

Working during your Studies

Information for international students

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1. How much are you allowed to work?

International students who are not from an EU, an EEA country or Switzerland with residence permit for purposes of study (§16 AufenthG)

- Are allowed to work 120 days full-time or 240 days part-time; the 'Agentur für Arbeit' (job centre) does not have to approve this. For example: if a regular working day is 8h, then a half day is 4h.
- Are not allowed to work on a freelance or self-employed basis, unless otherwise given permission by the FRO (Foreign Residents' Office = Ausländerbehörde).
- The 'Agentur für Arbeit' has to agree if you wish to work more than 120 days full-time or 240 days part-time. Exception: If you work as a 'wissenschaftliche Hilfskraft' (research assistant) or a 'studentische Hilfskraft' (e.g. student tutor), you can work more as long as you do not compromise your studies. You must inform the 'Ausländerbehörde' (Foreign Residents' Office) that you will be working in one of these positions if you work more than 120/240 days.
- Internships (even if unpaid) count as regular work and are also subject to the -regulation. Exception: Internships that have to be done as part of your studies
- Students taking part in preparatory language courses or preparatory courses at German universities (Studienkolleg):
 - During the first year in Germany they are only allowed to work during the holidays.
 - With beginning of the second year the "Ausländerbehörde" can grant permission to work during the semester.

Students from an EU or an EEA country and Switzerland

- free access to the job market.

Refugees

- Unrestricted access to the labour market. Self-employment and dependent employment without consent (Federal Employment Office / Foreign Residents' Office): Persons entitled to be granted asylum (§25 Abs. 1 AufenthG), Recognised refugees, Geneva Convention on Refugees (25 Abs.2 S.1, 1. Alternative AufenthG) and Persons subsidiary entitled to protection (§25 Abs. 2, S. 1, 2. Alternative AufenthG)
- Labour market access: 3 months waiting period: Asylum seekers (Ankunftsnachweis „AKN" before „BÜMA" – §63a AufenthG), Persons applying for asylum (Aufenthaltsgestattung - §55 AsylG) and Persons being tolerated (§60a AufenthG)
- Employment is not allowed: Persons applying for asylum from safe countries of origin (§29a AufenthG) or persons with compulsory residence in host offices

Important Addresses:

Ausländerbehörde Stadt Gießen
Berliner Platz 1
35390 Gießen
Tel.: 0641 306-1321
Fax: 0641 306-2303
ordnungsamt@giessen.de (Foreign Residents' Office)

Agentur für Arbeit Gießen (Gießen Job Center)
Nordanlage 60
35390 Gießen
Tel.: 0800 4 5555 00
Fax: 0641 9393448
giessen@arbeitsagentur.de

2. Limits

BAföG

- max. 5.400 € brutto during the appropriation period resp. an average monthly income of 450€
- in case of higher income → less BAföG
- **Current:** Since March 1, 2020 (and for a limited period until the end of the epidemic), new or additional income from activities in "systemically relevant" areas has not been taken into account at the BAföG.
- "Ehrenamtspauschale" (840 Euro/2021) & "Übungsleiterpauschale" (3000 Euro/2021) are not taken into account!

Asylbewerberleistungsgesetz (AsylbLG)

- 25% of the income (brutto) are not set against the payment
- max. 50% of the standard rate
- up to 200 Euro monthly income without deduction in case of volunteering

Family health insurance

- 470 Euro (in case of self-employment, rental income, interests)
- 450 Euro (in case of Minijob)
- "Ehrenamtspauschale" (840 Euro/2021) & "Übungsleiterpauschale" (3000 Euro/2021) are not taken into account!

Child allowance („Kindergeld“)

No income limit during until the first degree. During M.A. or a second degree studies it's not allowed to work more than 20h/week (even during the holidays).

3. What kind of social security contributions and taxes must be paid?

'Lohnsteuer' – Income tax

- Tax that depends on the amount of your income.
- Concerning taxed employments you are registered at your Finanzamt (tax office) for the new ELStAM-procedure (**E**lektronische **L**ohn**S**teuer**A**bzugs**M**erkmale) by your employer. Self-employments have to be registered by you.
- For income less than 9704,-€/year in 2021 you are refunded your 'Lohnsteuer' when you hand in your 'Einkommenssteuererklärung' (income tax return: Declaration of income provided by tax payers to the 'Finanzamt', Inland Revenue Office, at the end of the year).

'Rentenversicherung' – pension insurance

- Insurance that provides you with financial security at an old age/after retirement.
- If you do not earn more than 450€/month, you can be exempt from paying pension insurance (→ see also section on Minijob/Student Job)
- If you earn
 - between 450,01-1300 €/month → reduced fees are paid towards pension insurance
 - more than 1300 €/month → 9,3 % of your income is paid towards pension insurance

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- If you do not earn more than 450€/month, you can be exempt from paying pension insurance (→ see also section on Minijob/Student Job)
- If you earn
 - between 450,01-1300 €/month → reduced fees are paid towards pension insurance
 - more than 1300 €/month → 9,3 % of your income is paid towards pension insurance

'Arbeitslosenversicherung' – Unemployment insurance

- Social insurance that provides people with an income in times of unemployment.
- If you do not pay into the 'Arbeitslosenversicherung' fund you are not entitled to 'Arbeitslosengeld I' (unemployment benefit).
- Please note section "Werkstudierendenprivileg" below!

Health insurance / "nursing care / long term care insurance" – Krankenversicherung/ Pflegeversicherung'

- No matter if you have a job or not, all students are obligated to have health insurance and "nursing care / long term care insurance".
- The "health insurance" for international students usually ends when you are over 30 years old.
- Please note section "Werkstudierendenprivileg" below!

"Werkstudierenden-Privileg"

Student health insurance and "nursing care / long term care insurance" suffice and payment of unemployment fees and insurance are not required, as long as the student is officially enrolled at a university or University of Applied Sciences and he/she studies as a regular student ("Ordentlicher Student"). This means:

- Works no more than 20 hours per week during the semester (there is no 20 hour limit during the semester vacation periods)
- Does not work more than 26 weeks (182 calendar days) with more than 20 hours per week at (a) temporary job(s) per year
- Should the work activities lie above, then the "Werkstudierenden-Privileg" is lost, i.e. unemployment, health insurance and social security contributions according to your salary must be paid (discuss this with your employer and health insurance!)

4. What kinds of employment models are there?

Minijob (Student Job) I: 'Geringfügige Beschäftigung' – Minor Employment (450€-job/ 'minijob'):

- If you have a 'minijob' (Student Job) and do not earn more than 450€/month: employees have to pay the 'Lohnsteuer' but this is usually paid by the employer at a fixed rate of 2% (talk to your employer about this!).
- Compulsory pension insurance exists. However, it is possible to be released from the compulsory insurance. Advantage of the insurance: One gains full compulsory contribution periods, which means you are adding money to your pension. Disadvantage of the insurance: Generally, when one receives a low wage, fees for the insurance can still be relatively high. This is due to the fact, that when calculating the employee's share towards pension insurance, it is assumed that he/she has an income of at least 175 Euro.
- If you have more than one 'minijob' (Student Job) you are not allowed to earn more than 450€, otherwise you will have to pay contributions to the 'Rentenversicherung'.

Minijob II: 'kurzfristige Beschäftigung' – (Student Job II) Seasonal/Temporary Employment

- a contract for no more than 3 months or 70 working days per year
- you don't have to pay any social security contributions (pension insurance, health insurance/ "nursing care / long term care insurance", unemployment insurance)
- Exception from the 20-hour-rule during the semester. This means you do not have to pay social security contributions even if you work more than 20 hours.
- you have to pay income taxes

Midijob: more than ‚geringfügige Beschäftigung‘ - Minor Employment:

- 450,01-1300€ income per month
- income up to 1300/month → reduced contributions to the ‘Rentenversicherung’
- up to 20 hrs/week → student health insurance is sufficient
- more than 20hrs/week → you also have to pay contributions to the ‘Krankenversicherung’, ‘Pflegeversicherung’ and the ‘Arbeitslosenversicherung’
- You have to pay income taxes.

‘Honorarverträge’ (fixed fee contract), ‘Werkverträge’ (fixed service contract), freelance work and self-employment

- You must register your work at the trade office (Trade/Commerce Office) and the tax office (Inland Revenue Office).
- Freelance work must only be reported to the tax authorities, to which they will decide if your work really falls under “Freelance Work”.
- At the end of the year, all income has to be reported to the tax office and an income tax statement has to be declared (“Einkommensteuererklärung”).

5. Advice on finding a job in Gießen and Friedberg

Online job portal run by the Studentenwerk Gießen

The Studentenwerk Gießen updates its job portal on a daily basis with job adverts in Gießen (www.studentenwerk-giessen.de please follow the link “Jobbörse”. When using the browser you can search for vacant jobs in general and browse certain job fields. In this portal you can also place job adverts, enter ‘job wanted’ posts and see how long the job offers are valid for. You can also visit the Studentenwerk and look up job adverts in a provided folder that is updated regularly.

Otto-Behaghel-Strasse 23-27, 35394 Gießen

Telephone: 0641 40008-160

Opening hours: Mon – Fri 12am-2.30pm

E-Mail: beratung.service@studentenwerk-giessen.de

Job portals of the JLU Gießen and TH Mittelhessen

The Gießen University and the TH Mittelhessen offer students who are looking for a job or an internship or want to write their thesis in a company, job portals on the following pages:

<https://www.uni-giessen.de/fbz/zentren/zfbk/career/jobportalcareern>

<https://www.thm.de/site/studium/sie-beenden-ihr-studium/career-service/thm-jobportal.html>

Job offers at JLU Gießen and TH Mittelhessen

A list of current job offers at the JLU Gießen and TH Mittelhessen, f. ex. as student assistant:

<https://www.uni-giessen.de/karriere>

<https://www.thm.de/site/hochschule/campus/stellenangebote-an-der-thm.html>

AStA of the THM

Der AStA der THM bietet auf seiner Internetseite ebenfalls eine Jobbörse an. Dort werden regelmäßig Stellenanzeigen von Unternehmen veröffentlicht:

<http://asta.thm.de>

Agentur für Arbeit Gießen (Gießen Job Centre):

The online job browser of the job centre has a huge variety of offers

(<http://jobboerse.arbeitsagentur.de/>).

- The Gießen Job Centre has a department that specializes in student jobs/minijobs. It is possible to go round to the Gießen Job Centre and to speak to someone personally.

Nordanlage 60, 35390 Gießen

Tel: 0800 4 5555 00 and 0641 9393-245

E-Mail: giessen@arbeitsagentur.de

- The Frankfurt Job Centre offers advice on finding student jobs and second jobs in one of its branches. Baseler Straße 35 – 37, 60329 Frankfurt am Main
tel.: 069/21712777
Opening times Mon-Fri 5am-1pm

Agencies for temporary work in Gießen

- **ACTIEF Zeitpersonal:** Steinstr. 90, Gießen; contact form at www.actief-personal.de; 0641 7979610
- **Abakus Personal:** Philipp-Reis-Str. 2, Gießen; info-Giessen@abakusPersonal.de; 0641 969990
- **Adecco:** Haagstr. 8, Friedberg; friedberg@adecco.de; 06031 684610
- **Arcus Plan AG:** Südanlage 11, Gießen; giessen@arcusplan.de; 0641 7949740
- **ARWA:** Katharinengasse 5, Gießen; giessen@arwa.de; 0641 9841960
- **DEKRA:** Marktplatz 8, Gießen; Giessen.arbeit@dekra.com; 0641 9311190
- **FARA Personaldienstleistungen:** Schifffenberger Weg 42, Gießen; contact form at www.fara.de; 0641 9605123
- **K & S Personaldienstleistungen:** Liebigstr. 11, Gießen; contact form at www.ks-gmbh.net; 0641 971180
- **Manpower:** Seltersweg 61, Gießen; Gießen@manpower.de; 0641 3992910
- **Maximum:** Kerkraderstr. 11, Gießen; giessen@maximum-personalservice.de; 0641 9483748
- **Orizon:** Bleichstr. 16, Gießen; info@orizon.de; 0641 46095060
- **pebb zwei:** Steinstr. 81-83, Gießen; giessen@pebbzwei.de; 0641 3011597
- **persona data:** Moltkestr. 8a, Gießen; contact form at www.persona-data.de; 0641 796290
- **Persoplan:** Südanlage 10, Gießen; giessen@persoplan.de; 0641 975120
- **Persona Service:** Goethestr. 7, Gießen; contact form at www.persona.de; 0641 932910
- **Randstad:** Katharinengasse 14, Gießen; Giessen238@de.randstad.com; 0641-975130
- **Schütze und Seifert:** Bahnhofstr. 49, Gießen; giessen@schuetze-seifert.de; 0641 940030
- **Sprengel Personal:** Seltersweg 75, Gießen; giessen@sprengel-personal.de; 0641 46045340
- **Studitemps.de:** Zeitarbeit nur für Studierende, Kontaktformular; 069 98939060
- **Tabel:** Rudolf-Diesel-Str. 7, Linden; sonja.hofmann-peppler@TABEL.com; 06403 766360
- **ZAK:** Katharinengasse 1, Gießen; info@zeitarbeit-kiesselbach.de; 0641 984980

Jobs at the Frankfurt Trade Fair

Please contact the 'Messevermittlung' in order to find out more about working at the Frankfurt Trade Fair, Ludwig-Erhard-Anlage 1, 60327 Frankfurt am Main, Tel: 069 752339
E-Mail: Frankfurt-Main.Messevermittlung@arbeitsagentur.de

Fraport AG

Fraport AG offers students internships and student jobs, as well as the opportunity to compose theses in the context of a specific project. For more information:
<http://www.fraport.de> / Karriere

More general job search

- **Monsterjobs** (<http://www.monster.de/>): Monsterjobs is a nationwide online job portal and is updated with thousands of job adverts on a daily basis. It also offers help with writing applications and CVs. Monsterjobs is also a social network: you can set up a personal profile and will be sent information about vacant jobs in your field of interest.
- **UniVillage** (<http://www.univillage.de/>): UniVillage is a nationwide online portal that is also regularly updated. You give in your place of residence and the maximum distance you are prepared to travel for work and you are provided with job adverts. UniVillage can also be helpful if you are looking for internships or scholarships.

Newspapers and online magazines

- 'Express' magazine (<http://marbuch-verlag.de/okaz>): The 'Express' magazine is a city magazine published by the Marbuch-Verlag. It appears weekly in Marburg, Gießen and the surrounding area. You can also find job offers in their online portal. This is updated regularly. The free newspaper itself appears every Thursday and is available for free in many shops, cafés and bars in Gießen and

Marburg. At www.marbuch-verlag.de/okaz you can also post job ads for free. To post job ads in the printed magazine a fee will be charged.

- Gießener Allgemeine newspaper (<https://www.giessener-allgemeine.de/anzeigen/stellenmarkt/>)
- Gießener Anzeiger newspaper (<http://jobs.giessener-anzeiger.de/>)

The two local daily Gießen newspapers (Gießener Allgemeine, Gießener Anzeiger) publish job advertisements online. You can also find a job section with many different job offers in every Saturday edition.

Notice boards

It is also strongly advisable to look at notice boards regularly. More personal job advertisements are often put on notice boards, e.g. 'Can you help me with my math?' or 'Can you help me move?'. On the Gießen campus you can find a notice board in the foyer of the THM Mensa/Pastaria (Canteen/Cafeteria) in building A as well as in the halls that lead from building A to building A15 and from building A15 to building C. On the Friedberg campus there's also a notice board in the foyer of the Mensa. On the JLU campus you can find a huge notice board in the entrance area of the 'Neue Mensa' (close to the AStA).

6. Information on the 'Allgemeines Gleichbehandlungsgesetz (AGG)', the General Equal Treatment Act

- Aim: prevention and abolition of discrimination due to ethnic background, gender, religion, beliefs, disability, age or sexual orientation
- this protection applies to the entire period of employment and beyond
- If you feel that you have been a victim of discrimination do not hesitate to contact a so-called 'Antidiskriminierungsstelle' (anti-discrimination office):
 - Antidiskriminierungsstelle des Bundes, Glinka Straße 24, 10117 Berlin
Telefon: 030 18555-1855 oder 030 18555-1865
E-Mail: beratung@ads.bund.de; www.antidiskriminierungsstelle.de
 - An offer especially for students of the THM: Advisory Service for Students Experiencing Intercultural Conflicts (BIKO) - <https://www.thm.de/site/en/international-en/incoming-englisch/advisory-service-for-students-experiencing-intercultural-conflicts.html>

7. Sources

- www.internationale-studierende.de (Deutsches Studentenwerk, DSW)
- BAMF: *Hochschulzugang und Studium von Flüchtlingen. Eine Handreichung für Hochschulen und Studentenwerke*. September 2016.
- Birte Weiß; basis & woge e.V. (Hg.): *Diskriminierung erkennen und handeln!* Hamburg, 2010.

- all statements without guarantee -