

## What should you do if your employment ends?

Please speak with your local Immigration Office immediately and take these documents with you:

- Your valid national passport (original and copy)
- Your current residence permit with the supplementary sheet (originals and copies)
- A recent biometric photo
- The letter of dismissal/termination from your employer (original and copy)
- Proof that you have enough money to cover the cost of living (including proof of a sufficient health insurance cover)

### Please note:

In some cases, additional documents may be required.

## What should you do if you want to change from one employer to another?

Please speak to your local Immigration Office immediately and bring the following documents with you:

- Your valid national passport (original and copy)
- Your current residence permit with the supplementary sheet (originals and copies)
- A recent biometric photo
- Your new employment contract (original and copy)
- Job description from your new employer
- There is a 98.00 € service charge (there will be no service charge just for changing the supplementary sheet if the residence permit is still valid)

## Family reunion

Under certain conditions it is sometimes possible for certain family members to join you. Please contact the local German mission at:

[www.diplo.de](http://www.diplo.de) (Einreise und Aufenthalt)

[www.auswaertiges-amt.de/EN](http://www.auswaertiges-amt.de/EN) (Entry & Residence).

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This translation is intended as a guide – it is not a legally binding document.

## Contact

Stadt Dortmund | Ordnungsamt  
Dienstleistungszentrum für Visa-Angelegenheiten,  
ausländische Studierende und Fachkräfte  
(Service center for visa-affairs, foreign students, and skilled employees)  
Olpe 1 | 44122 Dortmund

### Contact us via e-mail at:

[studententeam@stadtdo.de](mailto:studententeam@stadtdo.de) or [visa@stadtdo.de](mailto:visa@stadtdo.de)

## Appointment

Please arrange your personal appointments via e-mail at:

[studententeam@stadtdo.de](mailto:studententeam@stadtdo.de) or [visa@stadtdo.de](mailto:visa@stadtdo.de)

### Please note

You can find all of this information and the relevant forms on the City of Dortmund's website:

[www.ordnungsamt.dortmund.de](http://www.ordnungsamt.dortmund.de)

(click on Downloads and then see "Aufenthaltstitel").

There is also lots of helpful information at:

[www.metropoleruhr.de](http://www.metropoleruhr.de)

<http://www.metropoleruhr.de/en/>

[www.welcome.ruhr](http://www.welcome.ruhr)

<http://www.welcome.ruhr/en/>

## Glossary

|  |  |
|--|--|
| Application for a Residence Permit             | Antrag auf Erteilung eines Aufenthaltstitels |
| Blocked account                                | Sperrkonto                                   |
| Declaration to provide financial support       | Verpflichtungserklärung                      |
| Federal Employment Agency                      | Bundesagentur für Arbeit                     |
| Immigration Office                             | Ausländerbehörde                             |
| Pre-study course/measures preparing for course | Studienvorbereitende Maßnahmen               |
| Purpose of stay/residence                      | Aufenthaltszweck                             |
| Residence permit                               | Aufenthaltslaubnis/-titel                    |
| Residence registration form                    | (An)Meldeformular                            |
| ZAV Central Placement Services                 | Zentrale Arbeitsplatzvermittlung             |

# Information for international graduates: Looking for a job and working



DORTMUND.  
EINE STADT. VIEL WISSEN.

DORTMUND  
ÜBERRASCHT.  
DICH.

Stadt Dortmund



## Looking for a job?

When you have successfully completed your university studies here you have up to 18 months to find a job in Germany which is appropriate for your qualifications. You will have to provide evidence that you have been awarded the qualification. During these 18 months you must also be able to prove that you have enough money to cover the cost of living and that you have a sufficient health insurance cover. The exact date when your studies, for which your residence permit is valid, are seen as officially finished, depends on the study and examination regulations for your particular university and course. It is usually the day you get your final results. It is not affected by the date when you actually "exmatriculate" or deregister from the university. If you fulfil all the requirements, the purpose of your residence will be changed from "study (visit)" to "job search". During these 18 months which you have to find a job suitable for your qualifications, there are no restrictions about any other work you might do.

You will need the following documents to change the status of your residence permit from "study (visit)" to "job search" at your local Immigration Office:

- Your valid national passport (original and copy)
- A recent biometric passport photo
- Your current residence permit and the supplementary sheet (originals and copies)
- Declaration to provide financial support while you are finding a job or security deposit into a blocked account
- Evidence of your current health insurance plus deposit slip or bank statement
- Diploma, Bachelor, or Master certificate (original and copy) and written confirmation from your university stating the exact day your certificate was issued or the graduation certificate issued by your university
- Service charge of 98.00 €

### Please note:

If your studies were funded by a scholarship or grant stipulating that you must return to your home country when you have finished the course, you cannot be issued with an extended residence permit.

## Found a job which is appropriate for your qualifications?

Please go immediately to your local Immigration Office with the following documents:

- Valid national passport (original and copy)
- Your current residence permit and the supplementary sheet (originals and copies)
- A recent biometric passport/ID photo
- The employment contract or draft employment contract (original and copy)
- A job description from the new employer
- Service charge of 98.00 €

You can now be issued with a residence permit entitling you to take up employment if the ZAV Central Placement Services at the Federal Employment Office have approved this occupation or if there is a regulation or intergovernmental agreement stating that such approval is not required. The question of whether the Immigration Office needs to get approval from the ZAV at the Federal Employment Agency or not depends on your university degree, your occupation group and on the annual salary stated in your employment contract. The Immigration Office is bound to follow the decision of the ZAV at the Federal Employment Agency!

When you have handed in the above-mentioned documents to the Immigration Office, they will check if you can be issued with a Blue Card EU or a Residence Permit entitling you to take up employment.

## Extending your residence permit so you can start a job

If your place of residence is Dortmund, you will usually receive a reminder from the Immigration Office in Dortmund well before your residence permit runs out. This letter will give you a fixed, binding appointment for a personal meeting at the Immigration Office in Dortmund which you must attend and it will also tell you which documents to bring with you.

If you do not receive a letter like this please contact the local Immigration Office well before your residence permit runs out and take the following documents with you:

- Your valid national passport (the original and a copy)
- Your current residence permit with the supplementary sheet (originals and copies)
- A recent biometric photo
- Any current employer's statements about employment you have now
- Your last three payslips (originals and copies)
- Your employment contract (the original and a copy)
- Service charge of 93.00 €

## Service charges

(credit card payment requested)

|  |          |
|--|----------|
| Issuing a residence permit valid up to one year  | 100.00 € |
| Issuing a residence permit valid for more than one year  | 100.00 € |
| Extending a residence permit   | 93.00 €  |
| Changing or extending the residence permit due to a change in the purpose of residence                 | 98.00 €  |
| Re-issuing the supplementary sheet for the residence title due to a change in the purpose of residence | 50.00 €  |
| Issuing a probationary/temporary permit (Fiktionsbescheinigung)  | 13.00 €  |

## Please take note of these points as well:

- In some cases, additional documents may be required.
- If the ZAV at the Federal Employment Agency has to be involved, they need 2 to 4 weeks for processing!
- It takes around 4 to 6 weeks after the application has been filed until your electronic residence permit card is ready for you to collect.