

Bachelor Project in Germany

(as of November 2012)

Following preparations have to be done by a GJU student if s/he wants to do the bachelor project in Germany regarding the visa and work permit. (These regulations only apply if the bachelor thesis has been approved by the respective GJU study department).

If a student will do the Bachelor project subsequent to the internship s/he needs to contact the responsible alien office (Ausländerbehörde) to inquire which documents are needed in order to extend the visa and get a work permit. Bachelor projects are considered as “freiwilliges Praktikum” (non obligatory internship) and therefore need the permission of the Federal Employment Agency (Bundesagentur für Arbeit) –represented by the Zentrale Auslands- und Fachvermittlung (ZAV). In order to facilitate the progress, the student may ask if s/he can be registered for a 3rd semester at his/her host university in Germany.

If a student cannot extend the visa while in Germany or has to study another semester at GJU and then go back to Germany for the bachelor project, then s/he needs to apply for a work visa at the German Embassy in Amman. To apply for the (work) visa the following documents are required:

1. **Company contract:** the contract states the topic of the bachelor thesis, its duration and salary (if provided). The salary should cover the monthly expenses in Germany. (Minimum 670 €).
2. If the bachelor project is not paid or the salary is less than 670 €, the **financial coverage** needs to be proofed for the whole stay in Germany (deposit account “Sperrkonto” or a legal obligation by a German citizen “Verpflichtungserklärung”).
3. **Health insurance**
4. **Agreement of the ZAV:** This agreement is proven by an official document with the official stamp of the ZAV. This issued agreement counts as proof for legal employment and is necessary when applying for a visa/residence permit.
<http://www.arbeitsagentur.de/zentraler-Content/Veroeffentlichungen/Merkblatt-Sammlung/MB-ZAV-Praktikazulassung-AG-Info.pdf>
5. **Address in Germany**
6. **GJU Bachelor project acceptance** letter (signed and stamped by the Dean)
7. **Certificate of enrollment from GJU** (signed and stamped by the head of the registration department).

The student must register at GJU for the semester s/he intends to spend in Germany and must register Graduation Project I and Graduation Project II and pay for them before leaving to Germany. If the student already did that then s/he needs to postpone his/her studies for one semester or as long as s/he stays in Germany.