

## **Info Sheet**

### **A1 Certificate for Business Travel**

Due to European social security regulations, Freie Universität Berlin employees who are conducting business travel must carry with them an “A1 certificate” (*Bescheinigung über die anzuwendenden Rechtsvorschriften [A1]*), regardless of the duration of their business travel. This applies for business travel abroad within other European Union countries; Iceland, Liechtenstein, and Norway (EEA countries); Switzerland; and the United Kingdom.

The A1 certificate is documentation that ensures that German social security regulations continue to apply for an employee while the employee is temporarily conducting business abroad – and not the respective regulations of the country that the employee is visiting. This is particularly important for health insurance coverage and accident insurance.

There has been a rise in the number of checks performed at border controls and customs in other European countries, especially in Austria, France, and Switzerland. Without a proper A1 certificate on hand, you might encounter problems at the border or when seeking medical assistance. You might also receive heavy fines if you cannot produce the document upon request.

European countries have not yet been able to reach an agreement that would eliminate requiring this kind of business travel documentation. We therefore ask that all employees who are planning a business trip abroad in Europe take the appropriate steps to obtain their A1 certificate when they submit their application for business travel. Currently, processing times for the certificate can last up to four weeks. The respective social security providers handle processing.

#### **For Staff Employees in the Public Service (*Tarifbeschäftigte*)**

You can apply for and receive your A1 certificate electronically. Just send an email requesting an A1 certificate with an attached copy of your business travel application to the following address:

[a1-bescheinigung@personal.fu-berlin.de](mailto:a1-bescheinigung@personal.fu-berlin.de)

You can submit this request before your business travel application has been approved. Please provide the address where you will be staying abroad in the following format:

Street name, house/building number,  
Postal code, city  
Country

We do not need any other information from you, since all of your social security information is already stored in our SAP-HCM system.

The personnel office will then electronically forward your A1 certificate request to the appropriate social security provider. If you are covered by a statutory insurance provider, the request will be forwarded to your health insurance company. If you have private insurance, either the Deutsche Rentenversicherung Bund or one of the insurance providers for specific occupational groups (doctors,

pharmacists) will provide the A1 certificate.

After processing, you will receive an email with your A1 certificate as a PDF document. Please keep this document with you at all times during your business travel.

### **For Civil Servants (*Beamt\*innen*)**

You can apply for and receive your A1 certificate electronically. Just send an email requesting an A1 certificate with an attached copy of your business travel application to the following address:

[a1-bescheinigung@personal.fu-berlin.de](mailto:a1-bescheinigung@personal.fu-berlin.de)

You can submit this request before your business travel application has been approved. Please provide the address where you will be staying abroad in the following format:

Street name, house/building number,  
Postal code, city  
Country

Your pension insurance number, **if available**, is also required for the A1 certificate application (a field is available for this in the form "Application for Approval of a Business Trip"). This ensures that the personal data you submit can be clearly linked to the correct individual.

The personnel office will then electronically forward your A1 certificate request to the appropriate social security provider. If you are covered by a statutory insurance provider, the request will be forwarded to your health insurance company. The Deutsche Rentenversicherung Bund issues the A1 certificate for civil servants with private insurance.

After processing, you will receive an email with your A1 certificate as a PDF document. Please keep this document with you at all times during your business travel.

### **External Parties**

If Freie Universität Berlin is not your primary employer or if you are not a member of the university staff (for example, scholarship recipients or adjunct instructors), then you cannot request your A1 certificate through us. If this is the case, please contact your health insurance provider directly for more information.

Sincerely,  
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