

ANNABEL KONERMANN

Work in Germany

Practical Tips

International Student Office
Start Guides-Project



Career Entry Advice for International Students

We support you in looking for jobs.

We improve your job applications, including resumes, photos, and cover letters.

If you speak German, I bring you together with companies.

German B2, the best prerequisite for an internship

German language is necessary to work:

At the university there are courses (DAF, IIK)
(1-2 times a week) - free of charge.

Intensive courses at various schools - fee-based

[Migrationszentrum](#), [VHS](#), [DAA](#), [CSC](#), [IB](#), [Alpha](#), [Tandem](#), [Goethe Institut](#)

I can advise you on this.

What is the best way to start a career?

- It is best to learn German during your studies and
- do some internships.
- An internship can turn into a student job.
- A student job can turn into a job after graduation.

Do I have a work permit?

all international and exchange- Erasmus - students

- yes, for 140 full days or 280 half days per year
without application

- always inform the Foreigners' Registration Office about a job

- this is about 20 hours per week (less is better for your studies)

- **EU citizens** have free access to the labour market.

Do I have a work permit?

- also apply from your home country
- **Erasmus students**, if you are studying in a third country, are only allowed to do a 30-day holiday internship in Germany **without pay**

Work permit after studies

- Residence application for employment if you have found suitable work.
- If you do not have a job: Residence application for job search: up to 18 months work of any kind possible,
 - after that: only job which is qualified and suitably paid
- Work in any German city possible
- Rooms/flats in big cities are very expensive



16 states

Where do I begin?

A good CV in German with photo is the most important thing.
Use the translation programme [DeepL](#).

As a foreign student, it is helpful to have a particularly good CV
shows that you have an open personality & are socially minded.

What information in the CV is important for an application in Germany?

In addition to work experience (internships) and professional training and schooling, social commitment is very important. A membership in an association for sports, society, and/or culture should be visible in your CV. (I can advise you on this)

The decision-maker wants to see that you are social, responsible, and integrated well into society.







Why do I need a professional and social network?

In addition to researching available jobs, you should tell all your friends and colleagues about your job search and ask around for ideas.

Visit career fairs (as PraxisBörse on 18 and 19 June 2024, Uni Göttingen), and talk to people there and tell them about yourself and your search. This will give you very valuable information and help you find a job.



Why do I need German contacts?

Around 30% of jobs are found through contacts, in smaller companies as many as 50%.

Nevertheless, the following applies: 70% through your own performance, 30% through relationships.

That means contacts are very important but you also have to be good for the job!

Contacts & German friends can be found in German Clubs!

Where can I find work study, junior jobs or an internship?

- on the websites of suitable companies & research institutions, such as the Max Planck Institutes
- Many companies **do not place their offers on search engines.**
- For internships - also apply on your own initiative.
- there is no organisation for internship placement
- internships not always paid for less than 3 months

Where do I look for jobs?

There are job boards for each department and general job boards, "Uni Göttingen Stellwerk", jobs and internships for students Enter 3 search terms (also on LinkedIn).

PraxisBörse in Uni Göttingen on 18 and 19 June 2024

Helper-Jobs in study training

plenty of jobs without job experience.

For example: working in gastronomy, in foodservice (with your own bicycle), in the kitchen, in a bakery, cleaning, and/or childcare and care of elderly people.

If you are looking for a job in gastronomy, its best to go straight to the location and ask workers there directly.

Most kitchens are always looking for help,

also with little German.



Which words should I use to search in the job portals?

Google: Enter the activity/ task that you would like to do in the search field. For example: data analysis, or research & development, biology, student job
Then you will see many offers come up and you will be able to find relevant search terms: industries, divisions/departments, companies, keywords, job names, technical terms.

You can continue your search using these terms.

How do I formulate a cover letter?

You should adapt your CV & cover letter to the advertised position!

Please go into detail about each required activity in the job description.

Write about why you are able to do each task and where you have already applied the required skills .

Who can look over my cover letter and CV?

I would be happy to review your cover letter to see if it is suitable for the advertised position.

If you want, I can contact the company where you are applying.

Where do I have the best chance of finding something?

Search **directly** on company websites, even in small towns of the area.

For example:

Duderstadt, Einbeck, Northeim, Hann. Münden, Osterode, Uslar, Nörten-Hardenberg, Bad Lauterberg, Bad Sachsa





What is the most important thing in an application?

1. curriculum vitae
2. Certificates (University of Göttingen-Enrollment, Bachelor-Transcript, references, certificates of work), max 6
3. application letter

How shall I submit the application?

application: cover letter, CV and max. **6 certificates** (Flex Now of university, transcript of bachelor, [employment](#), [recommendation letters](#)).

As a general rule, [merge the cover letter, CV and certificates into one PDF](#). The PDF should not exceed 2-5 MB in size.

If you include a German reference letter in the CV, it may help. The email text should only be 2 -3 sentences long and your full contact information should be under your name.

For 18 months after graduation, you will have an Aufenthaltserlaubnis zur Arbeitssuche to look for work.

You have the option of obtaining a residence permit valid for up to 18 months from the city's International Office to search for a job.

During these 18 months, you may take up any kind of activity.

How can I improve my German?

During your studies from the [Lektorat](#) Deutsch als Fremdsprache, DAF
[IIK](#)-German courses

Learn **German online**, free of charge on the [VHS - learning portal](#), [various offers](#),

Have a bachelor's degree from your home country recognized as a professional qualification

You can have a bachelor's degree from your home country recognized by the KMK/[ZAB](#). You will then be considered as a "skilled worker" in Germany. If you can then present an employment contract that matches your Bachelor's degree, you can apply for a residence permit for gainful employment for skilled workers at the Foreigners' Registration Office. In this way you can switch from studying to gainful employment.

What can I do if I want to discontinue my studies?

There are over 450 apprenticeships in Germany:

250 in industry and commerce, 130 in craft (Handwerk), 14 in agriculture, gardening, 62 in healthcare

For a (3-year) apprenticeship, **you need a German B2 language.**
with an apprenticeship: guarantee of a job in Germany

You have an interview for a job or an internship?

Then I can help!

Make an appointment with me to train your interviewing skills for standard questions during an interview.

Appointments can be carried out in person or online via Zoom.

Do I have to pay taxes?

Yes, you need your tax ID (identification) number for an employment contract.

You apply for it at the tax office in Göttingen..



My contact:

Start Guide im Göttingen International, Uni Göttingen:

Annabel Konermann
Göttingen International
Von-Siebold-Straße 4
D-37075 Göttingen
annabel.konermann@zvw.uni-goettingen.de
+49 (0)551 39 21277
www.uni-goettingen.de/international/startguide

Have fun with the research 😊