

## Orientation Sheet 3.2 - Guideline Internship for GUC Students with Egyptian Nationality (updated June 2015)

Please note that GUC German Office makes every effort to keep the information updated, but accepts no liability whatsoever for the content provided. It is strongly recommended to confirm each of the steps with each of the respective authorities.

	Enrolled at University in Germany		Enrolled at GUC	
	Compulsory Internship	Voluntary internship	Compulsory Internship	Voluntary internship
<b>ZAV (federal employment agency)</b>				
<b>1. Step: Work permission</b>	No special permission necessary	no special permission necessary if <b>not more than 90 full days</b> or 180 half days per year > student status	Employer has to apply for ZAV permission or exemption from ZAV permission > permission has to be handed in for visa application	Employer has to apply for ZAV permission > permission has to be handed in for visa application
<b>2. Step: Exemption Minimum Wage (new in 2015)</b>	No special permission necessary. If your employer doesn't pay the minimum wage he/she employer has to make sure that your internship is mandatory and mentioned in your study plan (Studienordnung)	No special permission necessary. If your employer doesn't pay the minimum wage he/she employer has to make sure that your internship isn't longer than 3 months.	If the employer doesn't pay the minimum wage ZAV will ask for a confirmation by GUC that this is a mandatory internship. Application form can be found here: <a href="http://www.arbeitsagentur.de/web/wcm/idc/groups/public/documents/webdatei/mdaw/mdk2/~edisp/l6019022dstbai381815.pdf">http://www.arbeitsagentur.de/web/wcm/idc/groups/public/documents/webdatei/mdaw/mdk2/~edisp/l6019022dstbai381815.pdf</a>  You will have to ask GUC to fill in the enrollment certificate for you.	If the employer doesn't pay the minimum wage and your internship is voluntary, it has to be closely related to your course of studies (Studienbegleitendes Praktikum) and can't be longer than 3 months.  Application form can be found here: <a href="http://www.arbeitsagentur.de/web/wcm/idc/groups/public/documents/webdatei/mdaw/mdk2/~edisp/l6019022dstbai381815.pdf">http://www.arbeitsagentur.de/web/wcm/idc/groups/public/documents/webdatei/mdaw/mdk2/~edisp/l6019022dstbai381815.pdf</a> You will have to ask GUC to fill in the enrollment certificate for you.
<b>Foreigners' Registration Office (FRO)</b>	No special permission necessary > student status	no special permission necessary if <b>not more than 90 full days</b> or 180 half days per year > student status  if more than 90 full days contact the FRO and hand in the following: <ul style="list-style-type: none"> <li>• Enrollment certificate at German or foreign university</li> <li>• Age 18 – 35</li> <li>• Proof that there is a close connection between area of study and internship</li> <li>• Maximum duration 6 months</li> </ul>	Registration as employee, Student has to prove that he/she either receives a remuneration of minimum 670 Euro per month or has enough money to support him/herself during the internship	Registration as employee has to prove that he/she either receives a remuneration of minimum 670 Euro per month or has enough money to support him/herself during the internship
<b>Social Insurance</b>	No contribution necessary if the student has public health insurance (gesetzliche Krankenversicherung)	If students receives remuneration registration and contribution might be necessary	If students receives remuneration registration and contribution might be necessary	If students receives remuneration registration and contribution might be necessary
<b>Income Tax</b>	Taxes have to be paid depending on how much the remuneration is <ul style="list-style-type: none"> <li>• Up to 450 Euro remuneration per month lump sum is paid by employer</li> <li>• If you don't earn more than 8.354 Euro per year, income taxes will be refunded &gt; "Grundfreibetrag"</li> </ul>	Taxes have to be paid depending on how much the remuneration is <ul style="list-style-type: none"> <li>• Up to 450 Euro remuneration per month lump sum is paid by employer</li> <li>• If you don't earn more than 8.354 Euro per year, income taxes will be refunded &gt; "Grundfreibetrag"</li> </ul>	Taxes have to be paid depending on how much the remuneration is <ul style="list-style-type: none"> <li>• Up to 450 Euro remuneration per month lump sum is paid by employer</li> <li>• If you don't earn more than 8.354 Euro per year, income taxes will be refunded &gt; "Grundfreibetrag"</li> </ul>	Taxes have to be paid depending on how high the remuneration is <ul style="list-style-type: none"> <li>• Up to 450 Euro remuneration per month lump sum is paid by employer</li> <li>• If you don't earn more than 8.354 Euro per year, income taxes will be refunded &gt; "Grundfreibetrag"</li> </ul>
<b>Scholarship</b>	If you receive a DAAD scholarship you can earn maximum 450 Euro per month: If you earn more your scholarship will be reduced.	If you receive a DAAD scholarship you can earn maximum 450 Euro per month: If you earn more your scholarship will be reduced.	Not applicable	Not applicable