

WORKING A STUDENT JOB

INFORMATION FOR
INTERNATIONAL STUDENTS
AT GOETHE UNIVERSITY



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WORKING A STUDENT JOB - EARN MONEY - FIND YOUR PROFESSION

International students are allowed to take up a student job in Germany. There are certain rules and conditions, however. Also different rules apply depending on whether you are from an EU or non-EU country.

Working a student job can secure additional funding for your studies, but in practice it is not enough to secure your livelihood. Try to work during the lecture-free periods so it will not unnecessarily prolong your studies. During the lecture period, students should work no more than 10-15 hours per week so that there is sufficient time for studying.

If possible, wait until the end of your first semester in Germany before looking for a job. This way, you will be able to estimate more precisely how many hours of work per week you can manage parallel to your studies.

Your jobs should get more demanding over the course of your studies and be related to your field of study. Be proactive and enquire about student jobs or internships at companies or institutions where you might like to work later.

Jobs at the university's institutes, libraries or other facilities are much sought after and can complement your studies and your career in an ideal way. This would offer two advantages – you earn some money and at the same time acquire skills and experience for your later career and job hunt. Employers appreciate when students gain experience in a relevant area of work during their studies, and you are more likely to be invited for an interview with this kind of background.

01 WORK PERMITS FOR INTERNATIONAL STUDENTS

WHAT RULES APPLY TO NON-EU STUDENTS?

You are allowed to work for 120 full days or 240 half days in one calendar year. This includes voluntary internships, even if they are unpaid.

MANDATORY INTERNSHIPS proscribed by the study regulations can be completed additionally to this regulation! The Ausländerbehörde (immigration office), as a rule, requires the following documents:

- a valid passport
- a confirmation by the university (your faculty) that the intended internship is a mandatory part of your studies
- an internship contract, or a draft thereof, containing a detailed description of your work and how much you get paid per month
- possibly other documents (check with the immigration office)

STUDENTISCHE NEBENTÄTIGKEITEN: Students can take part-time jobs such as student or research assistant or as a tutor at the university or another academic institution (without being limited by the rule of 120 full days or 240 half-days). This includes organisations in some way connected to the university (e.g. Studentenwerk), provided that the work is related to the field of study.

STUDIENFÖRDERLICHE BESCHÄFTIGUNGEN: Furthermore, with permission by the Arbeitsagentur (federal employment agency), students can take employment that advances their studies for up to 20 hours a week. For this, the Ausländerbehörde (Immigration Office) requests a corresponding confirmation by the university as well as a draft contract. If in accordance with these conditions, working as a freelancer/self-employment might be allowed.

STUDIENKOLLEG AND LANGUAGE COURSES: If you are taking a language course, or are enrolled in the Studienkolleg (preparatory college) in order to pass the Feststellungsprüfung (entrance examination), there are particularly strict rules: you may only work during the lecture-free period in the course of the first year of preparatory studies, and only if both Ausländerbehörde and Arbeitsagentur give permission.

WHAT RULES APPLY TO STUDENTS FROM THE EU, ICELAND, LIECHTENSTEIN AND NORWAY (AND SWITZERLAND)?

Citizens of member states of the European Union (EU) or the European Economic Area (EEA) are treated as equivalent to Germans in work-related issues. These students can work as much as they like without having to apply for any permits.

It is recommended not to work more than 20 hours per week. If students work more than 20 hours per week during the lecture period, they cannot participate in the student health insurance scheme (except for short-term work of a maximum of 3 months or 70 working days respectively). If you earn more than 450 EUR per month you will have to pay social security contributions. You can ask your employer or your health insurance about the conditions applying to you before starting a job.

Note: The situation regarding students from Switzerland is not quite clear. It is best to make enquiries at the relevant Immigration Office.

FURTHER INFORMATION:

DAAD brochure (as of 01/2017)

www.daad.de/medien/deutschland/stipendien/formulare/erwerbstaetigkeit_januar_2017.pdf

DAAD „Side Jobs“

www.daad.de/deutschland/in-deutschland/arbeit/en/9148-earning-money/

Studieren in Deutschland „Earning money during your studies“

www.study-in.de/en/plan-your-stay/job-and-career/part-time-job_26928.php

Deutsches Studentenwerk „Working during studies“

www.internationale-studierende.de/en/during_your_studies/jobbing/

02 OTHER THINGS YOU SHOULD KNOW

In Germany, taxes and various social security contributions are automatically deducted from your pay. However, the regulations regarding students are quite generous – you pay either nothing or only little. (We do not assume liability for the information supplied)

WHAT IS A TAX IDENTIFICATION NUMBER AND WHEN DO I NEED IT?

As a rule, if you work in Germany, you need a Steuernummer (tax ID number), which is used to administer all tax-related issues. The Finanzamt (tax office) of your place of residence assigns your Steuernummer to you.

INCOME TAX

The amount of taxes depends on how much you earn and on your tax bracket. The taxes deducted over the course of a year are considered advance tax payment. After the end of the calendar year, you file your income tax return; the tax office checks this and then decides whether you are reimbursed for some of the taxes already paid, or whether you have to pay some more.

TAX ALLOWANCE: If you do not earn more than 9000 EUR (as of 2018) over the course of the year, you do not pay taxes / the tax office will reimburse you after checking your tax return.

NOTE: If you have a student job, you often do not have to pay any taxes. Usually these are so-called mini jobs / 450-Euro jobs, for which no taxes are to be paid.

TAX BRACKETS: In Germany, there are different tax brackets. Your tax bracket is determined based on your marital / family status and e.g. the number of jobs you hold.

PENSION INSURANCE

Every employee in Germany who is subject to mandatory social security contributions must pay part of their income to the state pension insurance scheme. Normally, this amounts to 9.35% of the income.

Mini jobs with an income of no more than 450 EUR are exempt from these contributions provided that an exemption has been applied for. Otherwise, 3.7% of gross income is due (reduced rate). Reduced rates also apply to income between 450 EUR and 850 EUR per month or if the job amounts to up to 20 hours per week. In this case though, you cannot apply for an exemption.

WHAT CAN I EARN IN A STUDENT JOB?

Germany has a minimum wage of 8.84 EUR/hour. The minimum wage also applies to voluntary internships of more than 3 months. Exempt are all mandatory internships and voluntary internships of less than three months.

How much you earn depends greatly on your skills, the industry and the regional job market. For example, at the university you are covered by a higher tariff as a graduate student than as an undergraduate student.

WHAT IS A MINI JOB?

Most jobs for students in Germany are offered as so-called Minijobs/450-Euro-Jobs/geringfügige Beschäftigung (minor employment). This refers to an employment relationship, in which you may not earn more than 450 EUR per month.

Under German law, no payment into health insurance, nursing care insurance and unemployment insurance schemes is due for someone with a “minor employment” job. It is possible to get an exemption from the pension insurance schemes. Note: You are permitted to have several mini jobs at the same time, but you should inform your employers about this and your income may not exceed 450 EUR.

Further information regarding mini jobs: www.minijob-zentrale.de

WHAT IS A WERKSTUDENT/WERKSTUDENTIN (STUDENT TRAINEE)?

Student trainees are full-time students who also work for an employer, but not in a mini job. The rule for student trainees is that neither the student nor the employer pay contributions to health insurance, nursing care insurance and unemployment insurance schemes, no matter how much money the student trainee earns. Only the contributions to the pension insurance scheme have to be paid. The amount of time a student trainee is permitted to work is limited to 20 hours per week – with a few important exceptions.

WORK DURING THE SEMESTER BREAKS: During the semester breaks, there are no limits for the amount of time student trainees may work, irrespective of whether this is in addition to a regular job of up to 20 hours per week or exclusively in their capacity as student trainee.

Student trainees may also work more than 20 hours per week for a maximum of nearly 26 weeks (181 days). (Only applies to students from the EU and EEA)

TEMPORARY EMPLOYMENT FOR A MAXIMUM OF THREE MONTHS: Student trainees can also work more than 20 hours per week if it is agreed upfront that the job is limited to a maximum period of three months.

HEALTH INSURANCE / NURSING CARE INSURANCE

As a rule, even if you work, you are insured as a student, not as an employee. That means that you pay the student tariff offered by your health insurance (applies to students up to the age of 30 or past their 14th subject semester).

However, if you work more than 20 hours per week, you may be subject to a different health insurance tariff. Clarify this with your employer! If you are not sure, contact your health insurance to ask for advice before accepting a job.

UNEMPLOYMENT INSURANCE

As a rule, students do not have to pay unemployment insurance if they are in a minor employment/mini job or work as a student trainee. However, this also means that they cannot claim unemployment benefits.

SELF-EMPLOYMENT, CONTRACTS FOR WORK AND LABOUR, FREELANCE WORK

CAUTION: International students who are not from an EU or EEA member state are, as a rule, not permitted to engage in self-employed work! Exceptions may be granted if the work is beneficial to your studies.

If you are working as a freelancer, your customer or principal usually asks for an invoice, or you agree on a contract for work and labour. Money thus earned is not taxed in advance. However, you have to notify your income to the tax office at the end of the year and must file an income tax return.

Please inform yourself thoroughly about regulations for self-employment or freelance work!

FURTHER INFORMATION:

Brochure “Jobben und Studieren“ (german pension insurance—Deutsche Rentenversicherung): www.deutsche-rentenversicherung.de/cae/servlet/contentblob/232696/publicationFile/54365/tipps_fuer_studenten.pdf

Minijob Zentrale (centre for mini jobs): www.minijob-zentrale.de

Taxes and contributions (Deutsches Studentenwerk): www.internationale-studierende.de/en/during_your_studies/jobbing/taxes_and_contributions/

Employment contracts (Deutsches Studentenwerk): www.internationale-studierende.de/en/during_your_studies/jobbing/employment_contracts/

03 WHERE TO LOOK FOR STUDENT JOBS

YOU CAN FIND JOB OFFERS FOR STUDENTS HERE:

- The Studentenwerk Frankfurt's (student services) job placement services or Career Center (look for "Teilzeit" or "Nebenjob")
 - stellenmarkt.studentenwerkfrankfurt.de
 - www.careercenter-jobs.de
- On notice boards on campus; here you may also find offers from organisations or private persons outside university, and you can also put up your own notice if you have a special skill to offer (e.g. piano lessons, language lessons, ...)
- Via online job exchanges (some of them are especially for student jobs)
- In the classified sections of local and regional newspapers and magazines such as Frankfurter Rundschau, Frizz, Frankfurter Neue Presse, Frankfurter Allgemeine Zeitung (Saturdays & Sundays) – these usually also have an online presence. You can also place your own advertisement or job-seeking post; however, you'll have to pay a fee (starting at approx. 30 EUR).
- Newsletter, mailing lists, websites and Facebook pages of institutes and departments of the university: here you will find job ads for student assistants and tutors.
- "Stellen Aktuell", Goethe University job newsletter with official job vacancies: www.uni-frankfurt.de/45302866/stellenausschreibungen
- You can also send an unsolicited application (an application that is not prompted by a specific job ad) to the company of your dreams. Give it a try!

04 SERVICES OFFERED BY GOETHE UNIVERSITY

Goethe University offers a wide range of advice services related to work and career questions. Even if you are only considering a part-time job during your studies or an internship, you should take advantage of these offers.

For example, you can ask for your application and CV to be checked to ensure that they comply with common practice in Germany. You can get advice for a job interview, attend various informative events and much more!

CAREER SERVICE

Offers around job orientation and career design for all students: individual consulting (career coaching, checking your application, coaching for tests), workshops and lectures (practical experiences, job orientation, training for applications, qualifications for specific professional areas, seminars on life/work balance).

International (students) Career Service:

www.career.uni-frankfurt.de/59623356/International-Career-Service

Website: www.career.uni-frankfurt.de

CAREER CENTER AND ARBEITSAGENTUR (FEDERAL EMPLOYMENT AGENCY)

The Career Center forms part of the Career Service to help students and graduates find jobs. It cooperates with external partners from the business world. Furthermore, there are courses for additional qualifications and career fairs. Both the Career Center and the Arbeitsagentur (federal employment agency) offer consultation hours in the Hörsaalzentrum (main lecture hall building, Campus Westend).

KONTAKT

Campus Westend
Hörsaalzentrum, EG

Bundesagentur für Arbeit
Mon & Fri 09:00-13:00 h

Career Center, Goethe University
Mon 14:00-17:00 h & Thu 13:00-17:00 h

Website: www.careercenter-jobs.de

GENERAL ADVICE SERVICES BY THE ASTA FRANKFURT AND THE DGB JUGEND

First-step advice on matters of employment law (for all students) in the AstA Campus Office on Campus Westend. Office hours see website.

KONTAKT

Campus Westend
Bauleitgebäude / RWH, Room 7
(White bungalow between the Casino and the PA)

Email: campusoffice@asta-frankfurt.de

Website: asta-frankfurt.de/angebote/beratung-hilfe/campusoffice

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KONTAKT

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