Tips for Your Successful Career

Start early!
Your career starts far ahead of your graduation. Employers want their candidates be aware of their strengths and know what they want.

Learn German!
Despite the multicultural nature of the German job market, 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 TUM Language Center www.tum.de/daf.

Gain practical experience!
Practical experience from internships and part-time positions in your field, gained during your studies, will help you to get “Arbeitszeugnisse” and practical experience, which 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. Get the information and skills you need to apply professionally and allow sufficient time for preparing your application documents, including a professional photo.

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

Use services provided by TUM!
Check our website www.together.tum.de/career and look for fitting jobs at the online TUM Job and internship portal: www.tum.de/jobboerse.

Don’t get frustrated!
Expect the process to take a while. Generally the process takes long not because you are not good but because there is a lot of competition.

Walk In Counseling

Got questions concerning your career or application?

No appointment necessary. Please bring your application documents.

For Students, PhDs and Alumni

Working in Germany

For International Students

Also available in English.

Campus Munich
Arcisstraße 21, TUM School of Management bldg 0505
(entrance from Luisenstr.), room 1518
Thu 11 am–1 pm and 2–4 pm

Campus Garching
Boltzmannstraße 17, 3rd floor
Wed 10 am–12 pm

Campus Freising-Weihenstephan
Maximus-von-Imhof-Forum 3, 1st floor (above fair genioosBAR)
Tue 2–4 pm

Walk In Evenings
Arcisstraße 21, TUM School of Management bldg 0505
(entrance from Luisenstr.), room 1518
Each first and third Monday of the month 6–8 pm

Technische Universität München
Alumni & Career
www.together.tum.de/career

As of: June 2016

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 2016. However, this is not a legally binding text or official legal advice.

Alumni & Career
We are Here for You. For a Lifetime.
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 research or student assistant (Hiwi, WiWi) 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 Federal Employment Agency. Rules stated above do not apply if you are enrolled in language or preparatory colleges.

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 8,625 € per year in total (Steuerfreibetrag), you will still get your taxes back at the end of the year. You can claim your tax back after submitting an income tax return to the tax authority (Finanzamt).

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

You will need a tax identification number (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).

What is so special about “minijobs”?

Minijobs are jobs limited to 450 € 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 health insurance 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 Bund Deutsche Rentenversicherung if they do an internship.)

FAQ How to Find a Job

How can I find a job in Germany?

We suggest starting as early as possible as the process of preparing your documents, submitting the application and getting a job can take up to several months. On our website you will find the TUM job portal for students and alumni with many offers for traineeships, internships, part-time student jobs, master’s and bachelor’s thesis and permanent jobs in Germany and abroad. You can also visit job fairs and do not forget to check boards and networks at your department or chair.

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 Alumni & Career Service of TUM 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 (free of charge) 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, our mentoring program helps students to get life and career advice from more experienced alumni, being an active member of our TUM community social network allows direct contact with numerous students and alumni.

FAQ 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 fitting your interests and qualifications will dramatically increase if you have good knowledge (B2 level) of German. Communicating with your colleagues will be easier and German companies make it still to one of the most important requirements on 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. If you need help with writing the cover letter and your CV in German, join the Bewerbungs-Workshop or contact the TUM Schreibberatung via the links provided below.

Vocabulary

| Arbeitszusagis – working reference | Bundesagentur für Arbeit – Federal Employment Agency |
| Finanzamt – tax authority | Freiberuflich – freelance work |
| Krankenversicherung – health insurance | Steuerfreibetrag – tax free income |
| Bürgerbüro – registration office | Steueridentifikationsnummer (Steuer-ID) – Tax-ID number |
| Rentenversicherung – pension insurance/fund | Sprachenzentrum – Language Center |
| Werkstudent – working student | Wihi, Hiwi – research/student assistant |

Applying for a Job in Germany

www.tum.de/jobcenter
www.together.tum.de/career
www.tum.kiom.de

German Language Matters

www.tum.de/daf
www.tum.de/daf-Schreibberatung

During my studies at TUM, I want to do an internship in Germany. When do I need to work a 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 base), you will need to obtain the approval of the Federal Employment Agency. Compulsory internships, as part of the study program, are made from this amount, meaning no work permit is included in the legal provisions in the residence permit and in case of doubt consult directly with the Federal Employment Agency. Rules stated above do not apply if you are enrolled in language or preparatory colleges.

During my studies at TUM, I want to do an internship

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