

Working and Interning as an International Student in Hamburg

December 7th, 2023

Counselling Centre for Social & International Affairs – BeSI

Studierendenwerk Hamburg

Overview

0. Studierendenwerk Hamburg – Service for students
1. Finding a job
2. What is important when it comes to working while studying?
3. Legal areas when working / interning
4. Job types
5. Combining different types of jobs
6. Regulations for students from non-EU countries
7. Working contracts
8. Counselling on jobbing
9. Internship during studies: mandatory, voluntary, abroad
10. Main limits to be aware of
11. Contact information / Disclaimer

0. Studierendenwerk Hamburg – Service for students



Eating



Accommodation



Social &
International Affairs

- Jobbing
- Health insurance
- Housing benefit
- Social benefits
- Emergency fund



Finance

1. Finding a job

- www.stellenwerk-hamburg.de
- www.jobcafe.de
- [Federal Employment Agency](#) (*Bundesagentur für Arbeit*) → [Academic Team Hamburg](#) (*Berufsberatung*) → [collection of job websites and sector information for academics](#)
- www.meinestadt.de → Hamburg
- University Websites
- [Studierendenwerk Hamburg](#) as employer

Make use of filters!

1. Finding a job

- use own networks
- check job application documents (*Bewerbungsunterlagen*)
- prepare for job interview (*Vorstellungsgespräch*)
- unsolicited application (*Initiativbewerbung*)
- search for a study-related job
- ask former employers for job references (*Arbeitszeugnis*)
- improve German language skills

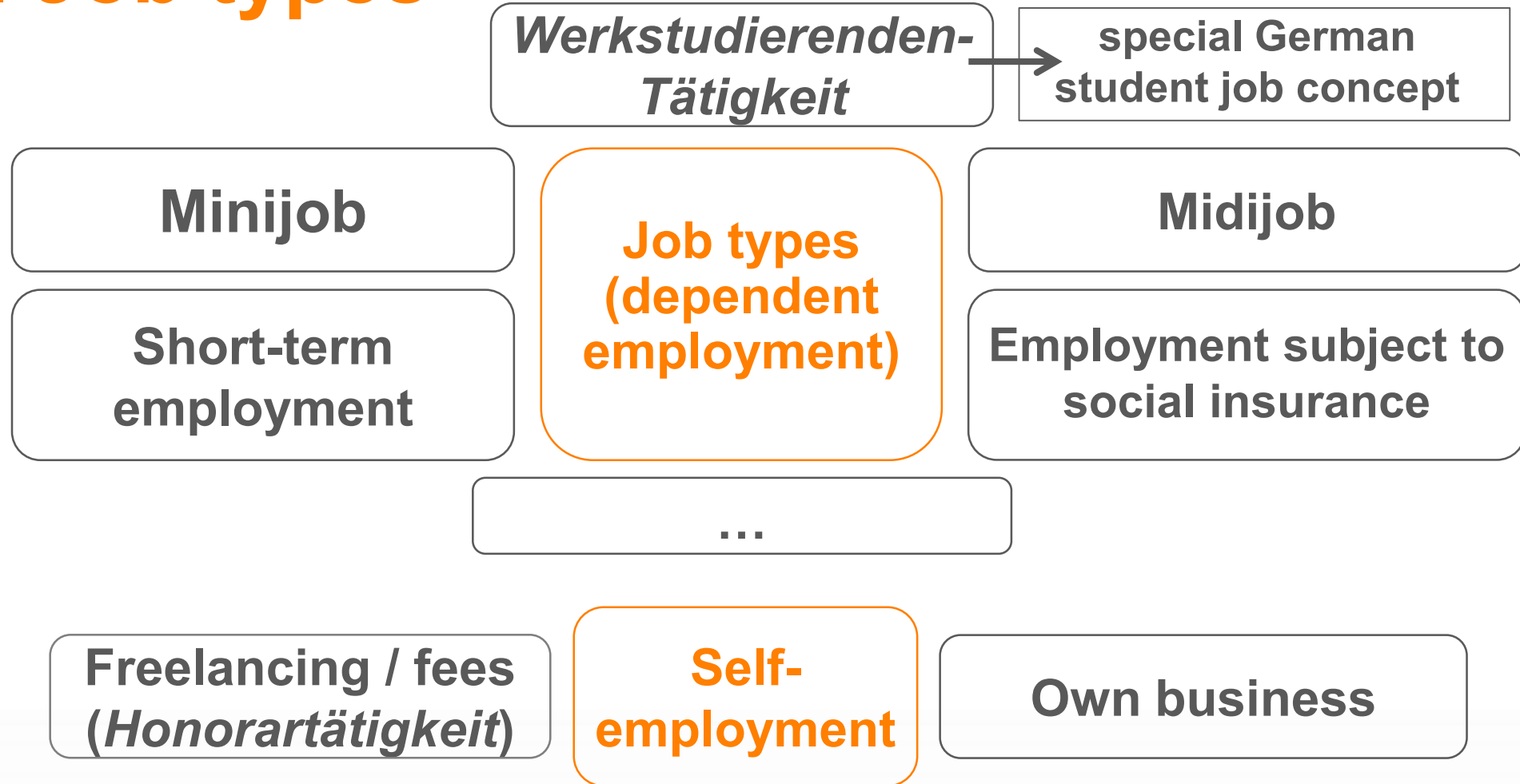
2. What is important when it comes to working while studying?

- Study requirements & job – compatible (in terms of time)?
- Combinability of different jobs
- Limits on working days: student residence permit
- Limits on working hours in a *Werkstudierenden-Tätigkeit*
- Limits on income, e. g. for
 - Family (health) insurance
 - BAföG
- Read documents closely & keep them (e. g. contracts, salary statements etc.)
- Inform all employers about student status & further jobs
- Avoid illegal work & pseudo self-employment (*Scheinselbstständigkeit*)

3. Legal areas when working / interning

- **Residence law**, esp. student residence permit § 16b: work permit limit, permit on request, ...
- **Social Security**, (non-)contribution/deduction from monthly payslip to
 - Health insurance
 - Long-term care insurance
 - Unemployment insurance
 - Pension insurance
 - Accident insurance (contributions paid by employer resp. university/state only)
- **Taxes**: (non-)deduction on monthly payslip | determination of payment/refund per calendar year
- **Labor law** (individual, collective, occupational safety)
- **Financing sources considering income or other criteria**: *BAföG*, scholarship, *Kindergeld*, ...
- ...

4. Job types



Minijob

- Max. monthly income **€ 520** (€ 538 as of 1.1.24) (regularly)
- Oftentimes no fixed weekly/monthly working hours
- Independent of student status (full-time, part-time, semester of academic leave)
- Mostly social security free (*sozialversicherungsfrei*):
 - exemption from pension insurance possible
 - No employee contributions for health, long-term care and unemployment insurance
 - Health and long-term care insurance must be paid individually
- Taxes: tax ID or flat-rate taxation of 2 %, paid by employer or employee

Short-term employment

- Max. 3 months or **70 working days** respectively (per calendar year)
- Earnings are irrelevant
- Independent of student status (full-time, part-time, semester of academic leave)
- Usually no social security for employees (*sozialversicherungsfrei*):
 - No contributions to pension, health, long-term care or unemployment insurance
 - Health and long-term care insurance must be paid individually
- Taxes: tax ID or under specific circumstances flat-rate taxation of 25 %, paid by employer or employee

Werkstudierenden-Tätigkeit

- During **lecture period**: max. **20 hours/week** (regularly)*
during lecture-free period: > 20 hours/week (e. g. 40 hours/week)
 - Social security:
 - own payments to health insurance / long-term care insurance
 - pension insurance contribution → transition area (€ 520.01 [€ 538.01 in 2024] – € 2,000.-)
 - no unemployment insurance contribution
 - Taxes: tax ID. Currently no income tax deduction on monthly pay slip with a monthly gross up to approx. € 1,280 with tax class 1 according to [calculator](#) by Federal Ministry of Finance
 - Tax liability per calendar year starts from € 10,908 (2023) + € 1,230 (2023) income-related expenses (*Werbungskosten*) per year, further personal tax details (e.g. [course costs](#)) may apply
- * Attention! Working hours of all jobs are added up, including Minijob & self-employment!

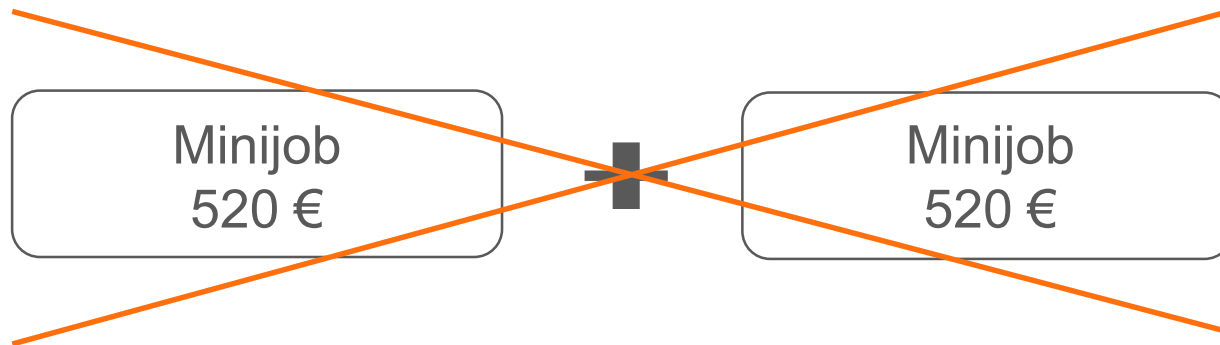
Self-employment (*Selbstständigkeit*)

- Different types: freelancing, fees, trade licence, own business
- Distinction: full-time or part-time?
 - working hours: max. **15-20 hours/week**
 - earnings: also relevant
- Social security (for part-time self-employment):
 - own payments to health insurance / long-term care insurance
 - Pension insurance → check with *Deutsche Rentenversicherung*
 - no unemployment insurance contribution
- Taxes: **Apply for tax number for self-employment with tax office!** If applicable, register trade
- **Attention!** Self-employment must be explicitly permitted by Foreigners' Registration Office if you have a student residence permit according to § 16b Residence Act

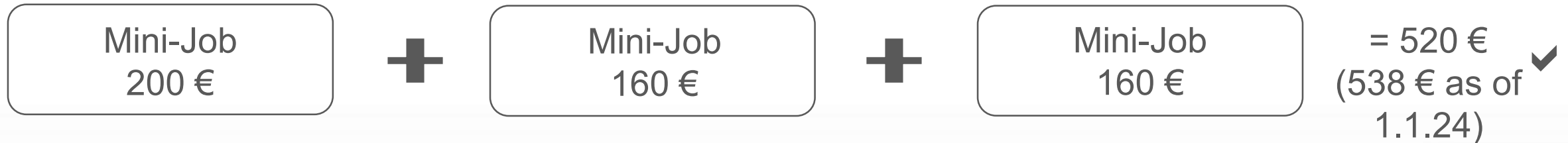
5. Combining different types of jobs

Combinations I

Minijobs

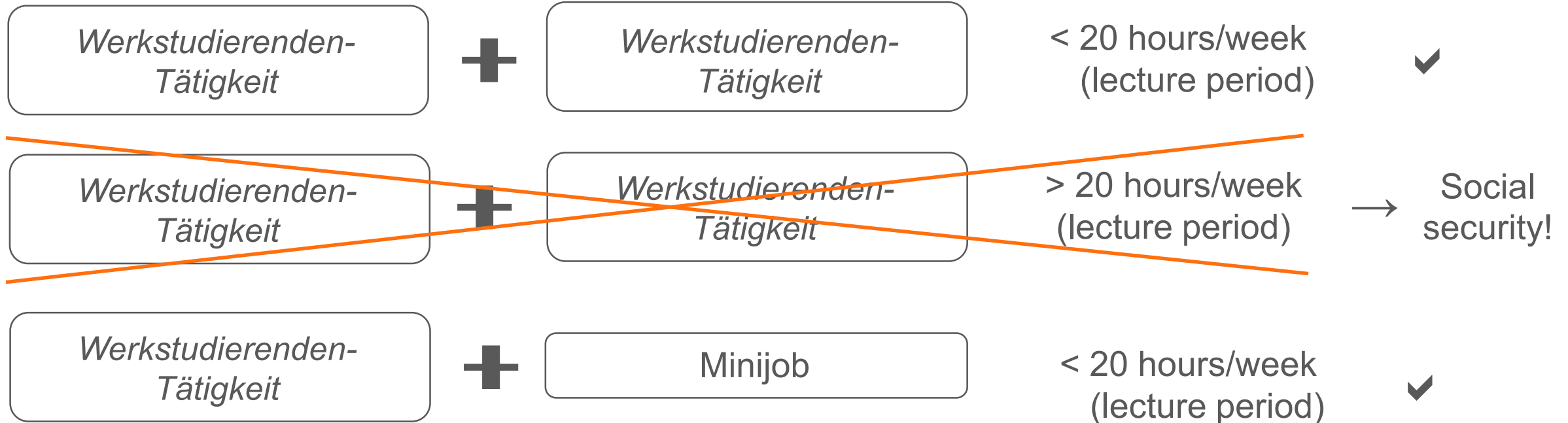


→ Subject to social security
(*Sozialversicherungspflicht / SV-Pflicht*),
if max. 20 hours/week according to the
rules for a *Werkstudierenden-Tätigkeit*!



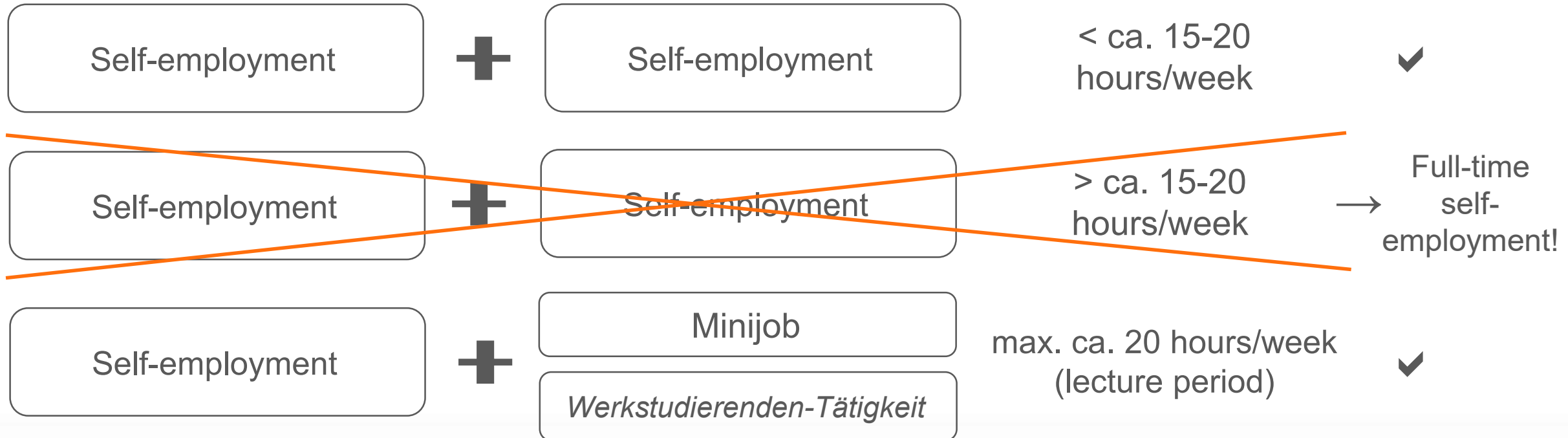
Combinations II

Werkstudierenden-Tätigkeiten



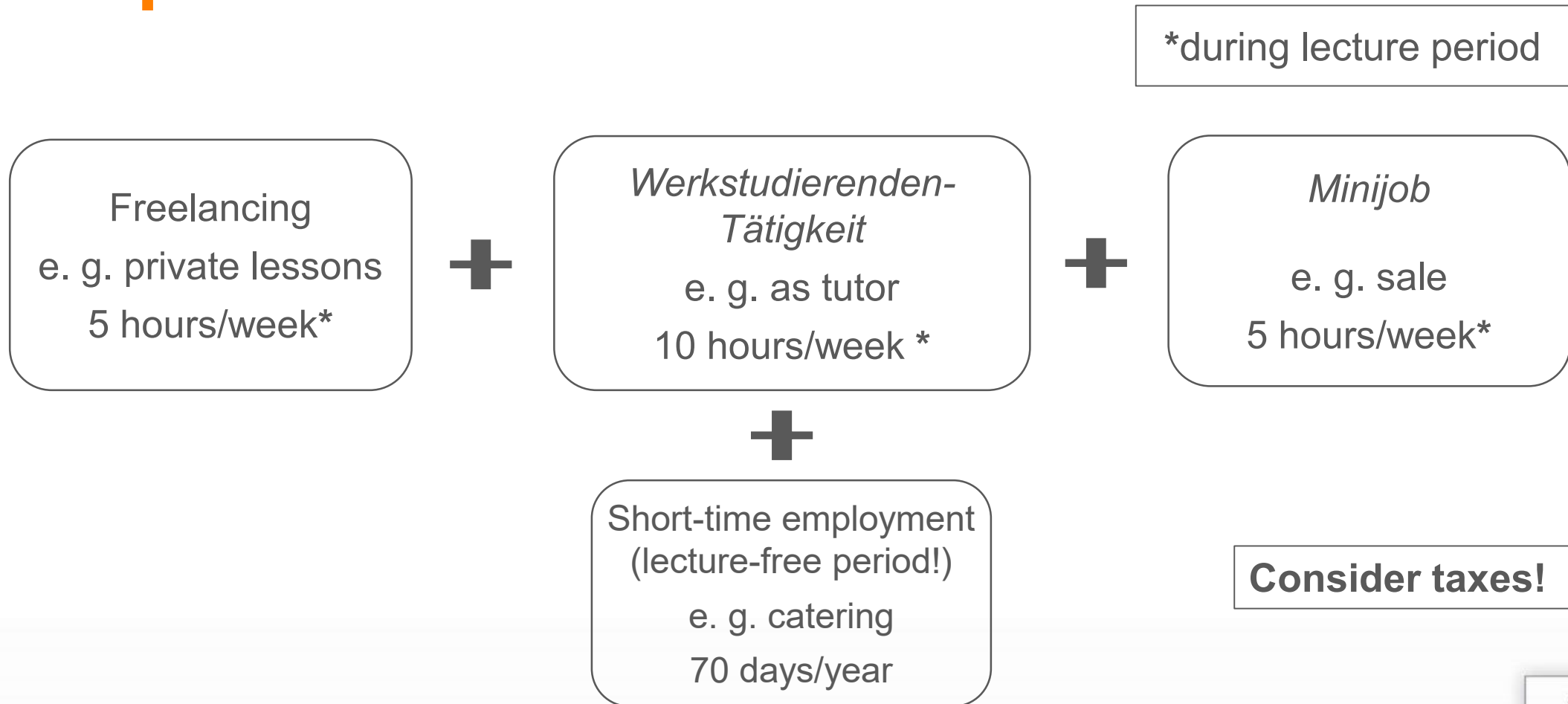
Combinations III

Self-employment (part-time)



Combinations - Example

5. Combining different types of jobs

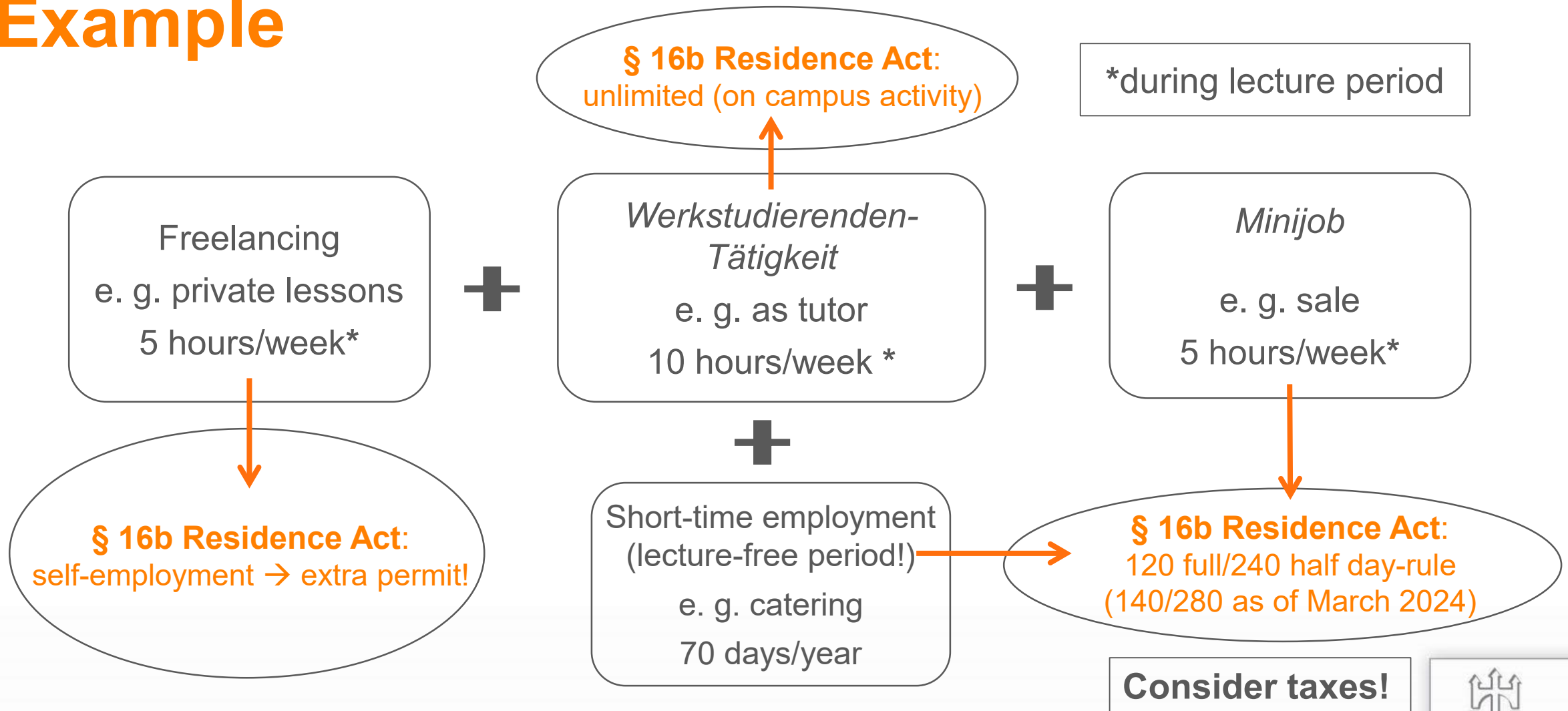


6. Regulations for students from non-EU countries

- 120 full / 240 half day-rule (140 / 280 as of March 2024)
 - What is counted as a full, what as half a working day?
 - Illness, vacation etc.
- On-campus jobs
 - Not counted towards 120 full / 240 half day-rule
- Self-employment not permitted
 - Application for permission possible at Foreigners' Registration Office

Combinations - Example

5. Combining different types of jobs



7. Working contracts

- Relevant for dependent employment
- Regulated aspects can be:
 - Probation period
 - Weekly working hours / working days
 - Requirements in case of illness / incapacity
 - Vacation
 - Overtime
 - Termination
- Keyword *Werkstudierenden-Tätigkeit*
- Stumble upon...

Helpful brochures



DSW Jobbing



Arbeitsrecht BMAS



Studium. BAföG. Job. DGB

8. Counselling on jobbing

- Counselling Centre for Social & International Affairs – BeSI
- UHH General Students' Committee (AStA) → Beratung zu studentischen Steuerfragen
- Unions, e. g. DGB Jugend → Studium → Themen → Dein Job
- University Career Center, e.g. at TUHH
- Federal Employment Agency (*Bundesagentur für Arbeit*) → Berufsberatung
- Public Legal Advice (ÖRA)

9. Internship

is a **learning relationship**

Differentiation, e.g.

- on the timeline: before / during / after studies
- by type: mandatory / voluntary
- by remuneration: without / with
- by location: domestic / abroad

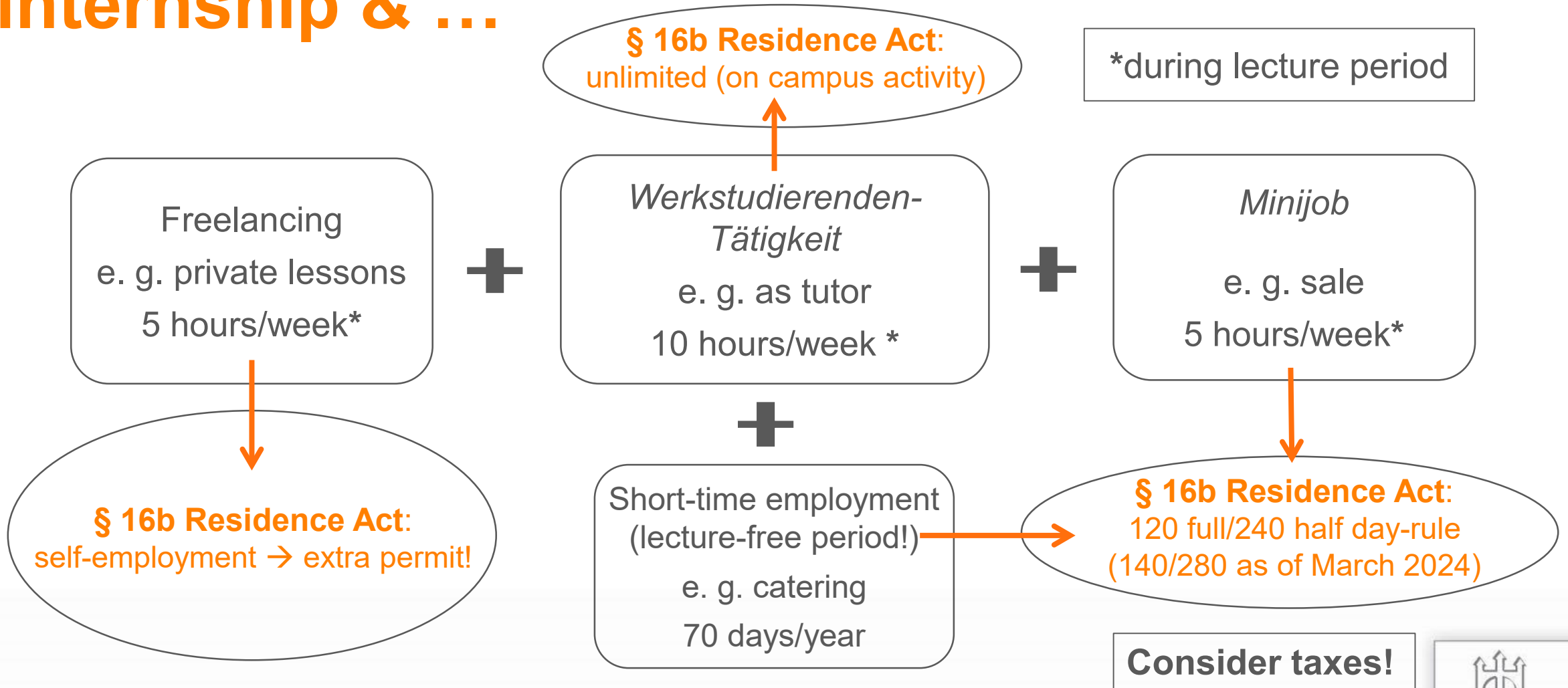
9. Mandatory internship during studies

i. e. **required** according to study and examination regulations

- transfer of training from the university to the company
- permitted by residence law and not credited to 120 full days of permitted occupation (140 full days as of March 2024)
- no entitlement to remuneration and vacation
- no social security obligation (also applicable during a holiday semester)
- remuneration is taken into account, e.g. for BAföG and family insurance
- can be combined with job(s)

Mandatory internship & ...

Ensure time compatibility and feasibility!



9. Voluntary internship during studies

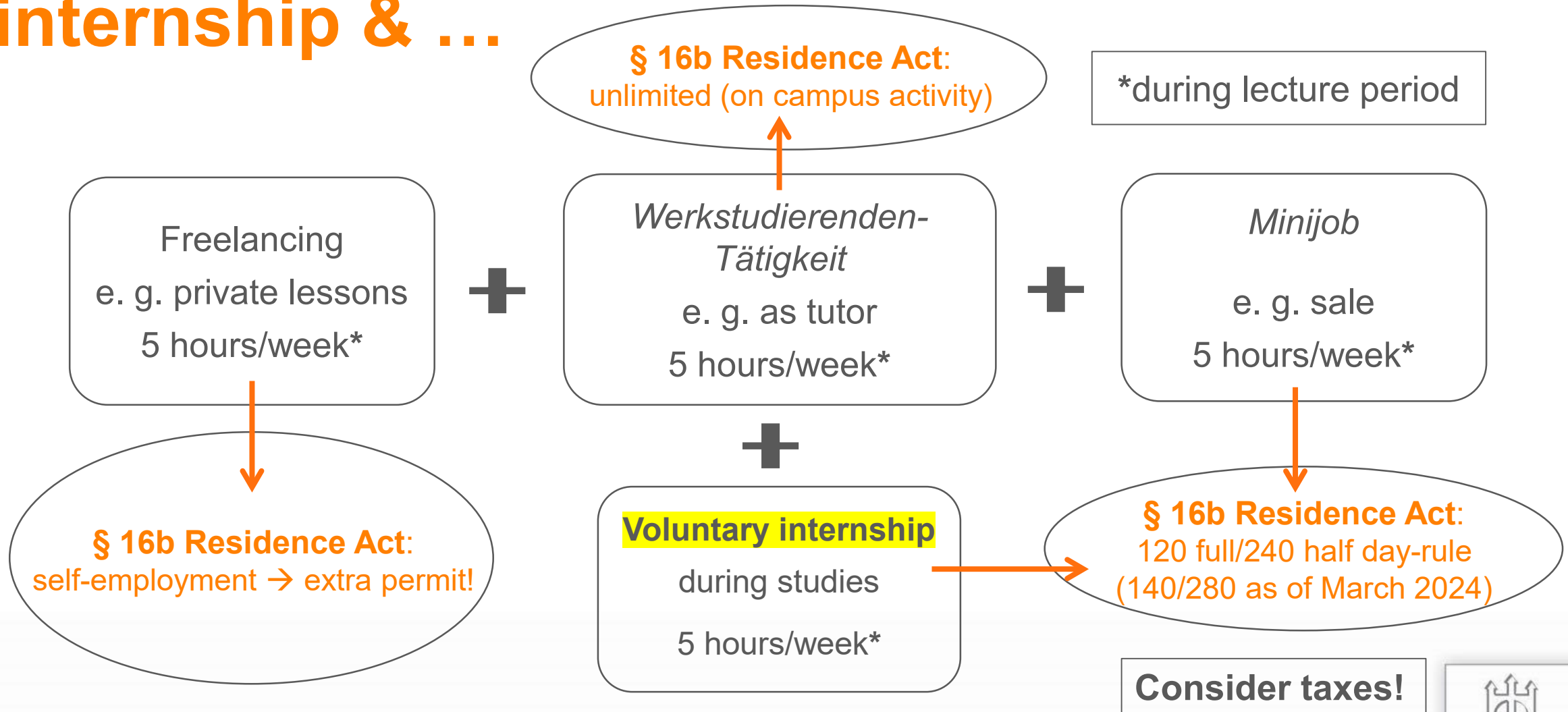
i. e. out of **own motivation**, e.g. to get insight into a field/company, to improve your career prospects, to make contacts in practice

- seen as a **job** by residence law (no matter if paid or unpaid), optional: application for exceeding the 120 full days of permitted occupation (140 as of March 2024)
- **employee status** with entitlement to appropriate remuneration (in the sense of a subsidy for living expenses; negotiation), vacation, continued payment of wages in case of illness, creation of a simple or qualified internship certificate
- subject to **social security contributions** (e.g. exemption from pension insurance possible if remuneration up to € 520/month = Minijob [€ 538 as of 1.1.24] or social security contributions according to a *Werkstudierenden-Tätigkeit* if max. 20 hours/week in lecture period)
- possibly **taxable**

Conclude a written internship contract!

Voluntary internship & ...

Ensure time compatibility and feasibility, respect time limits of working hours act!

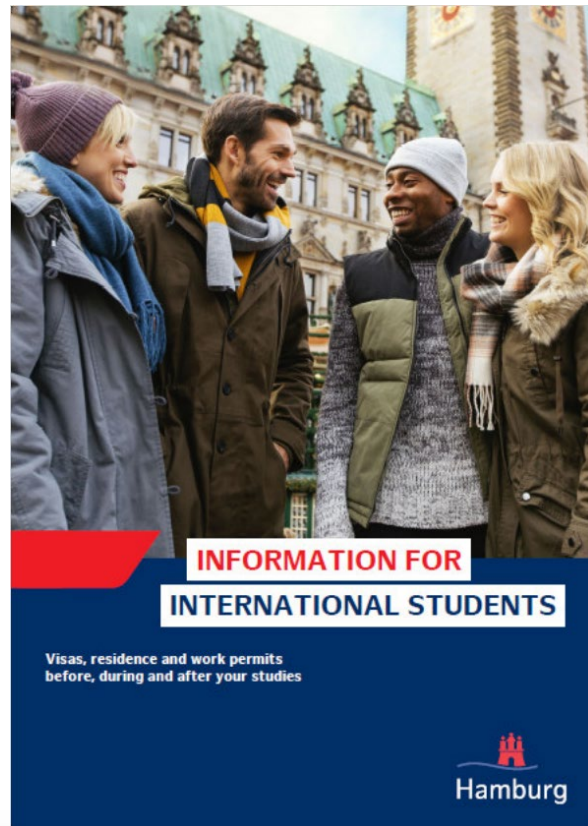


9. Internship during studies abroad

i. e. outside Germany

- Non-EU nationals: Visa necessary? (e.g. to non-Schengen states)
- Expiration of residence permit when leaving Germany for more than six months! → early on presentation of longer contract to the foreigners registration department to get a written agreement for a longer period
- Funding: (sufficient) remuneration? / [Erasmus+](#) / [BAföG abroad](#) / [DAAD-Kurzstipendium, etc.](#) / [research options for financing a stay abroad during your studies](#)
- Health insurance abroad?

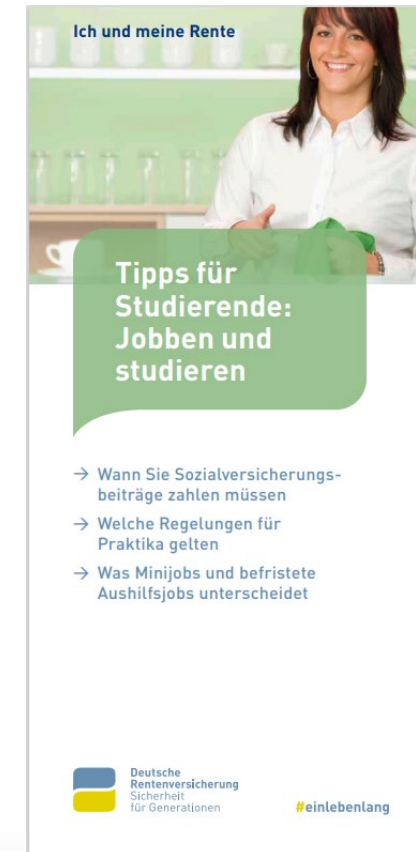
Helpful brochures



Information for International Students



Clever durchs Praktikum DGB



Jobben und Studieren RV

10. Main limits to be aware of...

...for non-EU nationals with a residence permit for study purposes according to § 16b residence act:

- 120 full / 240 half days of permitted occupation in a calendar year (140 / 280 as of March 2024)
- Working / voluntary interning up to 20 hours per week in the lecture period to maintain the appearance „student“ in the social security system in order to not question the student residence permit or its extension

11. Contact information

Counselling Centre for Social & International Affairs – BeSI

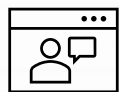


Counselling via phone
040 / 419 02 - 155

Phone office hours:
Mondays, 12 to 3 p.m.
Wednesdays, 1:30 to 3:30 p.m.



besi@stwhh.de



Counselling via video call possible



Open office hours (in person):

Grindelallee 9, 20146 Hamburg, 3rd floor

Mondays, 1 to 3 p.m.
Tuesdays, 1 to 4 p.m.
Thursdays, 10 to 12 a.m.

11. Contact information

Counselling for students with child



Counselling via phone
040 / 419 02 - 183

Phone office hours:
Mondays, 12 to 3 p.m.



studierenmitkind@stwhh.de



Counselling via video call possible



Open office hours (in person):

Grindelallee 9, 20146 Hamburg, 3rd floor

*Mondays, 1 to 3 p.m.
Tuesdays, 1 to 4 p.m.
Thursdays, 10 to 12 a.m.*

11. One more thing

We have carefully researched the contents of this presentation, however, we cannot guarantee the accuracy and completeness of the information and do not assume liability.

The presentation cannot replace an individual consultation on jobbing alongside studies at the Counselling Centre for Social & International Affairs - BeSI of the Studierendenwerk Hamburg or a consultation on tax issues by the advice on student tax issues of the student union (AStA) of the University of Hamburg, income tax assistance associations or tax consultants.

Thank you for your interest!

Chat questions?

