

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

Please note:

In some cases they will need other documents as well.

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 (the original and a copy)
- ▶ Your current residence permit with the supplementary sheet (originals and copies)
- ▶ A recent biometric photo
- ▶ Your new employment contract (the original and a copy)
- ▶ Job description from your new employer
- ▶ There is a € 90,00 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 (Einreise und Aufenthalt)

www.auswaertiges-amt.de/EN (Entry & Residence).

If you would like to apply for a Settlement Permit

Please contact your local Immigration Office to find out about the different legal requirements and about the documents you will need to submit if you apply.

Contact

Stadt Dortmund – Ordnungsamt

Visa, ausländische Studierende, Fachkräfte sowie EU-Angelegenheiten

(Visas, foreign students, skilled employees and EU-matters)
Olpe 1, 44122 Dortmund

Opening times:

Please arrange your personal appointments via email at: studententeam@stadtdo.de or visa@stadtdo.de

If you don't make an appointment for a meeting via email, the Immigration Office can only be visited on Tuesdays, Thursdays and Fridays between 7.30 and 9.00 in Room Gs 33.

Please note:

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

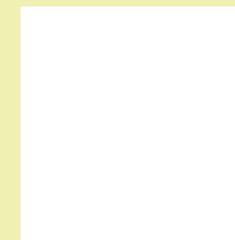
www.welcome.ruhr

<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
Job search	Arbeitsplatzsuche
Immigration Office	Ausländerbehörde (also Foreigners Office or Aliens Office etc)
Purpose of stay/residence	Aufenthaltszweck
Residence permit	Aufenthaltsurlaubnis/ Aufenthaltstitel
Residence registration form	Anmeldeformular/ Meldeformular
Study visit/stay	Studienaufenthalt
ZAV Central Placement Services	Zentrale Arbeitsplatzvermittlung

AMAZING DORTMUND.



Information for international students for when they finish their university courses:

Looking for a job and working in Germany

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 enough 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 (the original and a copy)
- ▶ A recent biometric passport photo
- ▶ Your current residence permit and the supplementary sheet (the originals and copies)
- ▶ Declaration to provide financial support while you are finding a job or security paid into a blocked account
- ▶ Evidence of your current health insurance (deposit slip or bank statement)
- ▶ Diploma, Bachelor or Masters 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
- ▶ The service charge of 90,00 €

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 (the original and a copy)
- ▶ Your current residence permit and the supplementary sheet (originals and copies)
- ▶ A recent biometric pass photo
- ▶ The employment contract or draft employment contract (the original and a copy)
- ▶ A job description from the new employer
- ▶ Money for the service charge

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 inter-governmental 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, a Residence Permit entitling you to take up employment or a Settlement Permit for highly qualified foreigners.

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 80,00 €

Service charges

Issuing a residence permit valid up to one year	100,00 €
Issuing a residence permit valid for more than one year	110,00 €
Extending a residence permit	80,00 €
Changing or extending the residence permit due to a change in the purpose of residence	90,00 €
Re-issuing the additional sheet for the residence title due to a change in the purpose of residence	30,00 €
Issuing a probationary/temporary permit (Fiktionsbescheinigung)	20,00 €

Please take note of these points as well:

- ▶ In some cases they will also need other documents.
- ▶ 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.