

Tips for Your Successful Career

Start early!

Your career starts far ahead of your graduation. Employers expect experienced candidates with perfect application documents.

Learn German!

Your chances of being invited to a job interview increase dramatically with the level of your German language skills. Choose from a wide range of free German courses offered by the TUM Language Center. www.tum.de/daf

Gain practical experience!

Experience from internships and part-time positions will help you find out what work you like to do and is a standard requirement of German employers.

Prepare well!

The German market is very formal when it comes to the application process – even for internships or part-time positions. Research the information and skills you need to apply professionally and allow for sufficient time to prepare your application documents, including a professional photograph.

Build networks!

Be active, join various networks, visit job fairs, apply for the Mentoring program or get involved in the TUM Network. www.community.tum.de

Use services provided by TUM!

Check our website www.together.tum.de/career and search for jobs online via the TUM Job and internship portal. www.tum.de/jobboerse

Don't get frustrated!

Expect the process to take a while. Generally job hunting takes long not because you are not good, but because there is a lot of competition.



Walk In Counseling

No appointment necessary.
Just bring your application documents.

Got questions concerning your career or application?

Take advantage of our personal Walk In Counseling – every week on the following TUM campuses:

Campus Munich

Arcisstraße 21
TUM School of Management bldg 0505
(entrance from Luisenstr.)
room 1518
Every Thursday 11 am - 1 pm & 2 - 4 pm
Each first and third Monday of the month 6 - 8 pm

Campus Garching

Boltzmannstraße 17
3 rd floor
Every Wednesday 10 am - 12 pm

Campus Freising-Weihenstephan

Maximus-von-Imhof-Forum 3,
1st floor (above fair geniessBAR)
Every Tuesday 2 - 4 pm

Alumni & Career

www.together.tum.de/career

As of: June 2018

Alumni & Career
We Are Here for You. For a Lifetime.



150 Jahre
culture of
excellence



Working in Germany

For Undergraduate,
Graduate Students and Alumni

For International
Students

Alumni & Career
We Are Here for You. For a Lifetime.



Our Support for Your Career

- Career Counseling - in person, via phone or by email
- Career Days with application photo shoot
- Events supporting your career start and development
- E-Career: Webinars and Applications CheckUp online
- Free TUM Career Guide and other information material
- Global TUM Network and mentoring programs
- TUM Job and Internship Portal
- Online networking: www.community.tum.de

www.together.tum.de/career

Disclaimer:
This leaflet has been prepared for informative purposes. It provides answers to the most frequently asked questions, as well as an overview of relevant sources. The contents have been researched and compiled carefully and to the best of our knowledge as of June 2018. However, this is not a legally binding text or official legal advice. Photos: Magdalena Joos

FAQ – Working in Germany

I am an international full-time student at TUM. Am I allowed to work in Germany?

EU citizens (including citizens of Norway, Iceland, Liechtenstein and Switzerland) have unlimited access to the German labor market. Non-EU students enrolled at a German university holding a residence permit are entitled to work 120 full or 240 half days per calendar year, (freelance work normally not allowed). The work permit is included in the legal provisions in the residence permit for students. Work as a *Hiwi*, *Wihi* may exceed 120 full or 240 half days, however the Federal Employment Agency should be notified. Rules stated above do not apply if you are enrolled in language or preparatory colleges. Note: Always check what is written in your residence permit and in case of doubt consult directly with the *Bundesagentur für Arbeit*.

www.arbeitsagentur.de
www.work-in-bavaria.de
www.daad.de/arbeiten

Links

During my studies at TUM, I want to do an internship in Germany. When do I need a work permit?

Voluntary internships count as work, meaning no work permit is required if you work less than 120 full or 240 half days per year. If jobs and voluntary internships exceed 120 full or 240 half days per year (always on a cumulative basis), you will need to obtain approval from the *Bundesagentur für Arbeit*. Compulsory internships, as part of the study program, are not regarded as work and do not require approval from the Federal Employment Agency.

I have just obtained a German degree. Now I want to get a job: What should I do next?

As a graduate of a German university, you can apply for an extension of your residence permit for 18 months in order to find a job related to your degree. During this time, you may take on any job without restrictions to help cover your living costs.

FAQ – Labor Law and Taxes

Do I have to pay taxes?

This will depend on how much you earn. If you earn less than € 985 per month, you do not have to pay taxes. Also, if your monthly income varies and you earn less than € 9,000 per year in total (*Steuerfreibetrag*), you will get your taxes back at the end of the year by submitting an income tax return to the *Finanzamt*.

Where do I get my tax-ID number and do I need it?

You will need a *Steuer-ID* if taxes have to be deducted from your income. This unique tax ID consists of 11 figures and is valid throughout your life. You do not have to apply for the tax-ID; you should receive it per post at your German address within 2 weeks after you register at your *Bürgerbüro (Kreisverwaltungsreferat)*.

Please be aware that all stated figures are valid for 2018 only and might vary depending on your tax group (*Steuerklasse*), which is based on your civil status: single, married, with child etc.

What is so special about “minijobs”?

Minijobs are jobs limited to € 450 in earnings per month. Their biggest advantage is that no deductions (taxes, social security, pension insurance scheme) are made from this amount, meaning you get paid the full amount “cash”. You can have more than one minijob; however, if you want to avoid any further deductions, your monthly income should not exceed the € 450 limit.

Do I need to pay social and health insurance?

If you earn more than € 450 per month but less than € 850, you will have to pay reduced social insurance. Once your income exceeds € 850, you will have to pay the full amount. (Students with German *Krankenversicherung* may ask their health insurance provider for their social insurance number. Students who have travel insurance need to apply for a social security number from the *Deutsche Rentenversicherung Bund*.) In addition, if you work more than 20 hours per week, you will have to pay health, unemployment and nursing care insurance contributions.

FAQ – How to Find a Job

How can I find a job in Germany?

We suggest you start thinking about your career development as early as possible as the process of preparing your documents, submitting the application and getting a job can take several months. On the TUM Job Portal you will find many offers for traineeships, internships, part-time student positions, master's and bachelor's theses and permanent jobs in Germany and abroad. You can also visit job fairs and do not forget to check your department chair's notice boards.

How does the application process work?

Generally, the process starts with detailed preparation of your application documents (CV, cover letter and references or copies of certificates) and sending them in response to a job offer or by means of an unsolicited application. The second part is being invited to 1-3 rounds of job interviews (telephone, Skype or in person) or an assessment center followed by a job offer.

Will the TUM Career Service help me find work?

We are not a placement service, but we do provide various free of charge services and tools that should enable YOU to find a job. Our detailed **Career Guide** and numerous **webinars & seminars** (in German and English) will help you to become familiar with the application process. You can also have your application documents checked online, get personal advice in our **Walk-Ins**, or get a professional picture taken at our **Career Days**. Last but not least, while our **mentoring program** helps students with life and career advice from experienced alumni, being an active member of our **TUM community** allows direct contact with students and alumni around the globe.

www.tum.de/jobboerse
www.together.tum.de/career
www.tum.ikom.de

Links

Good to Know

Do I have to know German to work in Germany?

There is no law regarding German knowledge, but in practice the chances of landing a good job which fits your interests and qualifications will dramatically increase if you have good knowledge (B2 level) of German. Communicating with colleagues and clients will also be easier and therefore German companies consider it one of the most important requirements for potential candidates.

The TUM Language Center offers a wide array of free German courses, training seminars and special programs and will be happy to help you. Check www.tum.de/daf for all offers. If you need support with the wording of your application documents in German, join the *Bewerbungs-Workshop* or contact the TUM *Schreibberatung*. www.tum.de/daf-Schreibberatung

Wortschatz – Vocabulary

Arbeitszeugnis – working reference

Bewerbung – application

Bundesagentur für Arbeit – Federal Employment Agency

Bürgerbüro (Kreisverwaltungsreferat) – registration office (Department of Public Order)

Deutsche Rentenversicherung Bund – German Statutory Pension Insurance Scheme

Finanzamt – tax authority

Krankenversicherung – health insurance

Rentenversicherung – pension insurance / fund

Schreibberatung – German Writing Assistance

Steuerfreibetrag – tax free income

Steueridentifikationsnummer (Steuer ID) – Tax-ID number

Werkstudent – working student / part time job

Wihi, Hiwi – research / student assistant