



Bundesagentur für Arbeit

Zentrale Auslands-
und Fachvermittlung (ZAV)

Information for foreign students wishing to undertake a student internship (work placement) in Germany

(§ 2 No. 3 Employment Ordinance – BeschV)

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Bundesagentur für Arbeit
Zentrale Auslands- und Fachvermittlung (ZAV)
Praktikantenvermittlung
53107 Bonn
Tel.: +49(0)228 / 713 1330
Fax: +49(0)228 / 713 270 1037
E-Mail: ZAV-Bonn.Praktikanten@arbeitsagentur.de
Internet: www.arbeitsagentur.de

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1. What is a study-related internship?

The ZAV can find you an internship that matches the subject you are studying. In this way you can put your theoretical knowledge into practice.

Before your internship begins you receive an internship plan in which the contents of the internship are laid down. You have a special supervisor as a contact person at the firm.

Preparing dissertations, doing clinical electives and drawing up doctoral theses are student internships in the sense of § 2 No. 3 of the Employment Ordinance.

2. Who can apply?

Students who fulfil the following requirements may apply:

- They have to be at least 18 years old.
- They have to be registered students at a university or polytechnic abroad (no vocational school students). Preferred studies: Engineering, computer science, business administration and tourism.
A full-time degree course is required. If the degree course is being studied part-time, the time involved must amount to more than 50% of the current living situation.
- They should be registered for at least their fourth semester / second year of study.

3. What conditions do I have to meet?

First of all you need basic to good knowledge of the German language so that you can talk to your German colleagues.

If you speak very good English you have better chances of obtaining an internship.

With good academic achievements in the main study, very good specialist knowledge and with the already first practical experiences in the field you improve your chances of a placement.

Personal conditions, as for example dependability, team spirit, independency are indispensable.

You should be flexible with regard to the sector and location of your internship. Specific wishes regarding location can be taken into consideration but can not be guaranteed. If you say in your application that you have a driving licence, you should be able to drive an appropriate vehicle (e.g. tractor, car).

4. Do students need a work permit?

Foreign students are allowed to take up work – and that also includes internships – in Germany if the Federal Employment Services (Bundesagentur für Arbeit – represented by the ZAV) has given its agreement. This agreement is proven by an official document with the official stamp of the ZAV. This issued agreement counts as proof for legal employment and is necessary when applying for a visa/residence permit. The visa/residence permit is issued by a German mission abroad (embassy/consulate) or by the responsible aliens offices (Ausländerbehörde).

Exception

Nationals of the following countries do not require an agreement:

Austria, Belgium, Cyprus, Denmark, Finland, France, Great Britain, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland,

Nationals from all other countries require an agreement in order to take up the internship!

People with dual nationality (a foreign nationality and German nationality) also do not require an agreement.

What has to be taken into account in the case of the newly acceded EU countries?

The following newly acceded EU countries are subject to transitional agreements and therefore require the agreement of the ZAV:

Poland, the Czech Republic, Estonia, Latvia, Lithuania, Slovakia, Hungary and Slovenia as well as Romania and Bulgaria.

5. How long may a student internship last?

As a student you may undertake an internship in Germany for a maximum of 12 months. You may divide the 12 months into several internships (e.g. 3 months + 3 months + 6 months = 12 months).

6. What documents should a complete application include?

A complete application should include

- an application form + a passport photo
- an original certificate of enrolment at a university or polytechnic
- and a copy of your passport or ID card (showing surname, first name and date of birth)
- a current certificate of achievement from your university or polytechnic (intermediate certificate/intermediate examination)

Please send your application by post to the ZAV. Applications submitted by e-mail can not be considered.

7. What is an original certificate of enrolment?

A certificate of enrolment is a document issued by your university or polytechnic which confirms that you are registered as a student there. This document is proof of your status as a student.

The ZAV only accepts **original** documents, i.e. documents which have been signed by the dean and have the stamp of the university/polytechnic.

The certificate of enrolment must contain the following information:

- The student's first name, surname and date of birth
- The subject being studied
- An up-to-date confirmation that the student is registered at a university / polytechnic
- The date when the studies commenced and the expected completion date
- Original stamp of the university / polytechnic and original signature of the dean

Attention: The ZAV accepts original documents in German or English. (For other languages please submit the original certificate of enrolment and a certified translation of it).

Tip: This is the best way to do it: you can have your university/polytechnic complete and stamp the certificate of enrolment form of the ZAV, which you can find on page 7.

The ZAV **does not** accept:

- (black-and-white or coloured) photocopies
- scanned documents
- documents without the stamp of the university/polytechnic
- documents with a scanned/photocopied stamp of the university/polytechnic
- documents in which data have been changed if these changes can not be proven to be authorised changes by means of a university stamp
- documents containing changes/corrections made with Tipp-Ex

8. What happens if I am unable to take up my internship?

Should you lose interest in a student internship after submitting your application, please inform us of this as soon as possible.

If you are ill, have an examination or have found a job in another country, please let the ZAV know as soon as possible in order to give other students a chance of getting the internship.

9. Will I definitely get a student internship in Germany?

The ZAV tries to find internships for all students. Sometimes, however, employers cancel, sometimes there are more applicants than available internships.

Tip: Internship offers are sometimes reported at short notice. If you have an up-to-date e-mail address and check it regularly you increase the chance of us finding an internship for you.

Please understand that for data protection reasons we can not give information about the placement-search situation to third parties (e.g. relatives). The ZAV can of course give information to the applicant him/herself.

10. What do I need to pay attention to when submitting my application?

When submitting your application you must consider that only complete applications can be accepted.

11. What should I do if I already know a German employer?

If you already know an employer in Germany who would like to take you on for a student internship, you should NOT apply to the ZAV. Your German employer has to apply to the ZAV for agreement, i.e. for a work permit. In this case the ZAV corresponds solely with the employer and sends the necessary forms to him/her.

Have you applied to the ZAV so that we can find you an internship but then found an employer yourself? Please let us know as soon as possible. The ZAV will clarify the necessary steps with your employer.

12. What do I have to do when I receive an offer of an internship from the ZAV?

You can phone the employer and enquire about the terms and conditions of the internship and the work. The employer might also phone you in order to get to know you beforehand by phone.

Please then inform the ZAV whether you accept or decline the internship offer.

13. What happens if I turn down the internship offer?

Naturally the ZAV endeavours to look for and recommend a new student internship for you. Please take into consideration that the ZAV can only recommend a maximum of 3 employers to you per calendar year. The recommendations are made in succession, i.e. a new employer is only recommended if the previous internship offer was rejected.

14. What are the conditions of employment?

When looking for an internship for a student we try to negotiate sufficient remuneration so that you can support yourself during the internship. In Germany some internships are unpaid. However, the experiences that you can make during an internship and the contacts that you can establish are invaluable.

Tip:

- When you commence your internship please take along an additional **certificate of enrolment for your employer**, as he needs this for your pay slips.
- The agreement from the ZAV is not an internship contract! The ZAV recommends that you conclude a written **internship contract** with your employer on arrival at the latest. This contract should include all the important points, e.g. (average) working hours, pay, the period of employment etc.

General information about labour legislation issues can be obtained via the citizens' helpline at the Federal Ministry for Labour and Social Affairs (Bundesministerium für Arbeit und Soziales) under the telephone number 01 80/5 67 67 13 (call charges: 0.12 €/min.).

Tip:

If problems arise during your internship please always turn to your employer first and talk to him! Misunderstandings can often be clarified in this way.

If the problems are more serious we are happy to act as a mediator for you and will try to find a solution which suits both parties.

15. How do I apply for a visa and where?

Nationals of EU countries do not require a visa to enter the Federal Republic of Germany.

Nationals of non-EU countries are obliged to obtain a visa for stays in Germany.

Nationals of **Australia, Canada, Israel, Japan, the Republic of Korea, New Zealand and the United States of America** may enter Germany without a visa and obtain the necessary residence permit for the internship from the local aliens office in Germany (§ 41 para. 1 Residence Ordinance).

In the case of internships lasting up to three months, nationals of certain countries may also enter the country without a visa (§ 17 Residence Ordinance in connection with § 16 of the Employment Ordinance). On the internet pages of the Federal Foreign Office (Auswärtiges Amt: www.auswaertiges-amt.de) you can find a list of countries which require a visa. From this list you can find out whether you come under this special regulation.

Visas are applied for from a German mission abroad. In order to issue the visa the authorities require the ZAV authorisation of the student wishing to do the internship – the agreement from the ZAV.

For detailed information about visa requirements and the visa application procedure please contact the particular German foreign mission (embassy/consulate) responsible.

16. Where do I have to report after arriving in Germany?

After your arrival you are obliged to report immediately to the residents' registration office (Einwohnermeldeamt) to register your place of residence, and then to the aliens office (Ausländerbehörde).

17. What costs should I expect?

Travel expenses: You have to pay these yourself. Sometimes the employers pay the travel expenses or part of them.

Living expenses: These include the daily costs, e.g. accommodation, food, daily travel. The employers often provide help with finding accommodation or in some cases the accommodation is provided by the employer for a charge.

18. What insurances should I take out for my stay?

Health insurance:

As a student in Germany you are not covered by the statutory health insurance scheme, so it is imperative that you take out travel health insurance in your home country which covers possible payments in Germany. Employers often offer to take out adequate insurance protection during an internship in Germany. Please clarify health insurance with your employer before the internship begins.

Accident insurance:

Many employers will not employ you until you are insured against accident. If you receive an offer of an internship, please ask your employer about this and then take out travel insurance at home which also covers work ("travel insurance for working abroad").

19. Contact details

Bundesagentur für Arbeit
Zentrale Auslands- und Fachvermittlung (ZAV)
Praktikantenvermittlung
Villemomblerstraße 76
53123 Bonn

Tel.: +49 (0)228 / 713 1330

Fax: +49 (0)228 / 713 270 1037

E-Mail: ZAV-Bonn.Praktikanten@arbeitsagentur.de

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20. Application forms (to fill in)

Application form (enclosed)

Certificate of enrolment (p. 9 from the application form enclosed)