

4 Steps to getting a student job

1. Registering online

Our job portal can only be used on the condition that the person seeking a job is duly enrolled at one of Leipzig's universities or academies associated with and receiving services provided by Studentenwerk Leipzig.

2. Finding a fitting job offer

You will find all job offers managed by our job placement office on our **job portal** (further instructions see back of page). <https://jobvermittlung.studentenwerk-leipzig.de/>

3. Visiting the job placement office

Subsequently, you will have to go directly to the job placement office because jobs will only be passed on after **presenting yourself in person during office hours**. During a short interview with the job placement officers, your student profile at the job portal will be verified. For this purpose, you have to prove your identity by means of your identity card or a valid passport. On top of that, you will receive further information about the vacant position.

4. Getting in touch with your potential employer

After having decided on a job, you will receive the employer's contact details and will have to get in touch with him or her **of your own accord**.

At the same time, the employer will receive your contact details. From this point onwards, the employer will count on you to establish contact with him or her, so you should carefully think about whether or not you can really take on the job in question beforehand.

Which documents do you have to bring with you to the job placement office?

For students originating from countries of the European Union:

- current certificate of enrolment – provided it has not yet been uploaded onto the job portal (your student card alone will not be sufficient)
- identity card or passport

For students originating from non-EU countries (in addition to the documents mentioned above, bring along the following documents):

- residence permit – provided it has not yet been uploaded onto the job portal
- work permit – provided it has not yet been uploaded onto the job portal

Documents to bring with you to your potential employer:

- certificate of enrolment
- identity card or passport, along with residence permit and work permit, if needed
- health insurance chip card
- payroll tax ID (Lohnsteuer-ID)
- social security card
- bank details

Note: Persons not duly enrolled for the purpose of social insurance are:

- students who are on a leave of absence semester,
- doctoral students,
- part-time students, as well as
- participants in German language courses or attendants of a “Studienkolleg” (an institution preparing foreign students whose graduation certificate is not recognized as equivalent to the German Abitur (A-levels) for studying at university in Germany).

Students who are not duly enrolled are subject to social insurance contributions!

Please note: When choosing a job it is very important to consider whether you can actually fulfill the necessary requirements and cover the necessary working hours.

The majority of the jobs will require good or very good German language skills!