

Quick Guide – Internship in Germany

What is necessary to be able to intern in Germany?

Congratulations! You successfully applied to an institution in Germany and you are going to be an intern for some time. In order to intern effectively in Germany, you should bring a copy of the following documents before your internship starts:

1. Work Permit

Mandatory Internship: You **do not need** a work permit (but you might need a confirmation that the internship is mandatory, see 7). Furthermore, working hours as part of your mandatory internship are **not** deducted from your 120 full/240 half days in case you are not an EU citizen (see below).

Voluntary Internship:

- **EU citizens and nationals from Iceland, Liechtenstein and Norway** are entitled to do internships without work permit
- **All others** hold a student visa and are therefore allowed to work either 120 full or 240 half days a year no matter if it is paid or not. In this case, bring a copy of the residence permit.

For all questions and doubts regarding visa and residence permit, get in touch with Peter Tsvetkov (p.tsvetkov@jacobs-university.de, +49 421 200-4215).

2. Insurance

In order to be an intern in Germany, you need a **health insurance**. As a student of Jacobs University you have a health insurance and the university provides you with an **accident** and a **liability insurance** covering incidents at the workplace of your mandatory internship or on the way from/to your workplace. If a confirmation is required, request it from Peter Tsvetkov (see contact information above).

3. Social Insurance Card (“Sozialversicherungsausweis”)

Nothing easier than that! Just go to your health insurance and let them request the **social insurance card** for you.

4. **Income Tax Card** (*“Lohnsteuerkarte”*)

If your internship is paid, you have two options of how to get registered for income tax:

- 1) If your employer participates in the program already, get your tax ID (see 5) and give it to them as well as your date of birth and they can deal with your income tax.
- 2) If your employer does not participate in the program yet, you will have to go to the tax authority (Finanzamt Bremen-Nord, Gerhard-Rohlfis-Straße 32, <http://www.finanzen.bremen.de/sixcms/detail.php?gsid=bremen53.c.3355.de> <http://www.bremen.de/finanzamt-bremen-nord-28146339> and ask for a replacement certificate of your income tax card (*“Lohnsteuerersatzbescheinigung”*) by presenting your passport. Take along a German-speaking student because most authorities speak German only.

5. **Tax Identification Number** (*“Steuer-Identifikationsnummer”*)

Every taxable person living in Germany gets an 11-digit tax identification number. You can request your personal tax ID number here:

https://www.bzst.de/DE/Steuern_National/Steuerliche_Identifikationsnummer/ID_Eingabeformular/ID_Node.html

6. **Enrollment Confirmation** (*“Immatrikulationsbescheinigung”*)

Each semester you receive a couple of English and German enrollment confirmations in your mailbox (as freshmen in your welcome package).

7. **Confirmation of Internship Requirement** (*“Hochschulbestätigung”*)

Send Petra Zarrath (p.zarrath@jacobs-university.de) a short email with the subject line *“Confirmation of Internship Requirement”* and state in the email following information:

- Full name and address of the company/organization, where your internship is going to take place
- Full name and position of the person responsible for your internship at that company/organization
- Complete name of your major (for example *“Bachelor of Arts in Integrated Social Sciences”*)
- Your class
- Your matriculation number

We will send the confirmation as a PDF in an email. If you require the original letter, please state explicitly in your request that you would like to receive it as a hardcopy confirmation.

Ask your employer in advance which documents they require you to have so you do not have to go through all the bureaucracy connected to requesting all these documents. The requirements vary slightly between institutions and thoroughly between paid and unpaid internships.

Further information

Certificate of conduct (“Polizeiliches Führungszeugnis”)

Some employers require a certificate of conduct which you can obtain at the “Stadtamt Vegesack” (Gerhard-Rohlfis-Straße 62 in Vegesack). It proves that you have not done anything criminal. You will be charged for the service of providing you with this document.

Passport

In some cases, you will need to present a passport copy.

Internship contract

Read your contract thoroughly or have it checked by a professional (e.g. team member of Career Services Center) so you know about your rights and duties.

Language knowledge

Make sure you are sufficiently proficient in German before starting your internship.

A good overview provides: <https://www.daad.de/deutschland/in-deutschland/arbeit/en/9149-completing-an-internship/>.

For further information, please contact the Career Services Center:

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Drop-in hours: Tuesday and Thursday 10 to 12 AM.