

# HANNOVER



Guide for non-EU nationals

## WORKING IN HANNOVER

Before, during and after a degree or doctorate

BUSINESS DEVELOPMENT



Region Hannover



## WORKING IN HANOVER

### **Studying for your degree or doctorate today – working in the Hanover Region tomorrow**

Are you from a non-EU country and studying for a degree or doctorate in Hanover? Are you considering working in the region once you graduate? Our advice is to look into this early on – **you can start job hunting while you are still completing your degree or doctorate.**

We have put together all the details you need to know about in this leaflet.

#### **It is aimed at**

- Students from non-EU states (Section 16 of the German Residence Act – AufenthG)
- Doctoral students from non-EU states (Sections 16, 18, 19 a, 20 of the German Residence Act – AufenthG)

#### **Why work in the Hanover Region?**

The Hanover Region with its state capital is a powerful economic hub at the heart of Europe. Its excellent transport links, diverse range of leisure options, culture and employment opportunities make it an outstanding location. The region also benefits from affordable housing and being close to nature.



### **There are many interesting employers – consider small businesses too**

Our region is home to famous corporations and global brands that you will already know. But what about the small and medium-sized businesses that are also here? In total, there are around 50,000 companies in the Hanover Region and of these, approximately 44,000 (88 %) are micro-businesses with less than ten employees. The 200 large-scale enterprises account for less than 1% of the companies in the region in terms of numbers, even if they do employ more than a third of all workers.

#### **You can find out more here:**

- [www.hannover.de](http://www.hannover.de)
- [www.willkommen-h.de](http://www.willkommen-h.de)
- [www.visit-hannover.com/Hannover-im-Profil](http://www.visit-hannover.com/Hannover-im-Profil)

#### **You can find out more here:**

- Living and working in Hanover: [www.hannover.de/fachkraefte](http://www.hannover.de/fachkraefte)
- Information about the economic structure: [www.wirtschaftsfoerderung-hannover.de](http://www.wirtschaftsfoerderung-hannover.de)
- Initiative for global market leaders from the Hanover Region: [www.zukunft-inc.de](http://www.zukunft-inc.de)
- Company profiles: [www.firmendatenbank.de](http://www.firmendatenbank.de)

Some links connect to German-language sites.

THERE ARE AROUND 50,000 COMPANIES IN THE HANOVER REGION AND 88 % OF THESE ARE MICRO-BUSINESSES.



## DURING YOUR DEGREE, YOU CAN WORK 120 FULL DAYS OR 240 HALF DAYS IN A CALENDAR YEAR.

You should adhere to the following rules:

During your degree you can **work 120 full days or 240 half days** (up to 4 h per day = half a day) in a calendar year and complete a **voluntary work placement**.

- **Important:** These rules do not apply for **university applicants** or for **the first year of preparation for a degree** (e.g. language course). This restriction does not apply to **compulsory work placements or work shadowing** as part of your degree. However, you should still request permission from the immigration office.

**In addition** to the 120-day or 240-half-day rule, you can take on a **student job** at the university or an academic institution without any time restriction, e.g. as a tutor, advisor or in student organisations, for example with the AStA student representation body.

**Doctoral students** who are employed as academic staff may also hold an additional role.

- **Important:** This is at the discretion of the **immigration office**. The main purpose of your stay is to complete your doctorate and not to have a full-time job that is unrelated to your doctorate.

### What opportunities are available while you are still studying for your degree or doctorate?

Try to establish contact with companies early on and gain practical experience. **Get active at an early stage and build your own network.**

You can also write your thesis at a company. Ask your lecturer about this. **A work placement at a company can be a point of entry into the world of work.** For a company, a work placement is like an application before the actual application!

## What about the time after the degree or doctorate?

**From the day on which you receive your completion certificate**, you have **18 months** to find employment. In this period, **all employment is allowed** (see tip below). The 18-month rule also applies to successfully completed postgraduate courses and conferral of a doctorate.

- **Important:** The position that you hold **after** these 18 months must correspond to your qualifications. For example, if you are a qualified engineer, you are not permitted to work as a baker.

**Doctoral students** are permitted to take up employment at the institute during their doctorate, if they have a corresponding contract of employment. You will be granted a residence permit for the purposes of the employment.

Once you complete your doctorate and the employment contract expires, your existing residence permit can be extended for half a year. During this time, you can seek employment. Please note that a change to this rule is planned from 2018. Please ask your immigration office.

- **Important:** Section 18 c of the German Residence Act (AufenthG) permits a six-month period of job seeking, but economic activity is not permitted. Section 18 c of the German Residence Act applies, for example, if a foreign national with a higher education qualification is employed in a post relevant to this qualification in accordance with Section 18 (4) of the German Residence Act, becomes unemployed and then switches to Section 18 c of the German Residence Act in order to seek employment for a maximum of six months.

ONCE YOU RECEIVE YOUR COMPLETION CERTIFICATE, YOU HAVE 18 MONTHS TO FIND A JOB.

## Is working for yourself an alternative?

Do you wish to become self-employed **during or on completion of your degree or doctorate**, for example as a freelance interpreter, or set up your own business, such as an engineering or law firm? **This is possible, but requires the permission of the immigration office.**

## Would you rather start vocational training instead of continuing your studies?

As of 01/08/2017, students are able to switch to vocational training if certain requirements are met. Ask the immigration office for more information.

### Special case

**Academics (Section 18 c (1) of the German Residence Act)** who come to Germany for the sole purpose of seeking employment have six months to do so. Ask the immigration office about this in good time.

**Tip:** Two years after completing your studies, you can check whether you are eligible for a **permanent settlement permit** in accordance with Section 18 b of the German Residence Act. Holders of an **EU Blue Card** can check if they are eligible for a permanent settlement permit after 33 months of employment (or 21 months if they have sufficient German language skills – language level B1).

ⓘ **Note:** If you discontinue your doctorate, please contact the immigration office **immediately** as this changes your residence status.

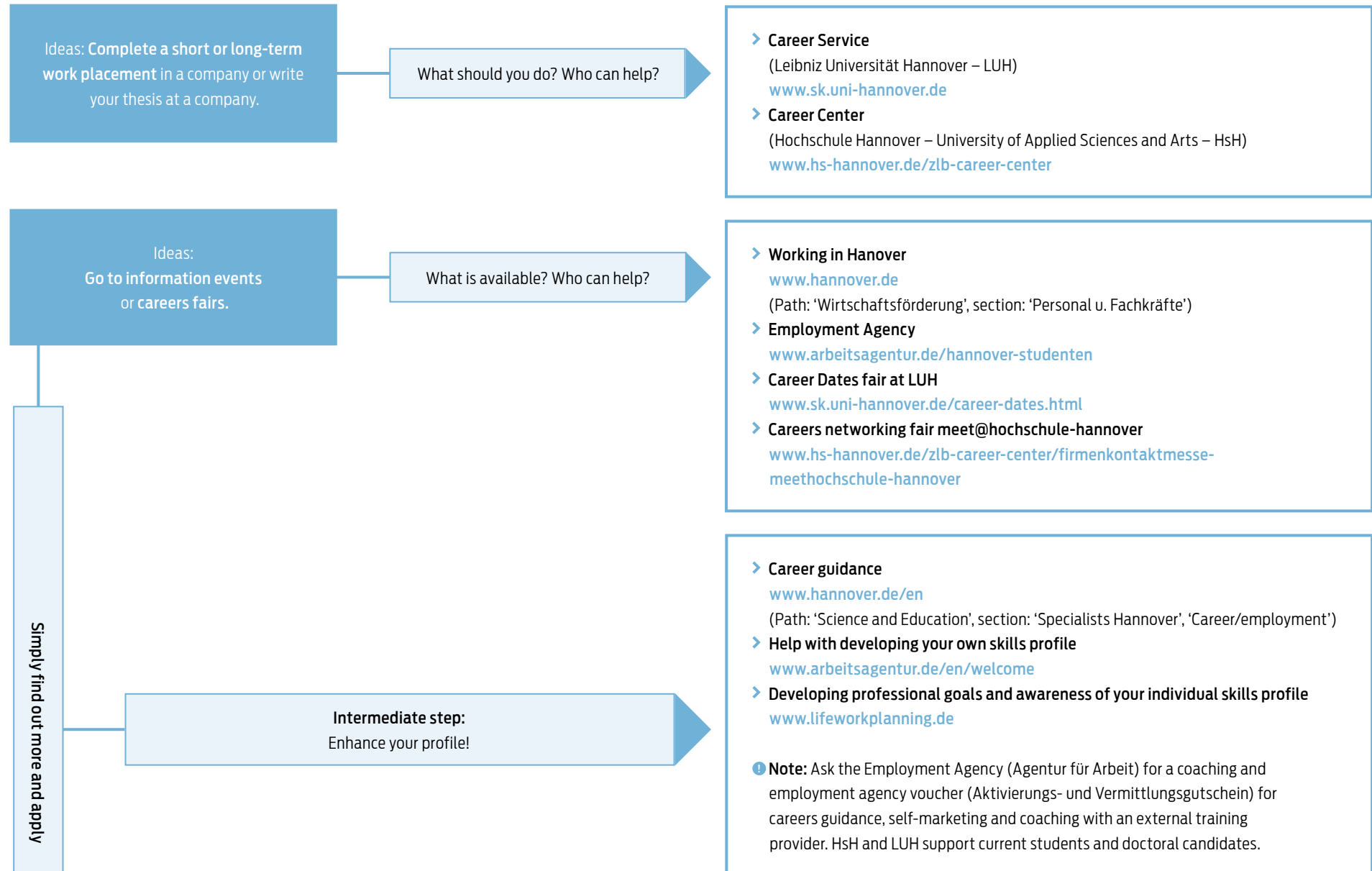


# YOUR ROADMAP FOR STARTING YOUR CAREER

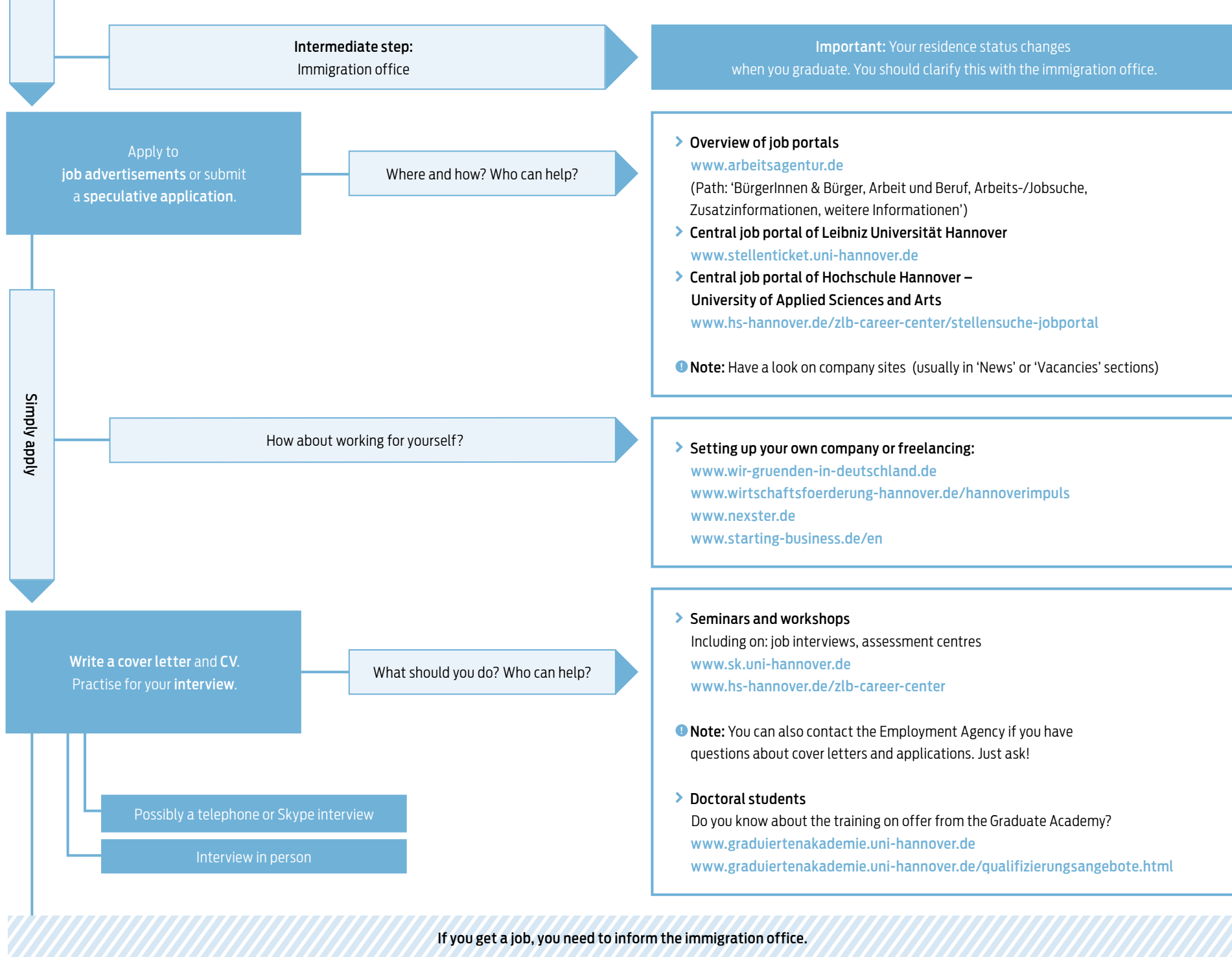
Your starting point: Still studying for your degree or doctorate and thinking about your future in Germany?

You can start looking for jobs even before you officially graduate!

Some links connect to German-language sites.



Ask the immigration office about your legal opti





## YOUR CHECKLIST FOR STARTING YOUR CAREER

What you have	<input type="checkbox"/> Residence status as a student (Section 16 of the German Residence Act – AufenthG) <input type="checkbox"/> Residence status as a doctoral student (Sections 16, 18, 19 a, 20 of the German Residence Act – AufenthG)
What you can do	<input type="checkbox"/> Complete a work placement during your degree <input type="checkbox"/> Complete a work placement during your doctorate <input type="checkbox"/> Work during your doctorate <input type="checkbox"/> Work during your degree
What you need as a <b>student</b> for a <b>compulsory work placement</b>	<input type="checkbox"/> Confirmation from the university that it is a compulsory work placement <input type="checkbox"/> Passport and residence permit with additional sheet <input type="checkbox"/> A large helping of motivation and patience
What you need as a <b>university graduate</b> to work <b>after</b> your degree or doctoraten	<input type="checkbox"/> Contract of employment <input type="checkbox"/> Passport and residence permit with additional sheet <input type="checkbox"/> A large helping of motivation and patience

**Note:** You need an extra assessment from the immigration office for a compulsory work placement. **Remember:** You should also discuss this with your supervisors.

**Tip:** You can complete a 'trial day' at a company.

**Note:** For the state capital Hanover, your previous residence permit expires three months after the end of your degree.

**Note:** You need an extra assessment from the immigration office for a compulsory work placement.  
**Remember:** You should also discuss this with your supervisors.

Your application documents	<p><b>Your CV should include the following:</b></p> <input type="checkbox"/> Photograph (optional) <input type="checkbox"/> Contact details (full name, address, e-mail address and mobile phone number) <input type="checkbox"/> Details of where and when <ul style="list-style-type: none"> <li>➤ You have been employed</li> <li>➤ You have been in training and/or study</li> <li>➤ You have completed work placements</li> <li>➤ You attended school</li> </ul> <input type="checkbox"/> List of skills (e.g. languages, IT knowledge) <input type="checkbox"/> You can also include hobbies <p><b>Your cover letter should include answers to the following questions:</b></p> <input type="checkbox"/> Why are you interested in the position? <input type="checkbox"/> What motivates you to work there? <input type="checkbox"/> What experience and knowledge will you bring to the role? <input type="checkbox"/> Why are you the right person for the job? <p><b>Certificates</b></p> <input type="checkbox"/> Degree certificates or up-to-date transcript of grades <input type="checkbox"/> References for employment or work placements <input type="checkbox"/> Other certificates (e.g. for courses you have attended)	<p><b>A few tips:</b>          Put the most recent information first.</p> <p>You should not have any gaps in your CV. Have someone read your documents and give you useful tips before you submit your application. See the roadmap overleaf for more information. There are various different layouts for application documents. You should find out about them.</p> <p>Make it clear in your cover letter that you have researched your legal options for working in Germany.</p> <p>If you are invited to an interview, take the documents that you submitted with you.</p>
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**Tip:** You can find further information about job hunting and applications here:  
[www.migrationsportal.de/arbeiten-in-niedersachsen/jobsuche-bewerbung](http://www.migrationsportal.de/arbeiten-in-niedersachsen/jobsuche-bewerbung)

## DO YOU HAVE ANY QUESTIONS?

Just send us an e-mail!



### Ausländerbehörde der Landeshauptstadt Hannover

(Immigration Office of the City of Hanover)

32.33.7@hannover-stadt.de



### Region Hannover

### Ausländerbehörde der Region Hannover

Team Zuwanderung

(Immigration Office of the Hanover Region, Immigration Team)

zuwanderung@region-hannover.de



### Employment Agency

hannover.122-vermittlung@arbeitsagentur.de



### Leibniz Universität Hannover

Zentrale Einrichtung für Qualitätsentwicklung

(Centre for Quality Enhancement in Teaching and Learning)

info@zqs.uni-hannover.de



### Hochschule Hannover

Zentrum für Lehre und Beratung

(Career Center)

career.center@hs-hannover.de

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