

Job Portal

Step-by-step guide for students

- **Registration:** To create your user account, please register with a valid email address at jobvermittlung.studentenwerk-leipzig.de/user/register, after which you will receive your access link by email.
- **Activation of your user account:** Please click on the access link. Now you will be prompted to create a password. To open your user account, please confirm your password.
- **Create your profile:** Please complete the requested master data in "My profile" and upload the current certificate of enrollment in your profile.
- **Activate your profile:** To activate your profile, please book an appointment at the Job Office via the appointment calendar on our website for identity verification and activation. Please bring your ID card or passport to the appointment. Students from non-EU countries please bring your residence permit and work permit.
- **Select job offers:** After your profile has been verified, you can view the job offers in your student profile "Student Jobs" and be referred for up to a maximum of three job offers daily by clicking the button "Start placement process".
- **Placement of the job offers:** The placement process starts automatically by e-mail (max. 3 offers per day). You do not need to contact us for this purpose. After the activation of the contact data for the desired job offer, you are obliged to contact the employer. You can find more details about the desired application procedure on the placement form.
- **Getting in contact:** Contacting employers is obligatory after receiving the placement certificate. Even if you are no longer interested in the job offer, we ask to cancel with them.
- **Feedback:** To improve the quality of our job offers and to make the placement process transparent, students have the opportunity to rate employers.

- **„Vermittlungsprozess starten“ button not visible in the desired job offer::**

Causes could be the following:

1. In this case there is a high demand for the individual job offers and the number of desired placements has been reached. In such a case, it is still worth asking the job agents directly. Please write a short mail with the number of the desired job offer to the job agent.
2. You do not have a current study certificate in your profile or your residence permit and work permit have expired.
 - You can upload the study certificate in your user profile by yourself and store it with a current validity date. The user account should activate automatically.
 - To present a new residence title and a current work permit, please make an appointment at the Job Office via our website.

- **Contacting the Student Job Office:** If you have any questions or comments about the placement process, please feel free to call us. You can reach us at **+49 1761 96 59 675** as well as **+49 1761 96 59 663** during the following telephone office hours:

Monday: 9.00 a.m. - 11.00 a.m.

In addition, you can still book an individual **appointment** at the Job Office via the appointment calendar on our website:

Tuesday: 2.00 p.m. - 5.00 p.m.

Thursday: 10.00 a.m. - 1.00 a.m.

You can also send us a brief description of your concern by e-mail at jobvermittlung@studentenwerk-leipzig.de and ask for a callback if necessary (please specify a time frame).