

Notify the artists' social security fund of your stay abroad

If you stay or work abroad for a longer period of time, this may affect your German social insurance. You must notify the Künstlersozialkasse of any change in your situation in good time.

Competent Department

- [Künstlersozialkasse \(KSK\), Abteilung Versicherte](#)

Basic information

You are insured under the German social security system if you live and work in the Federal Republic of Germany.

If you move your place of residence or work abroad, the Künstlersozialkasse must check your insurance.

To ensure that your insurance cover is guaranteed and that you can take out additional insurance abroad if necessary, you should clarify this issue before you move, travel or work abroad.

Requirements

You are currently subject to compulsory insurance via the Artists' Social Security Fund or entitled to a subsidy and intend to relocate your place of residence or work abroad or are already abroad.

What documents do I need?

- Proof of your stay abroad, depending on the type of stay abroad

For example

- Contract documents
- Travel documents such as flight tickets or similar
- Registration certificate from the residents' registration office
- Completed online application or PDF form Notification of a stay abroad
- Decision on your insurance status

from your health insurance company or the German Liaison Office Health Insurance - Abroad (DVKA)

Procedure

You can inform the Künstlersozialkasse about your stay abroad online or by post.

Online notification:

- Call up the online form on the federal portal verwaltung.bund.de. This will guide you step by step through the necessary information, which you can enter electronically.
- Note: You will need a valid ELSTER certificate to log in to the online form. Alternatively, you can use your electronic ID document.
- You will need around 20 minutes to complete the online application.
- First enter your personal details, including your insurance number. You will find this on the letter from the Künstlersozialkasse in the top right-hand corner.
- On the next page, select your request.
- When you make your selection, you will receive general information about your request.
- Then enter the details of your stay abroad and upload any required documents.

Notification by post:

- Complete the PDF form "Notification of a stay abroad" on the website of the Künstlersozialkasse.
- Please also state your insurance number. You will find this in the top right-hand corner of the letter from the Künstlersozialkasse.
- Print out the completed PDF form.
- Sign the PDF form and attach the required documents.
- Please refer to the instructions in the PDF form to find out which documents are specifically required.
- Send everything together to the Künstlersozialkasse.

After receiving your notification, the Künstlersozialkasse will check your details and inform you by post whether and, if so, how your insurance status will change.

If there are any queries or further documents are required, the Künstlersozialkasse will also contact you by post.

Please note:

If you receive a request to report your stay abroad to other offices, please do so immediately.

Legal bases

- [§ 3 Viertes Buch Sozialgesetzbuch \(SGB IV\)](#)
- [§ 4 Viertes Buch Sozialgesetzbuch \(SGB IV\)](#)

- [Artikel 11, 12 und 16 der Verordnung \(EG\) Nr. 883/2004 des Europäischen Parlaments und des Rates zur Koordinierung der Systeme der sozialen Sicherheit](#)

More information

There are no indications or special features.

Legal remedies: Objection. Not all stays abroad have legal consequences. If your stay abroad has legal consequences, you can find detailed information on how to lodge an appeal in the notice from the Artists' Social Insurance Fund.

What deadlines must be paid attention to?

Inform the Künstlersozialkasse of your stay abroad as soon as it has been confirmed. In any case, before the start of your stay abroad.

How long does it take to process

4 weeks bis 8 weeks The processing time depends on the workload and whether the Künstlersozialkasse is allowed to decide on its own or has to involve the German Liaison Office for Health Insurance Abroad (DVKA) for legal reasons.

What are the costs?

gebührenfrei