Regional – International
Study & Work in Ulm/Neu-Ulm

Guide for international students,
graduates and doctoral students seeking
a career opportunity in Ulm/Neu-Ulm

“Study & Work“ is a joint initiative of
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1 You have finished your studies - what comes next?

Have you finished your studies or are you close to completing your degree? In terms of your career path, what will be your next step? Do you want to start your first job in Germany, or are you considering to go back to your home country?

A survey among international students at Ulm University1 conducted by the Expert of Council of German Foundations on Integration and Migration (Sachverständigenrat deutscher Stiftungen für Integration und Migration) shows that 70.6% of interviewed students are contemplating a residency in Germany to gain access to the regional employment market. As an important factor for their decision the majority of interviewees indicated, that they felt safe and welcome in Ulm and Neu-Ulm, and that rents were affordable. More than half of them are anticipating attractive career opportunities after completing their studies.

One crucial indicator to stay are the benefits for a qualified employee in the region of Ulm/Neu-Ulm, where you will find a stable and dynamic economy with a wide range of career opportunities in small-, medium- and large-scale enterprises which also act as global players.

Additionally, Germany has an elaborated social security system for employees which contains health insurance, pension, unemployment and accident insurance, paid maternity leave and child allowances. Your future employer will register you with an insurance fund and handles all of your social security contributions.

Hence, if you consider to start your career here in Ulm/Neu-Ulm, you may ask yourself what the legal frameworks are, or where you can seek further advice concerning your questions about the residence permit, visa regulations etc. This guide aims at providing you with a range of information regarding the transition from your studies to your first job in the region of Ulm/Neu-Ulm.

We hope that the information provided by the local network of “Regional – International: Study & Work in Ulm” will help you along your career path.
1.1 Settlement permit
After a few years of residence in Germany, you can apply for an indefinite residence title, called a “settlement permit”. A settlement permit opens numerous prospects: you have the unrestricted right to live in Germany with your family; moreover, you can work as an employee or take up self-employment.

1.2 Naturalisation
Naturalisation makes you a German citizen and at the same a national of the European Union – with full rights and obligations:

1. You get more say: You are entitled to vote not only in the town where you live, but also at the Land and national levels, and even at the European level. Moreover, you can stand for parliament yourself and actively represent your interests politically.

2. Free access to all professions: You can choose any profession you like in Germany. For example, you would even be able to work as a public service employee.

3. The European Union is open to you: If you are not already the national of an EU state, your German passport gives you immediate freedom of movement within Europe. That opens up even more possibilities: you can study, work and live in the EU, the EEA states and in Switzerland without restriction.

4. Travelling is easier: You can travel to and get visas more easily for numerous countries outside Europe.

5. Less bureaucracy: You no longer need a residence permit and no longer need to go to the foreign nationals’ registration authority. To find out who is entitled to naturalisation, you may check the website of the Federal Office for Migration and Refugees: http://www.bamf.de/EN/Einbuergerung/InDeutschland/indeutschland-node.html.

1.3 Returning to your home country
You have decided to return to your home country after your studies? Then you should inform yourself about various facts before your departure. For instance, if you worked during your studies in Germany and were required to pay into the pension fund, in some cases and depending on your nationality you may be entitled to get back your employee’s share of the payments up to two years after your departure. The Deutsche Rentenversicherung may help you out concerning these questions: http://www.deutsche-rentenversicherung.de/Allgemein/en/inhalt/03_leistungen/03_beitragserstattung/beitragserstattung_text.html.

Furthermore, the Information Centre for Voluntary Return (ZIRF) provides a broad advisory service for returnees: http://www.bamf.de/EN/Rueckkehrfoerderung/Rueckkehrberatung/rueckkehrberatung-node.html.

*The content about employment law, registration legislature, social insurance and taxation in Germany has kindly been provided by “Make it in Germany”. In the following footnotes we will only quote the sources.


Residence permit and employment

Graduates of German universities:

Students from non-EU states
Germany offers attractive residence permits which enable you to accept a job which befits your line and level of studies. You can obtain them in just two steps:

Step 1 – Residence permit while looking for a job: You can apply for an 18-month residence permit from your local foreign nationals’ registration office to look for a job that corresponds to your qualifications. During these 18 months, you may take up any kind of employment to support yourself and fund your job search. If you already found a job that corresponds to your qualifications before graduating, you can jump this step. You can apply for your residence permit as soon as you have passed your final exam. To do so, you usually need:

- Your passport
- Your university degree: As issuing university diplomas can take some time, an official document from your university stating that you have successfully completed your studies will also suffice. The examination office of your department or faculty will issue this „Nachweis“. The document must bear an official stamp.
- A document proving that you have health insurance: Contact your health insurance fund and ask them to issue a health insurance certificate for you.
- Proof that you have a means of supporting yourself (for example a bank statement or a document stating that you have been awarded a grant)

If you are not able to proof your ability to secure your livelihood, a letter of Guarantee might be an alternative solution. The guarantee covers all living costs that incur during your stay in Germany. The contracting person must be solvent and creditworthy.

We recommend that you ask your local foreign residents’ registration office which documents you need to bring with you before submitting your application. Some local offices provide information about this on the Internet too.

Step 2 – Residence permit for taking up employment: As soon as you have a job offer which corresponds to your qualifications, you can choose whether you want to apply for a German residence permit or an EU Blue Card for the next part of your stay. Various conditions are attached to both these residence permits. Depending on what you are planning to do in the future, either the German residence permit or the EU Blue Card can be advantageous for you. If you intend subsequently to live and work in another EU state, the EU Blue Card may be more advantageous for you than the German residence permit. As the choice of residence permit largely depends on your personal situation, get the advice of your local foreign nationals’ registration office when you apply.

Even if you just get a job offer for a part-time employment, a residence permit can be granted to you. It is important that the expected salary secures all means of subsistence. The decision depends entirely on the local immigration authority.

We recommend that you ask the foreign residents’ registration office which documents you need to bring with you before submitting your application. Some local offices provide information about this on the Internet too.

By the way: have you already returned to your country of origin after completing your studies?
In that case, you are entitled to a six-month visa to be able to look for a job that corresponds to your qualifications in Germany. The condition is that you have a university degree and are able to support yourself while you stay in Germany. Please note that the visa entitling you to hunt for jobs does not entitle you to work. Once you find a suitable post, you can immediately apply for the appropriate residence permit while, of course, remaining in Germany. You can apply for the visa to the German mission abroad in your area. They will tell you exactly which conditions you have to fulfill to be able to apply. You can find the addresses of the German missions abroad in your country on the “local contacts” world map of the “Welcome to Germany” portal for international qualified professionals: http://www.make-it-in-germany.com/en/for-qualified-professionalsvisa/local-contacts.

Step 2 – Residence permit for taking up employment: As soon as you have a job offer which corresponds to your qualifications, you can choose whether you want to apply for a German residence permit or an EU Blue Card for the next part of your stay. Various conditions are attached to both these residence permits. Depending on what you are planning to do in the future, either the German residence permit or the EU Blue Card can be advantageous for you. If you intend subsequently to live and work in another EU state, the EU Blue Card may be more advantageous for you than the German residence permit. As the choice of residence permit largely depends on your personal situation, get the advice of your local foreign nationals’ registration office when you apply.

Even if you just get a job offer for a part-time employment, a residence permit can be granted to you. It is important that the expected salary secures all means of subsistence. The decision depends entirely on the local immigration authority.

We recommend that you ask the foreign residents’ registration office which documents you need to bring with you before submitting your application. Some local offices provide information about this on the Internet too.

The German residence permit or EU Blue Card allowing you to take up employment is issued for a limited period first of all. If you continue to be employed and wish to have your permit extended, you will be able to do this without any problem. As early as two years after receiving your German or EU Blue Card...
residence permit, you can apply for a permanent residence permit – that is, a residence permit without a time limit. Again, the condition is that you still have employment in Germany.

**Are you planning to stay abroad for a lengthy period?**

If you have an EU Blue Card, you can usually stay abroad for up to twelve months without your Blue Card’s becoming invalid. If you have a German residence permit, you can usually stay abroad for up to six months without your permit’s becoming invalid. Whatever the case, you are recommended to talk with your local foreign nationals’ registration office before leaving Germany for any length of time. If you are planning to spend more than twelve or six months abroad, you must obtain an authorisation from the foreign nationals’ registration authority. Without this authorisation, you will not be able to enter Germany again if you have exceeded the period of twelve or six months.

**Students from EU states**

As an EU citizen, you can look for and accept employment in Germany without any restrictions.

For further information regarding residence permit and visa regulations please also check the websites of:

The Federal Foreign Office:
http://www.auswaertiges-amt.de/EN/ EinreiseUndAufenthalt/LernenUndArbeiten/ArbeiteninD_node.html#doc-480826bodyText2

Federal Office for Migration and Refugees: http://www.bamf.de/EN/Willkommen/ArbeitBeruf/arbeitberuf-node.html

**Health Insurance**

As an employee, you definitely have health insurance – either under the statutory health insurance system or as a member of a private health insurance. If you become ill, health insurance covers the cost of medical treatment. The statutory health insurance system includes the following benefits:

- outpatient medical treatment, for example in a physician’s office
- dental care
- medication, remedies and medical devices
- inpatient medical treatment, for example in a hospital
- medically necessary rehabilitation
- services during pregnancy and childbirth

If your spouse is not employed, he or she may be covered under your statutory health insurance policy at no extra charge to you. The same holds true for your children. Moreover, your health insurance policy automatically includes long-term care insurance. Your long-term care insurance is activated if, for example, you need nursing care because of a serious illness that prevents you from caring for yourself.

Social security and pension

As an employee, you will receive a social security card with a social security number on it. Give this number to your employer. Keep your social security card safe as you will often need the number. If you lose your social security card, you can ask the German state pension fund (Rentenversicherung) for a replacement.

If you work in Germany and are subject to social security contributions, you will usually be a member of the following five statutory social security organisations:

- The statutory health insurance fund pays the costs of visits to the doctor, and for medication and therapy.
- The statutory long-term care insurance fund offers basic insurance for the eventuality of your being dependent on long-term care owing to illness. This usually applies to people in old age.
- The statutory pension insurance fund pays employees a pension once they have retired. Basically, the amount of pension you receive depends first and foremost on your income and the number of years you have worked in Germany.

- Statutory accident insurance covers the costs of medical treatment and occupational rehabilitation after an accident at work or in the case of an occupational illness.
- The statutory unemployment insurance fund provides the unemployed with income for a certain period of time if, as a general rule, they have been insured for at least one year during the last two years and are in search of a new job. In addition, the BA (Federal Employment Agency) supports job-seekers by providing advice and acting as an intermediary for offers of employment.

Taxation system in Germany

In Germany, everyone’s earnings are subject to a basic tax allowance. Up to this amount, your taxable income is not subject to tax. In 2016, this basic tax allowance is 8,652 euros if you are unmarried and not in a civil partnership. For couples who are married or in a civil partnership, it is 17,304 euros. If your taxable income is higher than these amounts, you will pay income tax on it. The taxation rates vary from 14 percent to 42 percent. The rule is: the higher your taxable income, the higher the rate of taxation. However, the top tax rate of 42 percent is only payable on incomes of more than 254,447 euros a year if you are unmarried and not in a civil partnership. For couples who are married or in a civil partnership, the maximum tax rate is applicable for incomes of over 508,894 euros.

You pay income tax on all your income for one calendar year – in your case, this will probably correspond primarily to your income from your work as an employee. If you are employed by a company, you do not even have to trouble yourself with the question of income tax at first, as your employer will automatically deduct the income tax from your gross wage/salary in the form of wage tax (Lohnsteuer) and transfer it to the tax office on your behalf. Your employer also transfers the “solidarity surcharge” (Solidaritätszuschlag) and – if you are a member of a religious community which levies it – the “church tax” (Kirchensteuer) as well. Your pension, health, nursing and unemployment insurance are also deducted from your wages and paid by your employer. You can see how much your employer transfers to your account and how much your net salary amounts to every month from your wage or salary slip.

The authority responsible for your taxation is the tax office of your place of residence. For Ulm and Neu-Ulm the addresses of the tax offices are:

INFO
Deutsche Rentenversicherung
Phone: +49 (0) 800 100048024 (free call)
http://www.deutsche-rentenversicherung.de/Allgemein/de/Navigation/5_Services/01_kontakt_und_beratung/03_fremdsprachiges_angebot/fremdsprachiges_angebot_node.html

INFO
Finanzamt Ulm
Wagnerstraße 2
89077 Ulm
Phone: +49 (0) 731 1030
http://www.fa-ulm.de

INFO
Finanzamt Neu-Ulm
Nelsonallee 5, 89231 Neu-Ulm
Phone: +49 (0) 731 70450
http://www.finanzamt.bayern.de/Neu-Ulm


In this section you will find a list of examples of job portals, which may help you to get an insight into the job market in the region.

Job vacancies at the Federal Employment Agency:
https://jobboerse.arbeitsagentur.de

Job listings in local and non-local newspapers (in German) such as:
http://www.jobs.swp.de
http://jobs.augsburger-allgemeine.de
http://stellenmarkt.sueddeutsche.de
http://www.jobs.zeit.de

Online job listings for the region and beyond:
http://www.bw-jobs.de/en/job-market
www.bund.de/Content/DE/Stellen
http://jobturbo.de
http://jobs-ulm.de
https://www.proffile.de/app
http://www.jobboarding.de
http://www.innovationsregion-ulm.de/jobsuche
https://www.it-talents.de/cms/jobs/jobsuche
http://job.suedfinder.de/jobs-ulm

If you consider starting up your own business you may need advice. The Gründerverbund Ulm offers a broad support structure contributing to successful university startups. The Gründerverbund is sponsored by Ulm University of Applied Sciences, Ulm University and IHK Ulm (Chamber of Industry and Commerce):
http://www.gruenderverbund-ulm.de

For business development in the Ulm Innovation Region you can visit the Website of the “Verein zur Förderung der Innovationsregion Ulm – Spitze im Süden e.V.” (Association for the promotion of the Ulm Innovation Region):
http://www.innovationsregion-ulm.de/economy/setting-up-in-business.html

You may also check the ifex – initiative for start-ups and business transfer of the Ministry of Economic Affairs, Labour and Housing Baden-Württemberg
https://www.gruendung-bw.de/ifex-ueber-uns/englische-beschreibung-von-ifex

General facts about business and innovation in Germany in general can be further found on these websites:
https://www.tatsachen-ueber-deutschland.de/en/categories/business-innovation
http://www.existenzgruender.de/EN
Research opportunities in Ulm/Neu-Ulm

There are various research projects and collaborations at Ulm and Neu-Ulm University of Applied Sciences and Ulm University:

https://www.hs-ulm.de/en/ForschungTransfer
https://www.hs-neu-ulm.de/en/research/centres-at-the-hnu
http://www.uni-ulm.de/index.php?id=89

In addition, the Ulm Innovation Region provides a list of research institutes in the Science City of Ulm:

- Institute for Diabetes-Technology: http://www.idt-ulm.de/en
- Institute for Finance and Actuarial Sciences: http://www.ifa-ulm.de
- Institute for Laser Technologies: http://www.ilm-ulm.de/home.html
- Institute for Media Research and Development: http://www.imm-ulm.de
- Institute for virtual and face-to-face learning in adult education: https://ileu.net
- Helmholtz Institute Ulm Electrochemical Energy Storage: http://www.hiu-batteries.de/battery-research-center-in-germany
- Transfer Centre for Neurosciences and Learning: http://www.znl-ulm.de/ZNL-eng
- Centre for Solar Energy and Hydrogen Research: https://www.zsw-bw.de/en.html
- Research Institute for Application-Oriented Knowledge Processing: http://www.faw-neu-ulm.de

Learning German in Ulm/Neu-Ulm

Depending on the job you are applying for and your future workplace, the German language may be a crucial requirement for the position you are interested in. Thus, it is highly recommended to start learning German proactively and at the beginning of your studies. There are various language courses offered by the Ulm and Neu-Ulm Universities of Applied Sciences and by Ulm University.

If you are looking for extracurricular language or integration courses in Ulm/Neu-Ulm, please visit following website: http://www.bamf.de/EN/Willkommen/Deutsch-Lernen/deutschlernen-node.html

In Ulm, you further have the opportunity to seek advice in German or English free of charge at the language courses advisory service:

INFO
City Ulm – Kontaktstelle Migration
Bürgerhaus Mitte
Schaffnerstraße 17
89073 Ulm
Phone: +49 (0) 731 1615614
Opening hours:
Tuesdays 10:00 am - 12:00
Thursdays 2:00- 4:30 pm and by individual arrangement.


*This content has kindly been provided by the Ulm Innovation Region (Source: http://www.innovationsregion-ulm.de/science.html*)
**Foreigners' Registration Office**
The Foreigners' Office of the city’s Public Services provides advice on legal issues for foreigners and is the relevant registration authority for people who have a foreign passport.

- EU citizens and their families can, however, register, deregister and submit a change of address in all city service centers.
- Permits for residency are issued here after applications have been submitted and approved.

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**Federal Employment Agency**
Employment Agency Ulm and Neu-Ulm

The Federal Employment Agency (Bundesagentur für Arbeit - BA) is the largest provider of labour market services in Germany. It has a network of more than 700 agencies and branch offices nationwide.

Advising and information about:

- The most important tasks of the BA are job and training placement, career counselling and providing benefits replacing employment income such as unemployment benefit and insolvency payments.

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**Agentur für Arbeit Ulm**
Wichernstraße 5
89073 Ulm
Phone: +49 (0) 800 4555500 (free call)
www.arbeitsagentur.de
www.jobboerse.arbeitsagentur.de

**Agentur für Arbeit Neu-Ulm**
Reuttierstraße 39
89231 Neu-Ulm
Phone: +49 (0) 800 4555500 (free call)

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**Zentrum für BildungsBeratung (ZBB) Ulm**
ServiceCenter Neue Mitte
Neue Straße 79, 2. OG
89073 Ulm
Phone: +49 (0) 731 5028083
info@bildungsberatung-ulm.de
www.bildungsberatung-ulm.de/bildungsberatung-ulm
Neu-Ulm University of Applied Sciences – International Office

The International Office offers for everyone at the Neu-Ulm University of Applied Sciences (HNU) comprehensive support when planning to do an international exchange. Furthermore we assist international students, academic staff and administrative staff who are interested in participating in an exchange programme at the HNU.

Services:

- Advisory service for studies and internships abroad
- Informative events on staying abroad and funding possibilities
- Advisory services and practical support for international exchange students
- Online language tandem platform to improve language proficiency

Ulm University of Applied Sciences - Career Service

The Career Service of the Alumni & CampusClub keeps close contact with companies and former students of the HNU. Using this network we can offer excellent support in searching for internships or a job. Students can use our board for jobs and internships (https://www.hs-neu-ulm.de/stellenboerse/) to explore the current offers and select them according to different parameters.

Additional Services:

- Events around career topics: https://www.hs-neu-ulm.de/alumni/career-service/veranstaltungen/
- Career day: https://www.hs-neu-ulm.de/alumni/career-service/careernight/
- Counseling on business start-up: https://www.hs-neu-ulm.de/alumni/career-service/existenzgruendung/
- Key competencies seminars (HNU-students only)
- Deutschlandsstipendium

 INFO
 Hochschule Neu-Ulm
 International Office
 Wileystraße 1
 89231 Neu-Ulm
 Phone: +49 (o) 731 97622101
 international@hs-neu-ulm.de
 https://www.hs-neu-ulm.de/internationales

 INFO
 Hochschule für angewandte Wissenschaften Neu-Ulm - Career Service / Hochschulentwicklung
 Wileystraße 1
 89231 Neu-Ulm
 Phone: +49 (o) 731 97622920
 Marion.kracklauer@hs-neu-ulm.de
 Contact: Marion Kracklauer
 https://www.hs-neu-ulm.de/studium/career-service

Ul UNIVERSITY OF APPLIED SCIENCES

Ulm University of Applied Sciences - International Office

The International Office (IO) will advise and help international students before and during their stay, among other things, with an extensive orientation and consultation program. In addition, it offers German students and graduates a detailed consultation for the organization and realization of exchange programs, internships and degree theses.

Counselling services:

- Social and cultural integration in the student and city life for international and doctoral students through tutor and buddy programs as well as assistance with networking in science, commerce, and society
- Extensive consultations and practical assistance for international and doctoral students to facilitate the career transition to the German labor market
- Events for German and international students as well as employees to create a common network

Ulm University of Applied Sciences - Career Center

The Career Centre (CC) advises and supports students at designing their vocational future and provides the opportunity to take personal coaching. No matter if you are looking for concerning your studies, professional qualifications, or starting your own business – the CC will help you to set the course for your future.

Services:

- Information, consultation and qualification for the university life: orientation, decision making and managing changes
- Coaching for the individual professional future draft
- Career planning
- Business start-up

 INFO
 Hochschule Ulm
 Akademisches Auslandsamt
 Prittwitzstraße 10
 89075 Ulm
 Phone: +49 (0) 731 5028457
 aaa@hs-ulm.de
 https://studium.hs-ulm.de/de/studienorganisation/wege-ins-ausland

 Hochschule Ulm – Career Center
 Prittwitzstraße 10, 89075 Ulm
 Phone: +49 (0) 731 5028235
 cc@hs-ulm.de
 Contact: Dr. Klaus Häberle
 www.hs-ulm.de/org/CareerCenter
Ulm University - International Office

The International Office provides advising and assistance to international students and PhD students. It further advises German students, graduates and post-graduates in questions related to international mobilities. It also provides information about scholarships and funding for study abroad and exchange programs.

Advising about and organizing events for:

- Facilitating adjustment to the German study conditions and social environment for international students by providing advisory services and practical support
- Achieving a higher degree of integration of all students and staff by supporting joint activities
- Increasing involvement of international students in the university and the student body
- Promoting integration of international junior employees already during their studies
- Assisting international students, graduates and doctoral candidates to successfully master the transition from study to job-entry with customised offers

Ulm University - Career Service

The career service provides different events and information about topics as application and the beginning of your career.

Advising about and organizing events for:

- Events on topics like application, career and finances
- Interesting job offers in our online job board
- Tips for a good application
- Consulting in business start-up and general
- Information about scholarships

INFO

Universität Ulm
International Office
Pavillon I – Albert-Einstein-Allee 5
89081 Ulm
Phone: +49 (0) 731 5022007
international@uni-ulm.de
http://www.uni-ulm.de/io
Facebook: International Office
Universität Ulm | Ulm University

Ulm University – Alumni & Career Service
Helmholtzstraße 16, 89081 Ulm
Phone: +49 (0) 731 5022035
career@uni-ulm.de
Contact: Diane Frankenhauser
http://www.uni-ulm.de/career-service
Facebook: Uni Ulm - Career Service – Alumni

City of Ulm - Coordination Center International City

The Coordination Center supervises many of its own projects and measures, supports other institutions in the implementation of the concept, cooperates with different players within the city, contributes to creating a network and is at the same time a point of contact on all topics relating to internationality.

The work of the coordinating authority includes, amongst other things:

- Positioning Ulm as an international city
- Supporting processing of intercultural opening in the city
- Promotion of networking and cooperation
- Promotion of participation and an equal role of immigrants in society and politics
- Interpreting services (IDU)
- Project: Volunteering without borders
- Events, platforms for interaction: International Festival, Brunch of Cultures, etc.
- Cooperation projects such as the Calendar of Religions

INFO

City of Ulm – Coordination Center International City
Donaustraße 5
89073 Ulm
Phone: +49 (0) 731 1615611
Ulm Innovation Region

The website of the Ulm Innovation Region provides information about all issues related to culture, arts, sports, leisure time, economy, science, education, child care services and job or internship offers in the region. The Ulm Innovation Region establishes contacts with relevant focal points and experts within a comprehensive network.

Welcome Center Ulm/Oberschwaben - Chamber of Commerce and Industry

The Ulm/Oberschwaben Welcome Center provides international skilled professionals and students with assistance for a successful start in our region.

Advising about and organizing events for:

- Recognition of foreign qualifications
- Regional job market vocational training
- Searching and applying for a job
- Everyday life: language courses, housing, insurance, mobility, leisure tips etc.
- Workshop: Career opportunities in Germany for international students
- Career tour: International students meet regional companies

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