

# 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 or an EEA country

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 from an EU or an EEA country

- Have free access to the job market.

#### 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.

#### 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  
Nordanlage 60  
35390 Giessen  
Tel.: 0800 4 5555 00  
Fax: 0641 9393448  
Giessen@arbeitsagentur.de  
(Giessen Job Center)

## 2. 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.
- If you earned less than 8.472,-€/year in 2015 and 8.652,- €/year in 2016 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 – 850 €/Month → reduced fees are paid towards pension insurance
  - more than 850 €/Month → 9,35 % 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 "Werkstudentenprivileg" 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".
- Please note section "Werkstudentenprivileg" below!

### **"Werkstudenten" Privileges**

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 "Werkstudenten" privileges are 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!)

### 3. 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!).
- For employments taken up after the 1st of January 2013 onwards, and for employments taken up before the 1<sup>st</sup> of January 2013, where wages will be or have been increased to more than 400€/month, exists compulsory pension insurance; 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.

An example: total pension contribution 18,7 % from 175,00 Euro = 32,73 Euro

Employer's contribution:

15 % (within the commercial sector) from e.g. **60 Euro income** = 9 Euro

5 % (private sector) from e.g. 60 Euro income = 3 Euro

Employee's contribution = 32,73 Euro minus the contribution paid by the employer:

32,73 Euro – 9 Euro = **23,73 Euro** (within the commercial sector)

33,73 Euro – 3 Euro = **29,73 Euro** (private sector)

- 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 three months or 70 days of work per year (until 31.12.2018, afterwards 2 months and accordingly 50 working days)
- 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:**

- 450,01-850€ income per month
- Income up to 850€/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").
- Important: Students who are not from an EU or an EEA country are not allowed to work on a self-employed basis. However, the FRO (Foreign Residents' Office = Ausländerbehörde) might grant exceptions.

**Glossary:**

'Arbeitslosenversicherung' (unemployment insurance):  
Social insurance that provides people with an income in times of unemployment.

'Einkommenssteuererklärung':  
Declaration of income provided by tax payers to the 'Finanzamt' (inland revenue office) at the end of the year.

'Lohnsteuer' (income tax):  
Tax based on the amount of your income that you pay to the government.

ELStAM-Verfahren (elektronische Lohnsteuerkarte):  
The old income tax card is going to be replaced by the ELStAM-procedure (**Elektronische LohnSteuerAbzugsMerkmale**) from the first of January 2013 on. Concerning taxed employments you are registered at your tax office for the new ELStAM-procedure by your employer. Self-employments must be registered by you.

'Rentenversicherung' (pension insurance): Insurance that provides you with financial security at old age.

#### 4. 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 (→<http://134.176.79.136/jobboerse/main.php?RG=0>). 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@studwerk.uni-giessen.de](mailto:beratung.service@studwerk.uni-giessen.de)

How to get to the Studentenwerk: →[http://www.studentenwerk-giessen.de/Das\\_Studentenwerk/Wegbeschreibungen/](http://www.studentenwerk-giessen.de/Das_Studentenwerk/Wegbeschreibungen/)

**Job portal of the JLU Gießen**

The Gießen University offers students who are looking for a job or an internship or want to write their thesis in a company, a job portal on the following page: <http://www.inst.uni-giessen.de/career-centre/>. Also, doctoral or full-time positions for graduates are offered there.

**AStA of the THM**

It is worth going round to the AStAs and looking into their job advert folders. The Giessen AStA is in building A on the 1<sup>st</sup> floor in Room A122, you can find the folder there. Please note that the Giessen AStA updates its website more often than its folder. The Friedberg AStA is in building C (ground floor) and you can find the folder in front of the AStA office on the shelf in the hallway.

- **Giessen**

The THM Giessen AStA has job adverts on its website for student jobs and internships

(→<http://www.asta.thm.de/giessen/service/stellenangebote>)

A-Building (Room A122/1<sup>st</sup> floor), Wiesenstrasse, 35390 Giessen,

Opening hours: Mon-Fri 10am-2pm

- **Friedberg**

Wilhelm Leuschner Str. 13, 61169 Friedberg: on the Friedberg campus

(→<http://www.thm.de/asta/friedberg/>)

**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  
E-Mail: [giessen@arbeitsagentur.de](mailto:giessen@arbeitsagentur.de)

- The Frankfurt Job Centre offers advice on finding student jobs and second jobs in one of its branches. (→<https://www.arbeitsagentur.de/web/content/DE/dienststellen/rdh/frankfurt/Agentur/BuergerinnenundBuerger/Jobvermittlung/Detail/index.htm?dfContentId=L6019022DSTBAI416026>)  
Baseler Straße 35 – 37, 60329 Frankfurt am Main  
tel.: 069/21712777  
Opening times Mon-Fri 5am-1pm  
Public transport:  
S-Bahn all lines, get off at 'Hauptbahnhof'  
U-Bahn lines U4-U5, get off at 'Hauptbahnhof'  
Straßenbahn (tram) lines 11,16, 17, 20 and 21, get off at 'Hauptbahnhof '  
bus lines 12, get off at 'BaselerPlatz'
- The Frankfurt Job Centre offers advice on finding student jobs and second jobs in one of its branches.  
(→[http://www.arbeitsagentur.de/nn\\_6794/Navigation/Dienststellen/RD-H/Frankfurt/Agentur/Buerger/Jobvermittlung/Jobvermittlung-Nav.html](http://www.arbeitsagentur.de/nn_6794/Navigation/Dienststellen/RD-H/Frankfurt/Agentur/Buerger/Jobvermittlung/Jobvermittlung-Nav.html))  
Mainstrasse 16, 60311 Frankfurt/Main, tel.: 069/21712777  
Public transport:  
S-Bahn lines S1-S6, S8-S9, get off at 'Konstablerwache' U-Bahn lines U4-U7, get off at 'Konstablerwache' Strassenbahn (tram) lines 11 und 12, get off at 'Boerneplatz',  
Strassenbahn (tram) line 14, get off at 'Hospital zum Heiligen Geist' bus lines 30 and 36,  
get off at 'Boerneplatz' or 'Schoene Aussicht'

#### Agencies for temporary work in Giessen

- **AB Zeitpersonal:** Steinstr. 90, Giessen; contact form at [www.ab-zeitpersonal.de](http://www.ab-zeitpersonal.de); 0641 7979610
- **Abakus Personal:** Philipp-Reis-Str. 2, Giessen; [info-Giessen@abakusPersonal.de](mailto:info-Giessen@abakusPersonal.de); 0641 969990
- **Adecco:** Haagstr. 8, Friedberg; [friedberg@adecco.de](mailto:friedberg@adecco.de); 06031 684610
- **Arcus Plan AG:** Südanlage 11, Giessen; [giessen@arcusplan.de](mailto:giessen@arcusplan.de); 0641 7949740
- **ARWA:** Katharinengasse 5, Giessen; [giessen@arwa.de](mailto:giessen@arwa.de); 0641 9841960
- **DEKRA:** Marktplatz 8, Giessen; [Giessen.arbeit@dekra.com](mailto:Giessen.arbeit@dekra.com); 0641 9311190
- **FARA Personaldienstleistungen:** Schiffenberger Weg 42, Giessen; contact form at [www.fara.de](http://www.fara.de); 0641 9605123
- **K & S Personaldienstleistungen:** Liebigstr. 11, Giessen; contact form at [www.ks-gmbh.net](http://www.ks-gmbh.net); 0641 971180
- **Manpower:** Marktplatz 2, Giessen; [Gießen@manpower.de](mailto:Gießen@manpower.de); 0641 3992910
- **Maximum:** Kerkraderstr. 11, Giessen; [giessen@maximum-personalservice.de](mailto:giessen@maximum-personalservice.de); 0641 9483748
- **Orizon:** Robert-Bosch-Straße 15,35440Linden,Mittelhessen@orizon.de; 06403 97229-0
- **pebb zwei:** Steinstr. 81-83, Giessen; [giessen@pebbzwei.de](mailto:giessen@pebbzwei.de); 0641 3011597
- **persona data:** Moltkestr. 8a, Giessen; contact form at [www.persona-data.de](http://www.persona-data.de); 0641 796290
- **Personplan:** Südanlage 10, Giessen; [giessen@persoplan.de](mailto:giessen@persoplan.de); 0641 975120
- **Persona Service:**Goethestr. 7, Giessen; contact form at [www.persona.de](http://www.persona.de); 0641 932910
- **Randstad:** Ohlebergsweg 5, Giessen; [jens.litzinger@randstad.de](mailto:jens.litzinger@randstad.de);0641-7931 120
- **Schütze und Seifert:** Bahnhofstr. 49, Giessen; [giessen@schuetze-seifert.de](mailto:giessen@schuetze-seifert.de); 0641 940030
- **Sprenkel Personal:** Seltersweg 75, Giessen; [giessen@sprenkel-personal.de](mailto:giessen@sprenkel-personal.de); 0641 46045340
- **Tabel:** Robert-Bosch-Str. 14, Giessen; [sonja.hofmann-peppler@TABEL.com](mailto:sonja.hofmann-peppler@TABEL.com); 0641 96090334
- **ZAK:**Katharinengasse 1, Giessen; [info@zeitarbeit-kiesselbach.de](mailto: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](mailto: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/de/karriere.html>

### **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](http://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 (→[http://www.giessener-allgemeine.de/Home/Anzeigen/Stellenmarkt/costart,1\\_typ,private+Stellenangebote\\_regid,1\\_puid,1\\_pageid,98.html](http://www.giessener-allgemeine.de/Home/Anzeigen/Stellenmarkt/costart,1_typ,private+Stellenangebote_regid,1_puid,1_pageid,98.html))
- Gießener Anzeiger newspaper (→<http://www.giessener-anzeiger.de/anzeigen/stellen-anzeigen/index.htm>)

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).

## **5. 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](mailto:beratung@ads.bund.de) →[www.antidiskriminierungsstelle.de](http://www.antidiskriminierungsstelle.de)

## **6. Sources**

[www.internationale-studierende.de](http://www.internationale-studierende.de) (Deutsches Studentenwerk, DSW), Birte Weiß; basis & woge e.V. (Hg.): *Diskriminierung erkennen und handeln!* Hamburg, 2010.

## **7. Legal Disclaimer:**

Neither the authors of this sheet nor the THM or the Studentenwerk Giessen may be held responsible for any actions taken as a result of the information presented on this sheet. It is the sole responsibility of the user to determine the charges and policies associated with the presented information.

## **8. Imprint:**

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