



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 hours you work per week and your level of pay influence your tax and social insurance contributions (health / long-term care / unemployment / age pension). Further information can be provided by your employer.

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 part-time and do internships like German students.

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

Students with a residence permit for study purposes may work (not self-employed) for a maximum of **120 full days (8 hours/day), or 240 half days (4 hours/day) per year**. Jobs of this category do not require a work permit. A record of your working hours is required.

If you wish to **work more** – 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 (also for assistants in the *Studierendenwerk's* InfoCenter or ICI, as well as dormitory tutors).

Self-employed/freelance occupations must be **approved by your local Foreigners' Registration Office** (*Ausländerbehörde*).

During their first year, students at the *Internationales Studienzentrum*, at the *Studienkolleg* and in the **German language courses** may work **only during the semester break**.

Internship while studying in Germany

If the internship is prescribed in 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 120 working day rule** (see above).

If an internship is not prescribed in 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 therefore is **limited to the 120 working day rule (see above)**. If the voluntary internship covers 120 working days of a year, further secondary employment is not possible in the year in question. If the duration of the internship exceeds the 120 working day rule (see above), the voluntary internship must be approved by the local foreigners registration office before starting it. This requires a certificate of enrollment of the latest semester and verification from your academic counsellor, which says that your studies are not made difficult or delayed by the internship.

If students want to **voluntarily exceed the time frame 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) **will be counted towards the 120 working day rule (see above)**.

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 find out whether they need a work permit from the destination country. In addition, 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 until it was originally issued. The student must then apply for a new visa with all the documents and the usual processing time that also applied to the initial application for the visa at the German embassy of the country in which the student is currently staying,

Leave of absence due to an internship

For the duration of the internship, students can apply to the study administration for a leave of absence for one semester, if the internship contract to be proven shows that they will be employed full-time for at least eight weeks during the lecture period.

Students with a residence permit for study purposes should note however, that although the university can grant a leave of absence for a voluntary internship, but will be difficult in terms of residence law. It is therefore necessary to contact the responsible foreigner's registration office beforehand.

For further questions about immigration law, international students enrolled at Heidelberg University can contact the International Relations Department / Ms. Monzel, email: monzel@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.studentenwerk.uni-heidelberg.de/en/advice_online_job

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/>