Address:
Ordnungamt
Ausländerbehörde
Kleyerstraße 86
60326 Frankfurt am Main

RMV public transport stop:
Tram Lines 11 und 21: Rebstöcker Straße
Bus line 52: Ordnungamt
S-Bahn: Galluswarte

Office hours:
Mon. 08.00 - 13.00 Uhr
Wed. 07.30 - 15.00 Uhr
Thurs. 13.00 - 18.00 Uhr
Fri. 07.30 - 12.00 Uhr

By appointment only:
Mon. 13.00 - 18.00 Uhr
Thurs. 08.00 - 13.00 Uhr

Accessibility by phone:
Phone: (069) 212 - 4 24 85
Fax: (069) 212 - 4 22 16

Internet:
http://www.ordnungsamt.frankfurt.de

E-Mail:
auslaenderbehoerde-studium@stadt-frankfurt.de

Version: October 2016
A student residence permit allows for partial employment totalling 120 full days or 240 half-days per calendar year; this time specification may not be exceeded by the permit holder, nor may this employment extend beyond a secondary activity. *

This does not apply during a stay in Germany that is intended for study preparation during the first year of residence; exceptions are stays during holiday times or as a student applicant.

Permission to take part in internships that are a mandatory part of a course of study or required to successfully complete the course of study, can be requested separately from the Foreigners’ Authority under § 15 Nr. 1 of Residence Law.

Additional information is available from the Foreigners’ Authority.

---

**Necessary documents:**

- **Valid passport**
- **Certificate from the university confirming that the intended internship is a mandatory part of a course of study or required to successfully complete the course of study**
- **Internship contract or draft contract, specifying exact duties and the amount of any monthly income**

* A secondary student job can be exercised without time restrictions at a university or research/scientific institute. Secondary student jobs also include university-restricted activities that are limited to university organisations (i.e., tutors in dormitories of the DSW).

---

**Fees:**

According to § 47 para. 2 of the Aufenthaltsverordnung, no fees are charged for a change in residence permission status, provided that this relates to secondary employment purposes.