act,
- b) if you, as a single parent, receive child allowance payments for a child under the Income Tax Act or the Federal Child Allowance Act,
- c) if, due to your non-German citizenship, you have no legal claim to child allowance payments under the Income Tax Act or the Federal Child Allowance Act but can prove with a certificate from the local residents' office (*Einwohnermeldeamt*) that your child(ren) live in your household.

If a claim to child benefits arises during the bridging grant period, the benefits will be granted beginning with the child's month of birth.

Contact

Please submit the Application for Child Benefits including the requested documents to the Graduate Academy:

Heidelberg University Graduate Academy
heiDOCS program
Im Neuenheimer Feld 370
69120 Heidelberg

If you have any questions, please contact us:

Email: ga-docs@uni-heidelberg.de