OVERVIEW

1. General information on the law on foreigners
2. Labor law
3. Leave of absence
4. Change of subject

1. GENERAL INFORMATION ON THE LAW ON FOREIGNERS

- Foreigners are subject to the law on foreigners and are thereby only allowed to remain in Germany with a valid residence permit.
- To issue a residence permit, the Foreigners Office (Ausländerbehörde) completes a financial and criminal background check and checks if sufficient health insurance is available.

2. LABOR LAW

2.1 German citizens, foreign students from the **EU** and international 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

2. LABOR LAW – WORK OPPORTUNITIES

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.

Students from the EU/EEA/Switzerland: the European Health Insurance Card **(EHIC) is usually not valid** for part-time jobs or internships. Please contact the health insurance providers for more information!

As a student you are **only subject to the automatically deducted income tax**!

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.

2. LABOR LAW – WORK OPPORTUNITIES

Students with a residence permit for the purpose of studying

“Employment of up to 140 days or 280 half days per year as well as student jobs are allowed”

(“Beschäftigung bis zu 140 Tage oder 280 halbe Tage in einem Jahr sowie Ausübung studentischer Nebentätigkeit erlaubt”)

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

Please **provide proof** that you work no more than 140 whole or 280 half days! (Half day <= 4h)

Freelance work must be approved by the Foreigners Office.

2. LABOR LAW – WORK OPPORTUNITIES



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.
  - Mainz (without Mainz Hechtsheim) + Bodenheim = Finanzamt Mainz Mitte
  - Mainz Hechtsheim = Finanzamt Mainz Süd

2. LABOR LAW – WORK OPPORTUNITIES

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 12.348 € 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/

2. LABOR LAW – INTERNSHIPS WHILE STUDYING

Students with a residence permit for the purpose of studying

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

- If the internship is **longer than 140 days**, **you 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.



3. LEAVE OF ABSENCE

Students with an unlimited residence permit

Students with a residence permit for the purpose of studying

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!

3. 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.

3. LEAVE OF ABSENCE



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.
- If you can prove that you can not use your semester ticket, you will be reimbursed the percentage of the semester ticket fee.

3. 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.

4. CHANGE OF SUBJECT



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

4. CHANGE OF SUBJECT

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.

4. CHANGE OF SUBJECT

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**.

4. CHANGE OF SUBJECT

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.

4. CHANGE OF SUBJECT - APPLICATION

Students with a residence permit for the purpose of studying

- The necessary form can be downloaded here: https://www.studium.uni-mainz.de/en/during-your-studies/organizing-your-studies/change-of-subject/#application-for-a-change-of-subject-via-jogu-stine
- Students **in their third semester or higher** who wish to change their course of study can **make an appointment with** the advisor for international students
- **Univ.-Prof. Dr. Julian Rentzsch**
  E-Mail: service@international.uni-mainz.de

SUMMARY

- Apply for a residence permit (extension) at the Foreigners‘ Office on time, 3 months in advance is not too early!!
- Don´t work more than you´re allowed to.
- If you know that you can´t study in the next semester, apply for leave of absence.
- If you want to study something else, reach out to us.

CONTACT

International Office – Visa questions

Mehrnoush Hajipour (she/her)

Illayda Dogruer (she/her)

service@international.uni-mainz.de

Advisor for international students

Univ.-Prof. Dr. Julian Rentzsch
E-Mail: service@international.uni-mainz.de