



Dear Sir or Madam,

Thank you for your interest in our services. With this document we would like to inform you briefly about our services, our terms and conditions.

- **How can I publish a job advertisement?**

In order to publish your job advertisement we basically need three things:

1. Your advertisement on not more than one page (DIN A4 / Letter) preferably as a PDF document or in a standard office document format (Word, PowerPoint etc).
2. A billing address
3. Agreement with our terms and conditions as outlined here.

All of the above can and should be sent in one email to ensure the efficient handling of your job ad. After we have published the ad, we will send you confirmation by email including a link to your ad.

- **Where and how long will my job advertisement be published?**

We will publish your job advertisement on our website (as a PDF) and on a prominently placed notice board inside the university building.

We guarantee to leave the advertisement on our website for eight weeks and for two weeks on the notice board.

- **How much will you charge me?**

We charge according to the type of job advertisement:

- for an internship we charge 60,- €(240,- €for one year)
- for a side-job (paid) we charge 120,- €(360,- €for one year).
- for a full time permanent position for graduates we charge 160,- €(360,- €for one year) plus 19 % VAT.

- **How is the payment made?**

You will receive an invoice by mail and/or by email with our international banking details. Please transfer the amount to our account. We do not accept credit cards.

- **What else can you do for me?**

In addition to publishing your job advertisements we can assist you in participating in job fairs at our University. For further details please contact Mr Dirk Erfurth (s-a@lmu.de, phone: +49 89 2180 2191).

Please do not hesitate to contact us if you have further questions!

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