

Guide: Applying for a German Tax Identification Number (IdNr.) for Fellowship holders without a registered address in Germany

Based on the decision of the Ministry of Finance of the State of North Rhine-Westphalia dated April 30, 2025, international fellowship holders must apply for a German tax identification number (IdNr.) for their fellowship stay in Germany.

If you are staying temporarily at Paderborn University as an international fellow and do not yet have a residential address in Germany, you must apply for a tax identification number electronically **before entering Germany** via the official online portal **ELSTER** of the German tax administration.

As soon as you receive your IdNr., please send it immediately to the responsible office or your contact person at Paderborn University so that your fellowship payment can be processed.

Your fellowship cannot be paid out until the tax identification number is available.

Step-by-Step Instructions

1. Open the ELSTER contact form

Link: <https://www.elster.de/eportal/wizard/seq/steuerlichenachricht-1/eingabe>

2. Select the responsible tax office

At the top of the page, select:

Federal State: Nordrhein-Westfalen

Tax Office: Paderborn

Tip: You may use your browser's translation function if needed.

3. Write a short message in the text field "Ihre Nachricht"

Please use the following German text (adapt as necessary):

Subject: Antrag auf Vergabe einer steuerlichen Identifikationsnummer (Formular 010250) als Fellowship-Inhaber*in an der Universität Paderborn

Nachricht:

Sehr geehrte Damen und Herren,

ich werde für _____ Monate für den Zeitraum vom _____ bis _____ als Stipendiat*in (Fellow) an der Universität Paderborn tätig sein. Ich komme aus dem Ausland und habe derzeit noch keine Wohnadresse in Deutschland.

Hiermit beantrage ich die Vergabe einer steuerlichen Identifikationsnummer (IdNr.) für dieses Stipendium. Bitte finden Sie im Anhang das ausgefüllte Antragsformular sowie eine Kopie meines Reisepasses.

Bitte teilen Sie mir die Steueridentifikationsnummer nicht nur postalisch, sondern auch per E-Mail mit.
Vielen Dank für Ihre Unterstützung!

English Translation (for your understanding only):

Subject: Application for Issuance of a Tax Identification Number (Form 010250) as a Fellowship Holder at Paderborn University

Dear Sir or Madam,

I will be working as a fellowship holder at Paderborn University for a period of _____ months, from _____ to _____. I am coming from abroad and do not currently have a residential address in Germany.

I hereby apply for the issuance of a tax identification number (IdNr.) for this fellowship.

Please find attached the completed application form as well as a copy of my passport.

I kindly ask you to provide the tax identification number not only by postal mail but also via email.

Thank you very much for your support!

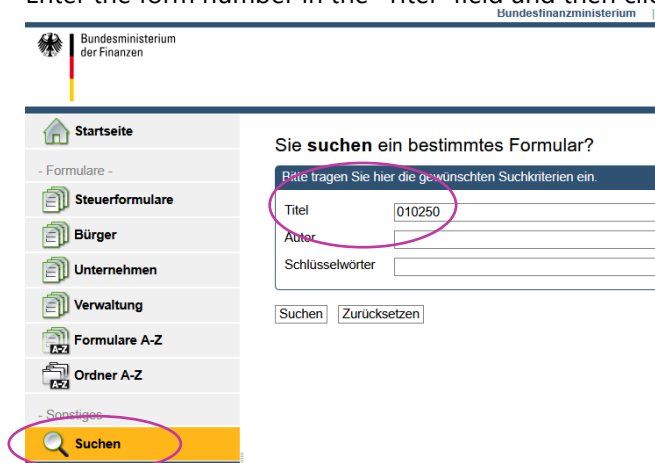
4. Upload the required attachments

On the next page, please upload the following documents in PDF format:

- The completed **Form 010250** („Antrag auf Vergabe einer steuerlichen Identifikationsnummer für nicht meldepflichtige Personen durch das Finanzamt“)

You can find the form here: <https://www.formulare-bfinv.de/ffw/content.do>

Enter the form number in the “Titel” field and then click on the “Suchen” field:



The screenshot shows the website of the Bundesministerium der Finanzen. On the left is a navigation menu with options like 'Startseite', 'Formulare', 'Steuerformulare', 'Bürger', 'Unternehmen', 'Verwaltung', 'Formulare A-Z', and 'Ordner A-Z'. The 'Suchen' button at the bottom of the menu is circled in red. On the right, there is a search box titled 'Sie suchen ein bestimmtes Formular?'. Below the title, it says 'Bitte tragen Sie hier die gewünschten Suchkriterien ein.' There are three input fields: 'Titel' (containing '010250'), 'Autor', and 'Schlüsselwörter'. The 'Titel' field is also circled in red. Below the input fields are two buttons: 'Suchen' and 'Zurücksetzen'.

- A copy of your **passport**

5. Submit the contact form electronically via ELSTER

After submitting the form, you will usually receive your tax identification number by post within **2–4 weeks** to the address you provided in the form.