



Justitia auf dem Gerechtigkeitsbrunnen am Frankfurter Römerberg

[Justitia: Fountain of Justice at Frankfurt Römerberg](#)

# Überblick

## Overview

### 1. Allgemeine Informationen zum Aufenthaltsrecht

General information on the law on foreigners

### 2. Arbeitsmöglichkeiten

Labor law

### 3. Beurlaubung

Leave of absence

### 4. Fachwechsel

Change of subject



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## 1. General information on the law on foreigners

- Foreigners are subject to the law on foreigners.
- Foreigners are allowed to remain in Germany only with a valid residence permit.
- The 'Bürgeramt' (Ausländerbehörde) completes a financial and criminal background check and checks whether or not proof of health insurance is available.





## 2. Labor law

2.1 German citizens, foreign students from the EU and foreign students with an unlimited residence permit

**Students with an unlimited residence permit**

2.2 Students with a residence permit for the purpose of studying

**Students with a residence permit for the purpose of studying**





## Students with an unlimited residence permit



are allowed to work up to 20 hours per week during the whole semester including during the lecture period.

**As a student you are only subject to income tax which will be automatically deducted!**

If you work more than 20 hours per week, you will be considered a regular employee, even though you are still enrolled as a student. All employee taxes must be paid, such as income tax, contributions to health and unemployment insurance, etc.



**Students with a residence permit for  
the **purpose of studying****

*“Employment of up to 120 days or 240 half days **per year** as well as  
student jobs are allowed“*

**This or a similar entry in your residence permit is a prerequisite for receiving a  
student part-time job**





## What does this mean for you?

Students with a residence permit for the **purpose of studying**

- Students with a residence permit for the purpose of studying may work for a maximum of 120 days or 240 half days a year. The residence permit for the purpose of studying includes secondary employment at universities. **No** further approval for such employment is required.

## What does *half a day* mean?

- A half day equals up to 4 hours of work per day.



**Students with a  
residence permit  
for the purpose of  
studying**

## Important!

- Please provide proof that you work no more than 120 whole or 240 half days!

How can I provide proof?

**Our recommendation:** Write down your working hours in a diary.

Why do I need to do this?

- If an inspection is carried out, you can prove that you do not need an additional work permit for this job.

Industries such as catering, construction sites or cleaning services are regularly subject to inspection by state authorities.







Students with an  
unlimited residence  
permit

Students with a  
residence permit  
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studying

## ELStAM (Elektronische LohnSteuerAbzugsMerkmale)

- When you register your address with the city, you will automatically receive a tax identification number (IdNr.) in the mail.

You still didn't get one?

- Contact the tax office in your city. You will then get a statement of income tax deduction to give to your employer.

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Studierende mit  
einer  
Aufenthaltserlaubnis  
zu Studienzweck

Studierende mit einer  
unbefristeten  
Aufenthaltserlaubnis

Die zuständigen Finanzämter in Mainz sind:



Mainz (außer Mainz Hechtsheim) + Bodenheim = Finanzamt Mainz Mitte,  
Mainz Hechtsheim = Finanzamt Mainz Süd

You can get a tax card in the tax office of your local authority.



Mainz (without Mainz Hechtsheim) + Bodenheim = Finanzamt Mainz Mitte,  
Mainz Hechtsheim = Finanzamt Mainz Süd



Students with an unlimited residence permit

Students with a residence permit for the **purpose of studying**

## Will I get taxes back?

- If you earn less than 8.130 € a year, you will get back the taxes you have paid at the end of the year if you submit an income tax return to the tax authorities.

This link helps you to find more information about an income tax return and the online process: <https://www.elster.de/>



## Internships while studying

Students with a residence permit for the **purpose of studying**

An internship – either paid or unpaid– counts as normal work.

- It is permitted to do an internship within the allotted 120 days.
- If the internship is longer than 120 days, you will need a **work permit**.
- A work permit will usually be issued if the **internship is mandatory**, i.e. the internship is required for the target degree.



## 3. Leave of absence

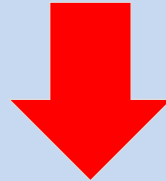
Students with an  
unlimited residence  
permit

Students with a  
residence permit for  
**the purpose of  
studying**

A leave of absence will be granted if your studies are interrupted for an important reason over a short period of time and will be continued afterwards.



## Possible reasons for taking a leave of absence



- Sickness
- Studying abroad
- Maternity leave
- Parental leave or caring for relatives
- Internship (in case it is not required in the Examination Regulations)
- Participation in University of Mainz committees

**Students in their first semester cannot be granted a leave of absence!**



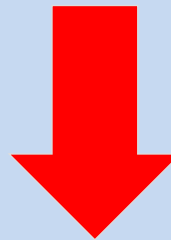
Students with an unlimited residence permit

Students with a residence permit for the **purpose of studying**



## Consequences of not taking a leave of absence when needed

- You will still be officially enrolled as a university student even during a leave of absence semester, however, you will not be enrolled within a specific subject



- This is relevant for courses in which you have to demonstrate a certain amount of credits/progress within a fixed number of semesters.



## During a leave of absence

- It is not allowed to attend lectures or take exams.

**Exceptions:** Exams and credits which were acquired during an exchange semester can be recognized despite the leave of absence.

- You are enrolled as a student and have to pay the semester fee.

→ Attention:

Those who can prove that their semester ticket has not been used will be reimbursed the percentage of the semester ticket fee.







## How do I request a leave of absence?

You pay the semester fees as usual within the deadline for enrollment renewal and submit an **application for leave** to the student service center.

## How long does the leave of absence last?

The leave of absence is valid for one semester only.

**If you study abroad for several semesters you have to re-apply for the leave of absence each semester.**





**Students from  
EU countries**

**Students with a  
residence permit for  
the purpose of  
studying**

**I have chosen the wrong subject – what  
do I do now?**

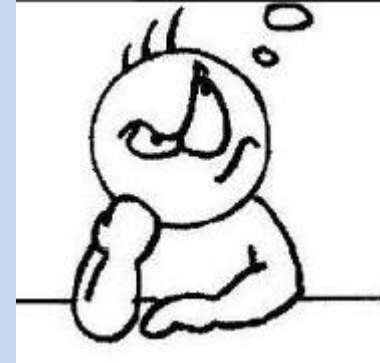
**Change of subject**

**Before changing your course of study, gather information on  
your desired subject of study**



How does a change in course of studies relate to my residence permit?

**Students with a residence permit for the purpose of studying**



- Your residence status is generally determined by the subject.
- If you change subjects, your residence status might change.

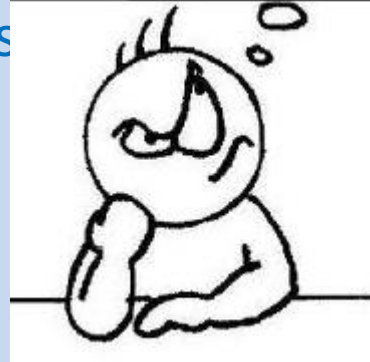


## Students with a residence permit for the purpose of studying

You can change your course of study within the first three semesters although a **change of purpose of stay** exists. However, you must inform the 'Ausländerbehörde' **immediately**.



Change in course of studies after the 3rd semester? Is it possible? What should I consider?



Students with a residence permit for the purpose of studying



A change in your studies after the third semester must be approved by the 'Ausländerbehörde'. They will only grant approval if the total study period is extended for no more than 18 months.



**Students with a  
residence permit  
for the purpose of  
studying**

## How do I apply for a change in my course of studies?

The necessary form can be downloaded here (<http://www.studium.uni-mainz.de/auslaendische-studierende/>).

### Important:

Students who are in their third semester or higher and wish to change their course of study have to make an appointment with the **president's advisor for international students**

Univ.-Prof. Dr. Rainer Goldt

E-Mail: [service@international.uni-mainz.de](mailto:service@international.uni-mainz.de))

Adresse: Philosophicum, ground floor, room no. 00-732, in the library of

Osteuropakunde



# Kontakt Abteilung Internationales

## International Office Contact Information

<b>Infodesk:</b>	<b>Studierenden Service Center, Forum 1, 1. Stock, Mo, Di 9:00-16:00 Uhr; Mi 9:00-12:00 Uhr, 13:00-16:00 Uhr; Do 9:00-16:00 Uhr; Fr 9:00-13:00 Uhr</b>
<b>Hotline:</b>	<b>+ 49 (6131) 39-22525 Montag bis Donnerstag 9-16 Uhr, Freitag 9-13 Uhr</b>
<b>Postadresse:</b>	<b>Johannes Gutenberg-Universität Mainz Abteilung Internationales D – 55099 Mainz</b>
<b>E-Mail:</b>	<b><u><a href="mailto:service@international.uni-mainz.de">service@international.uni-mainz.de</a></u></b>
<b>Homepage:</b>	<b><u><a href="http://www.studium.uni-mainz.de/bewerberinnen-mit-auslaendischen-zeugnissen/">www.studium.uni-mainz.de/bewerberinnen-mit-auslaendischen-zeugnissen/</a></u> <u><a href="http://www.international.uni-mainz.de">www.international.uni-mainz.de</a></u></b>





**Vielen Dank für Ihre Aufmerksamkeit  
und viel Erfolg für Ihr Studium**

**Thank you for your attention and good luck  
with your studies!**

