Studienorientierung: Informationen zum Aufenthaltsrecht/
Orientation days: Information on the law on foreigners

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
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
Orientation days: Information on labor law

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.
"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 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.
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.
Orientation days: Information on labor law

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.
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
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/](https://www.elster.de/)
Internships while 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

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.
Orientation days: Information on leave of absence

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!
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.
Orientation days: Information on leave of absence

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.
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?

- 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.
Orientation days: Information concerning change in course of studies

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

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.
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)
Adresse: Philosophicum, ground floor, room no. 00-732, in the library of Osteuropakunde
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<th><strong>Infodesk:</strong></th>
<th>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</th>
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<td><strong>Hotline:</strong></td>
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<td><strong>Postadresse:</strong></td>
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Vielen Dank für Ihre Aufmerksamkeit und viel Erfolg für Ihr Studium

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