



# Work Placement Admission

## **Subject related work placements**

## **in Germany**

## **for students from abroad \*)**

### **Brief informations for students**

**\*) Exception:**

Nationals of the member states of the European Union (EU) - with the exception of Croatia - or of the European Economic Area (EEA) do not need any agreements. That does also apply to persons who in addition to a foreign nationality have citizenship of Germany or of any other EU member state.

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A **subject related** placement enables the transformation of theoretical aspects into practical working knowledge, skills and experiences.

For this placement in Germany, as defined under § 15 Nr. 5 Employment Regulation (Beschäftigungsverordnung - BeschV), only students of **foreign nationality** are admitted who, for the **total duration of the placement**, are enrolled in an **accredited foreign university of applied sciences or a university** and who have successfully completed at least **4 semesters**. Technical colleges or schools providing vocational education are not included.

The **same conditions** apply

- to examination papers (degrees/diplomas, bachelor or master theses)
- to clinical traineeship and PhD thesis works
- to foreign students who primarily study at a **foreign university/ university of applied sciences**, but who are enrolled for a **guest semester at a German university**.

**Evidence must be produced by presenting an original certificate of matriculation (no copies, faxes, e-mail, scans).**

Study related placements may last up to **12 months**. These 12 months do not have to be completed in one block, but can be divided and distributed over the entire study period

The placement salary closely reflects the maximum possible for students according to Germany's Federal Education Assistance Act (called BAföG). Currently, **the minimum amount is 670 Euro per month gross** with a maximum weekly working time of **40 hours**. Should no salary or only a very low one be paid, the ZAV would need proof in form of a formal obligation or a statement of equity to demonstrate sufficient means of subsistence for the duration of the stay in Germany.

In principle, **your contact person** is your future **employer**. They contact the ZAV in Bonn and receive information on which documents are to be submitted. You could speed up the procedure by sending your documents to your employer in advance.

After successful examination, the ZAV grants its agreement. This agreement is an official document bearing the seal of the ZAV **and serves as evidence for permitted employment in Germany** since foreign students are only allowed to work - that includes any placement – in Germany if the German Federal Employment Agency, represented in this case by the ZAV, grants permission. The employer receives this document and passes it onto the student so that, if necessary, a visa application can be submitted.

**For detailed information regarding visa requirements and visa procedures, please contact the respective German embassy. Please note that even in case of a visa exemption, an agreement from the ZAV is nevertheless required and that the final decision about the stay of foreign students from non-member States rests with the respective immigration authority.**

