



## Child benefit according to German law or substitutional payment by the Alexander von Humboldt Foundation respectively

If children (section 2 par.1 clauses 1 and 2 of the Federal Child Benefit Act, "BKGG") under the age of 18 accompany research fellows to Germany for a period of at least three months (without interruption), application may be made for a substitutional payment for child benefit according to German law amounting to 194 EUR a month during the sponsorship period. If the children do not require a visa for Germany a certified copy of the birth certificate(s) must be sent to the Alexander von Humboldt Foundation together with the application. The application form and further information are available on the Foundation's website at:

<http://www.humboldt-foundation.de/web/benefits-for-families.html>

### Please note the following:

Nationals of the European Union (EU) and the European Economic Area (EEA) – Austria, Belgium, Bulgaria, Croatia, Cyprus (Greek part), The Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden – and Switzerland are eligible for **child benefit ("Kindergeld")** according to German law (Income Tax Act, "EStG" or Federal Child Benefit Act, "BKGG"). This also applies to research fellows from other countries whose children spend more than 6 months (without interruption) in Germany. In these cases, the Alexander von Humboldt Foundation cannot grant a substitutional payment.

Should the application for child benefit be turned down, please get in touch with the Alexander von Humboldt Foundation enclosing a copy of the refusal notice and of your residence permit. On principle, the Alexander von Humboldt Foundation can only grant a substitutional payment if it can be confirmed that, during the period applied for, child benefit according to German law is not being or has not been paid.

The substitutional payment is discontinued when the children leave Germany. Wherever possible, the Alexander von Humboldt Foundation should be notified of their departure 4 weeks in advance. The Foundation should also be informed immediately of any change in the circumstances upon which the decision to grant the substitutional payment was based.

The above regulations also apply in the event of sponsorship for renewed research stays in Germany

In order to facilitate your **application for a child benefit under German law** please see the important guidelines on the next page and the English sample of an application form (KG1) which can be downloaded from our website.

You can find further information on child benefit applications and on the necessary proof documents respectively on the German language Internet page "Kindergeld":

<http://www.arbeitsagentur.de/zentraler-Content/Veroeffentlichungen/Merkblatt-Sammlung/MB-Kindergeld.pdf>

## Information and Guidelines for the Child Benefit Application

### Foreign Parents

Research fellows can apply for a child benefit once they are issued a residence permit (or a settlement permit) by the appropriate Aliens' Registration Office in Germany. Nationals of the EU, the EEA or Switzerland only have to prove their residency in Germany by submitting the confirmation of their address registration.

### Beginning and End of the Payment

It is basically possible to apply for a child benefit for every month where there is at least one day on which the requirements for a claim have been fulfilled. In order to be able to receive a child benefit you should submit a written application. Please submit that application in good time. The claim for a child benefit ends firstly at the end of the month when the child turns 18. In case the child has his/her 18th birthday on the 1st of the month, the claim for a child benefit ends already the month before. Further payment can only be considered if the child is, e.g., still attending school, vocational training or university, and this has been proven to the Family Fund.

### Regular Amount

The child benefit is paid monthly to the following amount:

For the first child	EUR 194
For the second child	EUR 194
For the third child	EUR 200
For every other child	EUR 225

Which child counts as first, second, third, etc., depends on the chronological order of birth. The eldest child is always the first one.

### Application Procedure

The application for a child benefit should be submitted in a **written** form and should be signed. An oral application (e.g. by phone call) or an application by e-mail is not possible. Please apply for the child benefit at the **Family Benefits Office ("Familienkasse") responsible for you**. This is usually the Family Fund of the Employment Agency ("Agentur für Arbeit") in whose district you live or where you normally stay. You can receive the forms from your Family Fund or from the Internet:

<https://www.arbeitsagentur.de/web/content/DE/Detail/index.htm?dfContentId=L6019022DSTBAI707968>

You can submit the completed application personally to your Family Fund, send it by post or authorize a representative to submit it for you. In case you apply for a child benefit for the first time, please use the form "KG1" plus the form "KG1 - Anlage Kind". If you are already receiving a child benefit and another child should be taken into consideration, then a so-called short application is enough (form "KG1k"). Please fill in the application form **completely** and follow the guidelines at the end of the form; please do not forget your and your spouse's signature. **Staple** the sheets of the application form together.

**Note:** After registration with the Residents' Registration Office, the Federal Central Tax Office sends out a letter notifying the Tax Identification Number. This number is allocated to every person recorded in a register of residents in Germany. When filing an application for child benefit to the family benefits office (see above), the Tax Identification Number of both the applicant and the child in question must be specified.