

Many students help to fund their studies with a part-time job. There are several points to consider here¹:

EMPLOYMENT

How many hours am I allowed to work and what other points do I need to consider?

Students from the EU and EEA

have free access to the German job market and enjoy the same status as German students.

Students from countries outside the EU or EEA,

are allowed to work 120 full days or 240 half days per year. Anyone wishing to work more than this requires the approval of the German Employment Agency (*Agentur für Arbeit*) and the relevant Foreigners' Authority (*Ausländerbehörde*).

Employment as an academic assistant (*wissenschaftliche Hilfskraft*)

Anyone who wishes to work as an academic assistant may do so for an unlimited period of time, but the Foreigners' Authority must still be informed.

Self-Employment and freelancing

is not permitted for students from non-EU or EEA countries.

Anyone currently attending a pre-study language course or foundation course (*Studienkolleg*)

is normally only permitted to work if they have the approval of the Employment Agency and the Foreigners' Authority – and only during the semester breaks.

Do I have to pay tax and social insurance contributions?

As a student you are allowed to earn 8354 Euros per year tax-free, e.g. from a Minijob paying 450 Euros per month. If your employer still deducts income tax, despite your low wage, it will normally be refunded to you when you submit your income tax return (*Einkommenssteuererklärung*). Anyone who has worked for no longer than 2 months or 50 days in a given year is not liable for social insurance contributions. If you work for longer than this you are obliged to pay contributions to the state pension scheme.

Please note: if you work more than 20 hours per week you will normally have to pay health, unemployment and long-term care insurance contributions. To ensure that you have enough time for your studies, we recommend that you work a maximum of 20 hours per week!

¹The legal requirements regarding the pursuit of gainful employment by students, university graduates, visiting scientists and other academic personnel from non-EU countries are set out in the Residence Act (*Aufenthaltsgesetz*) and the Employment Regulation (*Beschäftigungsverordnung*). The relevant legislation for EU citizens is the Freedom of Move-

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ment Act/EU. Other laws and regulations may also apply. This information does not claim to be exhaustive.

Which types of job are available?

Minijobs vs. jobs subject to social insurance contributions

As a 'minijobber' you earn up to 450 Euros per month and are not obliged to pay taxes and state pension insurance contributions. The latter are paid by the employer on your behalf. You can also have several minijobs at the same time, provided you do not earn more than a total of 450 Euros per month from all the jobs together. If your income is higher, taxes and social insurance contributions will be deducted.

If you submit an income tax return the following year, these contributions will normally be refunded.

Please also note the labour laws for international students (DAAD – German Academic Exchange Service), which, if not complied with, will lead to expulsion from Germany.

How do I find a job?

You can find current vacancies on HGU's Job Site (currently only for VEG members), on the notice board in the canteen building and in the institutes, or on display on the ground floor of the Student Information Center. You'll also find occasional job offers in StudIP. You should also take advantage of the wide variety of job-search websites available on the internet. Here you can find part-time employment for students as well as jobs for graduates.

Job-Search Websites:

Job sites with current vacancies from the Rheingau-Taunus district (also available in Rumanian and Arabic):

www.jobzentrale-rtk.de

www.studentjob.de

<http://stellenmarkt.studentenwerkfrankfurt.de>

<http://www.studentenwerkfrankfurt.de/beratung-service/studijobs.html>

www.studentenjobs24.de

<http://www.young-germany.de/>

Job site of HGU <http://www.hs-geisenheim.de/studierende/career-service/login-jobportal.html>

www.arbeitsagentur.de

www.wila-arbeitsmarkt.de

www.kimeta.de

www.greenjobs.de

www.stepstone.de

www.monster.de

www.absolventa.de

[Recruitment sections of the major newspapers \(internet and print versions\)](#)

www.sueddeutsche.de

www.allgemeine-zeitung.de

www.faz.de

www.zeit.de

HGU's Career Service will support you in finding a suitable (student) job and, if you wish, they also offer targeted advice and workshops to help you prepare for your future career.

Contact: jobportal@hs-gm.de

www.hs-geisenheim.de/studierende/career-service

You can find further important information here:

http://www.internationale-studierende.de/waehrend_des_studiums/jobben/

INTERNSHIPS

Anyone completing an internship who comes from a non-EU or EEA country

should bear in mind that the internship counts as regular work, even if they receive no pay during the internship. Each day of the internship is deducted from the permitted 120 days. If you have already used up your quota of 120 working days, you require the approval of the Employment Agency and Foreigners' Authority if you wish to complete an internship.

An exception to this is any internship expressly required by the Assessment Regulations (Prüfungsordnung), such as the mandatory pre-study internship or practical vocational modules at HGU.

After Study

On completion of a degree course, graduates of German Higher Education Institutions enjoy virtually unlimited access to the German labour market.

Under §16(4) of the German Residence Act (AufenthG), students who have successfully completed a degree course can have their residence permit extended by up to 18 months in order to seek employment relevant to their qualifications. If a suitable job is found within this period, the existing residence permit can be converted into a residence permit for the purpose of gainful employment (§18 Residence Act). The position must be appropriate to the acquired qualification (Bachelor's degree, Master's degree or PhD).

Proof of sufficient resources to cover the cost of living while looking for a suitable position must be provided. Any occupation – even an unqualified one - is permitted during this phase. As of 1st August 2012, (§16(4.2) Residence Act), gainful employment without restriction is permitted.

Please note the further detailed information provided by the DAAD on the legal requirements applicable to the pursuit of gainful employment by foreign students, university graduates, scientists and other academics.

Enquiries about work and internships:

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Career Service

jobportal@hs-gm.de

Enquiries about residence permits:

International Office

international@hs-gm.de