



Information on jobs and internships while studying

International students who wish to work next to their studies must be aware of a number of rules. Every employee in Germany should obtain and sign a **written employment contract**. You will also need a **confirmation concerning your electronic tax card (*Bescheinigung für den Lohnsteuerabzug*)**. Besides that, you will need **your own bank account**, a **certificate stating your health insurance** and a **social insurance number** provided by the social insurance authority through the responsible public health insurance company (***Krankenversicherungsbescheinigung mit Angabe der Sozialversicherungsnummer***). The number of working hours per week and the amount you earn have an influence on the deductions for tax and social insurances (health / long-term care / unemployment / age pension). Further information can be obtained from your employer.

In order to find a job in Germany while studying, **good German language skills are very important**, otherwise job prospects are rather poor.

Working while studying in Germany

There are certain restrictions in the Immigration Law (*Ausländerrecht*). If and for how long you may work, depends on your individual residence permit (see your *Aufenthaltstitel*).

a) Students from EU member states, EEA countries and Switzerland

Students from EU member states, EEA countries and Switzerland are allowed to work and do internships to the same extent as German students.

b) Students from non-EU countries and non-EEA countries

Students with a residence permit for study purposes (§16b) may work (not self-employed) for a maximum of **140 full days (8 hours/day), or 280 half days (up to 4 hours/day) per year. A record of your working hours is required**. Jobs of this category do not require a work permit.

Important: During the lecture period, only a job of up to 20 hours per week may be carried out.

Important: If you work 20 hours/week, 2.5 working days/week will be credited to your record of working hours, regardless of the distribution of working hours.

Please also note:

- If you wish to **work more than 140 days** – e.g. during the semester break – your local **Foreigners' Registration Office (*Ausländerbehörde*) must approve**, and you may have to apply for a permit from the Federal Employment Agency (*Bundesagentur für Arbeit – Arbeitsamt*).
- **Exceptions:** Student assistants (*studentische Hilfskraft*) at the university and assistants in the *Studierendenwerk's* InfoCenter or ICI, as well as dormitory tutors. These activities may be carried out in addition to the 140 working day rule.
- **Self-employed/freelance jobs** must be **approved by your local Foreigners' Registration Office (*Ausländerbehörde*)**.

Internship while studying in Germany

If the internship is required by the examination regulations and is therefore part of your study course, it is a **compulsory/obligatory internship (*Pflichtpraktikum*)**. The internship is then considered as a part of the study course under immigration law for **students from non-EU countries and non-EEA countries** and can be carried out **in addition to the 140 working day rule (see above)**.

If an internship is not required by the examination regulations, it is a **voluntary internship (*freiwilliges Praktikum*)**, even if it is named as recommended, advisable or useful in the examination regulations or



by the faculty. In this case, **students without EU / EEA citizenship** should note that a **voluntary internship is regarded as part-time work** alongside to your studies and is therefore **limited to the 140 working day rule (see above)**. If the voluntary internship covers 140 working days of a year, further secondary employment is not possible during the year in question. **If the duration of the internship exceeds the 140 working day rule (see above), the voluntary internship must be approved by the local Foreigners' Registration Office before the start.** This requires a certificate of enrollment for the semester in question and a proof from the academic advisor stating that the voluntary internship is useful/recommended for the study course and that it will not significantly impede or delay the studies.

If students wish to **voluntarily extend the duration of the compulsory/obligatory internship** specified by the examination regulations (e.g. from 4 to 6 months), the additional 2 months are no longer a compulsory internship, but a voluntary internship. **Students without EU/EEA citizenship** must note that this additional time (2 months in the example) **counts towards the 140 working day rule (see above)**.

Leave of absence due to an internship

Students can apply to the Student Administration Office for a **leave of absence** for the duration of the **compulsory internship** if the internship contract shows that they are employed full-time for at least eight weeks during the lecture period.

For voluntary internships, students with a residence permit for study purposes should note that the leave of absence can only be applied for if the student has obtained **prior approval** for the voluntary internship **from the Foreigners' Registration Office**.

Internship / study abroad after starting studies in Germany

If students want to do an **internship abroad**, they should observe the visa regulations of the destination country and check whether they need a work permit from the destination country.

Furthermore, if a student has a residence permit for Germany and is abroad **for more than 6 months, the residence permit for Germany loses its validity**, regardless of the duration for which the residence permit was originally issued. The student must then apply for a new visa at the German embassy of the country in which the student is currently staying with all the documents and the usual processing time that also applied to the initial application. To prevent this, students should contact the Foreigners' Registration Office of their place of residence before departure and ask for approval for the extended absence.

For further questions about immigration law, international students enrolled at Heidelberg University can contact the International Relations Department / Ms. Kumler, e-mail: andrea.kumler@zuv.uni-heidelberg.de

Finding a job or internship

Job exchange platform of Heidelberg University <https://www.uni-heidelberg.de/en/jobs>

Job and internship exchange platform of Heidelberg University's Career Service
<https://www.uni-heidelberg.de/studium/imstudium/careerservice/praktika/careerMatch.html>

Job exchange platform of Studierendenwerk
https://www.stw.uni-heidelberg.de/de/online_jobboerse

Classifieds

Rhein-Neckar-Zeitung: <https://jobs.rnz.de/>, Mannheimer Morgen: <http://www.jobmorgen.de/>

practise! – internship exchange platform for Heidelberg and surroundings
<https://practise-heidelberg.de/>