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Vocational training, university study and work

General information

Introduction

If the **asylum procedure** has not been completed, an internship, training or work is only possible with the approval of the Foreigners' Registration Office.

In principle, asylum seekers are allowed to study in Germany. However, further proof may be required by the university.

In the case of a **Duldung**, employment is generally not permitted. The Regierungspräsidium Karlsruhe is then responsible for approving employment. A valid passport is required. The application is made via the Aliens' Registration Office.

If you are permitted to work under the Duldung, you do not need to apply for a work permit. This applies, for example, if you have been in Germany for at least 4 years. Here, too, it is important to have a valid passport.

With a **residence permit**, employment is usually permitted without restriction. In this case, you do not need to apply for a work permit. The work permit is noted in your residence title or in the corresponding supplementary sheet. The supplementary sheet must be kept and presented together with the residence title. If you are also permitted to be self-employed, this must also be stated in your residence title. If you have any questions about this, please contact the Foreigners' Registration Office.

Vocational training

In Germany, it is a great advantage to have a professional qualification before starting work. People with professional qualifications earn more money on average over the course of their lives, are less likely to be unemployed, and are less likely to have temporary contracts than those without professional qualifications.

Dual education

The dual education scheme is unique to Germany. Dual training takes place about one third of the time in the vocational school and about two thirds of the time in a training company. You can simultaneously learn theory and practice while earning money at a company during your apprenticeship.

The duration of the vocational training depends on the type of job. It usually takes 3 years. At the end of the training period you take a final exam. If you pass the exam, you can work in this profession. There is no age limit to start vocational training.

You can also do part-time vocational training. A part-time vocational training programme lasts the same length of time as a normal, full-time one – but less time is spent at the company each day or week.

Information in other languages:

This short film presents the vocational training process in various languages: [German](#), [English](#), [Arabic](#), [Farsi](#) and [Tigrinya](#).

Multilingual informational flyers and videos from the Chamber of Industry and Commerce can be found [here](#) and [here](#).

You can find a parents' guide to vocational training in Germany in 16 different languages [here](#).

Training at a vocational school

In Germany, however, there is not only dual education, but also fully school-based training at vocational schools. Vocational schools for specific professions (Berufsfachschule) provide full vocational training in theory and practice, outside of the dual education system. It usually takes two to three-and-a-half years. The course is full-time and includes general subjects in addition to the professional subjects. Some vocational-training professions also include a preparatory school year before the trainees begin a dual system (school and practical training at a company). Since the vocational schools differ greatly in terms of their faculties, admission requirements, training duration and further education possibilities, it is advisable to make enquiries at the school in question.

[Here](#) is an overview of the general-education schools in the district of Alb-Donau.

Access to vocational training

Refugees' and asylum seekers' residence status during vocational training

It is possible to begin a vocational training programme even if your asylum application is still being processed. As described in the introduction, you need to get approval from the Immigration Office (Ausländerbehörde) before you can do this.

However, you should note that being in a vocational training programme does not guarantee your residence status. If your application for asylum is rejected, and you are then given the status "temporary postponement of deportation", the Karlsruhe Regional Commission will decide whether you can continue to be employed – in other words, whether your vocational training programme can continue.

Under certain circumstances (such as if you present your passport to the Immigration Office responsible for you), the vocational training programme can be resumed with the agreement of the Karlsruhe Regional Commission. However, even this option does not give you the right to stay in Germany. (3+2 Regulation)

You can find more detailed information on the flyer from the Ministry of the Interior for Baden-Württemberg on "Employing asylum seekers, persons with subsidiary protection and persons who are legally obligated to leave the country":

[Faltblatt Beschaeftigung Stand Nov 17](#)

You can also find a list of the most important points of contact in the Alb-Donau District Administration here:

[Flüchtlings- und Integrationsbeauftragte im ADK \(Stand 6. September 2021\)](#)

External assessment

If you have been working in a profession for at least one-and-a-half times longer than the defined standard length of a vocational training programme (i.e. for 3 years of vocational training, you must have been working in the profession for at least 4.5 years) and your professional experience has enabled you to acquire all the skills and competencies needed for that profession, but you have not completed vocational-occupational training, then you can apply for the authority responsible to conduct an external assessment. This means that you participate in the normal final exam for the vocational training programme for this profession (both written and practical/oral). If you pass the assessment, you will receive a recognised professional qualification.

For further information, please contact the [Ulm Chamber of Industry and Commerce](#) or the [Ulm Chamber of Skilled Trades](#).

Vocational training job exchange

You can find open vocational training placements here:

- [Federal Employment Agency's \(Agentur für Arbeit\) job exchange](#)
- [Chamber of Industry and Commerce's apprenticeship job exchange](#)
- [Ulm Chamber of Skilled Crafts Apprenticeship Radar \(Handwerkskammer Ulm - Lehrstellenradar\)](#)
- [Ausbildungsscout Ulm/Alb-Donau](#)

Advice and help

Ulm Chamber of Skilled Crafts (Handwerkskammer Ulm - HWK)

The Chamber of Skilled Crafts (HWK) is the authority that governs skilled trades. These are professions such as baking, bricklaying or painting and decorating. The Ulm Chamber of Skilled Crafts (Handwerkskammer Ulm - HWK) provides special contact persons for refugees who would like to begin an apprenticeship (vocational training) in one of these professions. These contacts help refugees find a placement or get an entry-level qualification (sometimes required for certain apprenticeships) and submit all the necessary applications.

For refugees, immigrants and helpers:

Kümmerer-Projekt

Ms Susanne Lubos

Olgastr. 72

89073 Ulm

Tel.: 0731/14256222

Email: s.lubos@hwk-ulm.de

You can get more detailed information [here](#).



Baden-Württemberg

MINISTERIUM FÜR WIRTSCHAFT, ARBEIT UND WOHNUNGSBAU

The Kümmerer Project is funded by the Ministerium für Wirtschaft, Arbeit und Wohnungsbau
(Ministry of Economics, Labour and Residential Construction)

For companies:

Willkommenslotsen-Projekt

Mr Ewald Wasner

Olgastr. 72

89073 Ulm

Tel.: 0731/14256387

Email: e.wasner@hwk-ulm.de

You can get more information [here](#).

For skilled workers from abroad:

Passgenaue Besetzung (The Perfect Fit)

Ms Nuray Glock

Olgastr. 72

89073 Ulm

Tel.: 0731/1428201

Email: n.glock@hwk-ulm.de

You can get more detailed information [here](#).

PASSGENAUE BESETZUNG

WILLKOMMENSLOTSEN

Gefördert durch:



aufgrund eines Beschlusses
des Deutschen Bundestages

Ulm Chamber of Industry and Commerce (Industrie- und Handelskammer Ulm - IHK)

The Chamber of Industry and Commerce (IHK) is responsible for professions in industrial manufacturing, trade and services. Some examples of these professions are plant mechanics or merchants in wholesale and foreign trade. The Ulm Chamber of Industry and Commerce also has special contact persons who offer advice on training, initial qualification and practical training (internships):

For refugees, immigrants and helpers:

Kümmerer-Projekt

Mrs. Bachmann

Olgastr. 95-101

89073 Ulm

Tel. 0731 / 173-317

Email: bachmann@ulm.ihk.de

You can get more detailed information [here](#).

For companies and skilled workers from abroad:

Welcome Center Ulm/Oberschwaben (IHK Ulm)

Rahel Mödinger

Olgastraße 95-101, 89073 Ulm
Tel.: 0731/173-304
Fax: 0731/173-5304
Email: moedinger@ulm.ihk.de

You can get more detailed information [here](#).



The Kümmerer Project and the Welcome Center in Ulm/Oberschwaben is funded by the Ministerium für Wirtschaft, Arbeit und Wohnungsbau Baden-Württemberg (Baden-Württemberg Ministry of Economics, Labour and Residential Construction)

For companies:

Coordination centre for refugees
Mrs Rahel Mödinger
Olgastr. 95-101
89073 Ulm
Tel.: 0731/173- 304
Email: moedinger@ulm.ihk.de

You can get more detailed information [here](#) and [here](#).

Career guidance from the Federal Employment Agency

Guidance counsellors can answer any questions you might have about choosing a career, vocational training and academic education, and schools for continuing education and degrees. Job Centre clients can also use these counselling services.

Please make an appointment by email:

Agentur für Arbeit Ulm
Berufsberatung (Career Guidance)
Wichernstr. 5
89073 Ulm
Email: ulm.berufsberatung@arbeitsagentur.de

The Federal Employment Agency in Ulm has a [Career Information Centre \(BIZ\)](#) that offers a variety of services regarding choosing a career and vocational training.

The **Federal Employment Agency** and **Job Centre** also offer support if you experience difficulties during your vocational training programme. For example, these services include [assisted apprenticeships](#) and [vocational training support](#). Speak to your counsellor about these options before you start any programme. They will help you decide whether the plan is right for you.

Another potential source of help if you have any problems during vocational training is the [VerA Initiative organised by the Senior Experts Service \(SES\)](#).

“KAUSA”: a resource about the dual vocational training system designed for parents

Parents can get information in 16 languages about the opportunities and possibilities of doing a dual vocational training programme in Germany in this brochure: [“KAUSA Elternratgeber: Ausbildung in Deutschland”](#) (“KAUSA Parents’ Guide: Vocational Training in Germany”).

You will learn how to support your child as they choose a career and where you can find advice and support yourself.

University study

General information

In Germany, there are many different courses of study. There are also different types of universities:

- Universitäten = research universities (more academically focused)
- (Fach-)Hochschulen = universities of applied sciences; technical colleges (more practically focused)
- Duale Hochschulen = “dual universities” (very practically focused)
- Kunst- Film und Musikhochschulen = universities for art, film and music (for the arts and performing arts)

There are public and private universities. Private universities are not necessarily better than public ones – however, students usually have to pay high tuition fees at private universities.

You can find many helpful sites online:

- [Hochschulkompass \(Higher Education Compass\)](#) (list of all courses of study and universities in Germany)
- [Study in Germany](#) (information for refugees)
- [Agentur für Arbeit Studienorientierung \(study programme orientation from the Federal Employment Agency\)](#)
- [Deutscher Akademischer Austauschdienst \(German Academic Exchange Service\)](#)

Pre-requisites

- If you [want to study in Germany](#), you need a [university entrance qualification](#). If you do not have an Abitur degree from a German school, you need to check whether the secondary school degree you obtained in your home country is sufficient for you to enter a German university.

You can find more detailed information on the [Anabin](#) website, through the [“Recognition in Germany” information portal](#) and on the website of the [German Academic Exchange Service \(DAAD\)](#).

- You also need to bring proof of your good German language skills (level C1), such as a certificate from the TestDaF, DSH or telc Deutsch C1 Hochschule.
- It is also possible to get support from the educational counselling organisation [Garantiefonds Hochschule](#).
- Some universities also offer preparatory semesters during which you can learn German. Some universities that offer this are the University of [Ulm](#), University of [Augsburg](#), [Duale Hochschule Heidenheim](#) and [Integrationscampus der Technischen Hochschule Ingolstadt](#) (the Integration Campus at THI).

You should get information directly from the university at which you would like to study. Most universities have counselling services available. Also make note of the deadlines by which you need to apply for a course of study!

The [University of Ulm offers informational events](#) for refugees on a regular basis.

You can also contact the University Studies Coordinator for refugees in the administrative district of Tübingen:

Mr Behrouz Behbehani

Tel.: 0731/5031752

Email: Behrouz.behbehani@uni-ulm.de

Tuition fees for international students from non-EU countries:

The University of Ulm's website provides detailed information on [tuition fees for foreign students in Baden-Württemberg](#). EU immigrants and most refugees do not have to pay tuition fees. People with university entrance qualifications do not have to pay tuition fees either! You can also find information there regarding tuition fees for a second degree.

Financing

Many people work in order to finance their studies. However, during term time (semesters), you must not work more than 20 hours a week. You can also try to get financial support from the government.

- BAföG = Bundesausbildungsförderungsgesetz (Federal Training Assistance Act) With [BAföG](#), students receive a monthly stipend for a limited period of time. The amount of money you will receive depends on your individual circumstances. Not every student is eligible for BAföG. If you receive asylum seekers' benefits, you cannot receive BAföG. BAföG is only provided for full-time students.

You can find an Arabic-language online tutorial about BAföG at www.youtube.com/BAföG/arabisch

- **Grants/scholarships** A grant or scholarship is financial support which can be used for university studies, for example. There are many grants for which you can apply. And not just for the first semester but for your whole course of studies. Some take account of social engagement, political orientation, degree programme, grades or personal circumstances. Some organisations also work together with certain universities.

The “Deutschlandstipendium” (www.deutschlandstipendium.de), available in simple language, English and German, itself has a wide range of support offers, which also means that it can be accessible to many students.

Without a university entrance qualification

If you are eligible to study at university in your home country, but not in Germany, you may be able to get access to higher education through a [preparatory college \(Studienkolleg\)](#). There, foreign university applicants are given targeted preparation for future studies at a German research university or university of applied sciences.

Kiron University

You can also start to study at university without university admission. One option of pursuing a study course is the [Kiron University](#), which allows you two years to get recognition of your certificates. However, for your third year at a university in Germany, you need proof in order to be admitted to university. You must make sure to get this in the first two years of your studies.

Kiron students complete the first two years of their study course online and their third year at a partner university. The qualifications offered are recognised.

Online courses of study are possible through Massive Open Online Courses and Small Private Online Courses. These are courses from world-renowned elite universities such as Harvard, Stanford, MIT or Yale which have been made available to the general public. In consultation with the providers, Kiron takes over the free courses and combines these with the latest e-learning technologies into learning modules. The partner universities credit these online courses and allow students to finish the third year of the selected study course on site.

Work

Refugees and asylum seekers with a temporary residence permit or temporary postponement of deportation:

If you have come to Germany as an asylum seeker, you need to have a work permit in order to work in general. **When are you not permitted to work?** In the first three months after arriving in Germany, you are not permitted to work. As a general rule, your temporary residence permit, temporary postponement of deportation or residence permit states whether you are allowed to be employed. **At what point do you gain access to the labour market, and to what extent?** Once the ban on working has lifted (as a general rule, this is after three months), there are essentially two different types of access to the labour market (if you do not have a temporary postponement of deportation that includes a work ban):
1. A limited work permit: This means that you need to apply for a work permit from the Immigration Office before starting a new job. This is the case if your application for asylum is still being processed and you have a temporary residence permit. You can also apply for a work permit if you have a temporary postponement of deportation. If this is the case, your temporary residence permit or temporary postponement of deportation will state: “Employment only by permission from the Immigration Office.” You then need a work permit

- for every new job
- for vocational/occupational training
- for an internship
- for an entry-level qualification programme or professional training internship

In the case of a vocational training programme that is solely school-based (e.g. at a vocational school for a specific profession), you usually do not need a work permit. However, if sections of the programme take place at a company, you do need to submit an application for a school internship to the Immigration Office. **2. Unlimited work permit** This means that you can take on any type of employment without needing to apply for a work permit. This applies to you if you have received a residence permit. It also applies if you have a temporary residence permit or temporary postponement of deportation (without a work ban) and have been living in Germany legally for 48 months. Your (temporary) residence permit or temporary postponement of deportation must state: "Permission to be employed/work" (Beschäftigung/Erwerbstätigkeit gestattet). Temporary postponements of deportation usually state "Paid employment not permitted" (Erwerbstätigkeit nicht gestattet). This excludes you from doing any type of paid work. The Karlsruhe Regional Commission decides what the temporary postponement of deportation permits.

Further notes Persons with a temporary residence permit or temporary postponement of deportation are also able to work at temporary employment agencies. When persons with a temporary residence permit start a job or apprenticeship, they do not gain any special right of residence. How successful you are in integrating into German society is not a factor in the assessment of your application for asylum with regard to guaranteeing you protection under asylum law.

Refugees with residence permits If you have a residence permit, you generally have full access to the labour market without any restrictions. For this reason, you do not need to apply for a permit before starting work. If you have a residence permit as a result of a deportation ban, permission from the Immigration Office is required before you can take up employment.

EU citizens and EEA citizens Citizens of the European Union (also referred to as EU citizens) have unlimited access to the German job market. This also applies to citizens of countries that are members of the European Economic Area (EEA) and their families. Swiss citizens and their family members also have freedom of movement within the EU, but they have to apply for a special residence permit for Switzerland. You can find more information [here](#). International professionals with a professional or academic qualification can contact the Welcome Centre in Ulm/Oberschwaben at the IHK Ulm with questions about living and working in the region.

Contact person: Rahel Mödinger

Olgastr. 95-101

89073 Ulm

Phone: [0731173304](tel:0731173304)

Email: moedinger@ulm.ihk.de

Citizens from "third countries" If you are a citizen of what is known as a "third country" (i.e. you are not a citizen of an EU member state or a European Economic Area state), and would like to stay and work in Germany in the long term, you require a work permit, also known as a residence permit (Aufenthaltstitel). You can apply for a visa for the purposes of employment via

the German embassy. Please contact the German embassy in your area directly for information on the requirements you need to meet to receive this visa and which documents you need to submit. You can find more information [here](#).

Work and careers for asylum seekers

In Germany, every job seeker is responsible for looking for a job themselves. If you are unemployed, you can register as a job seeker with the Federal Employment Agency (Agentur für Arbeit) if you would like to receive support and advice there.

Counselling and job placement for refugees with temporary residence permits/temporary postponement of deportation:



Employment Agency (Agentur für Arbeit)

Mrs Gabriela Bog-Rampf

Integration officer

Talstr. 14

89584 Ehingen

Email: ulm.migration@arbeitsagentur.de

Agentur für Arbeit Ulm

Mr Hadri and Ms Rach

Wichernstr. 5

89073 Ulm

E-Mail: ulm.121-vermittlung@arbeitsagentur.de

Federal Employment Agency (Agentur für Arbeit), Ehingen branch office

Ms Weber
Talstr. 14
89584 Ehingen
E-Mail: ehingen.122-vermittlung@arbeitsagentur.de

Work and careers for recognised refugees and immigrants

Counselling and work placement for recognised refugees:

Once you have been officially recognised as a refugee, you will be transferred to the Job Centre in Alb-Donau. You have to submit an application for this in person.



Jobcenter Alb-Donau
Wilhelmstraße 22
89073 Ulm
Tel. 0731 400 18 - 0
Fax: 0731 400 18 - 200
Email: jobcenter-alb-donau@jobcenter-ge.de

Hours
Monday – Friday
08:00 - 12:00
Thursday
8:00 AM – 12:00 PM and 1:00 PM – 5:30 PM

or

Jobcenter Alb-Donau
Weitzmannstraße 2
89584 Ehingen
Tel. 07391/7082 - 0
Fax: 07391/7082 - 465
Email: jobcenter-alb-donau@jobcenter-ge.de

Hours
Monday – Friday
08:00 - 12:00
Thursday
8:00 AM – 12:00 PM and 1:00 PM – 5:30 PM

You can get more detailed information [at the website of the Alb-Donau Job Centre.](#)

The Alb-Donau Job Centre is also responsible for work placement and counselling for EU immigrants.

The following is true:

- You can receive SGB II benefits if you are unable to cover your living expenses yourself.
- You need to make an independent effort to find a job yourself.

In order to receive benefits, EU citizens must have the status of “employee”. This is checked by the Job Centre before you can receive benefits.

Please make an appointment at your Job Centre in advance.

The counsellors will inform you about your individual claim to benefits.

Work and careers for asylum seekers from a third country

As of March 1, 2020, Germany has a Skilled Immigration Act (Fachkräfteeinwanderungsgesetz). This should make it easier for skilled workers with vocational training from countries outside the EU to enter Germany and relax the existing regulations on training and employment.

Key information at a glance

- Professionals are defined as persons with a university degree or qualified vocational training with a duration of at least two years. It is important that the professional qualification is recognised in Germany.
- It is no longer necessary to check whether a suitable worker with access to the labour market is available in Germany (elimination of the priority check).
- The employment of skilled workers with vocational training is no longer limited to bottleneck occupations. Employment in related professions is now possible. Assistant and semi-skilled jobs are excluded here; in any case it must be a qualified employment.
- An entry for job search is made possible. Thereby, you can obtain a residence permit for up to six months. Prerequisites are that the foreign qualification has been recognised in Germany, that living costs for the stay are secured and that sufficient German language skills (usually B1 level) are available.
- It is possible to enter the country to look for a training place. Prerequisites are German language skills at level B2, a degree from a German school abroad or a school leaving certificate entitling the holder to enter university, a maximum age of 25 years and independent means of subsistence.
- The opportunities to stay in Germany for qualification measures are being expanded. Prerequisites are generally that a recognition procedure from abroad has been carried out at the responsible office in Germany (notice of recognition) and at least a knowledge of German at language level A2.

The future employer has the possibility to initiate an accelerated skilled worker procedure at the competent immigration authority in Germany with a power of attorney from the skilled worker.

More information for professionals

The Federal Government provides information on the portal [Make it in Germany](#) to interested specialists from abroad. There you can find the Skilled Immigration Act (Fachkräfteeinwanderungsgesetz) in different languages. There is also an [explanatory video](#) on the Internet about the new regulations for skilled workers.

Help und Consultation

When looking for an apprenticeship

For skilled trades:

Chamber of Crafts Ulm

Susanne Lubos

Olgastr. 72, 89073 Ulm, Germany

Mobile/WhatsApp: 0175 8769882

E-mail: s.lubos@hwk-ulm.de

For professions in industry and trade:

Ulm Chamber of Commerce and Industry

Manuel Manz

Phone: 0731 173-311

E-mail: manz@ulm.ihk.de

Martina Bachmann

Tel.: 0731 173-317

E-mail: bachmann@ulm.ihk.de

For professionals

Professionals who would like to have their foreign vocational qualification recognised can find the [advice centres in the Alb-Danube district here](#).

You can find an overview of [job-related language courses in the Alb-Danube county here](#).

For companies

Ulm Chamber of Skilled Crafts (Handwerkskammer Ulm - HWK)

Ms Alexandra Natter

Olgastraße 72 ,89073 Ulm

Tel.: 0731/ 1425 6389

Email: a.natter@hwk-ulm.de

You can get more detailed information [here](#).

Ulm Chamber of Industry and Commerce (Industrie- und Handelskammer Ulm - IHK)

The [Welcome Center Ulm/Oberschwaben](#) of the IHK Ulm supports regional companies with a wide range of consulting and service offers on all topics concerning the recruitment, integration and retention of international skilled workers, students and trainees.

Management Welcome Center and consulting of companies

Mrs Rahel Mödinger

Olgastr. 95-101, 89073 Ulm

Tel.: 0731/173304

Email: moedinger@ulm.ihk.de

You can get more detailed information [here](#).

Information on other activities

Asylum seekers and recognised refugees can take on employment in the [Federal Volunteers Service \(Bundesfreiwilligendienst or BufDi\)](#) or the [Voluntary Social Year \(Freiwilliges Soziales Jahr or FSJ\)](#) without approval from the International Placement Services (ZAV).

However, they do need approval from the Immigration Office. Persons in the BufDi (12 to 24 months) receive a qualification during this time and a certificate that can help further their career. It is also a good way to learn German. Furthermore, they also receive health insurance and a health insurance card.

Charitable work or participating in **Refugee Integration Measures (FIM)** are also great ways to learn German and gain qualifications. Compensation for charitable work is 80 cents per hour for a maximum of 20 hours a week and 30 hours a week for Refugee Integration Measures.

There are clear rules that regulate **starting up a business (self-employment)**. If you are only permitted to stay in Germany temporarily, you first need to get permission from the Immigration Office to start a business. The Immigration Office will check whether you are generally permitted to be self-employed. The next step is to register the company with the town or city government.

You can find more information about this subject [here](#) and [here](#).

Persons with a temporary residence permit can also contact the Welcome Centre Ulm/Oberschwaben at the IHK Ulm for initial advice.

Contact person:

Rahel Mödinger
Olgastr. 95-101
89073 Ulm
Tel.: 0731/173304
Email: moedinger@ulm.ihk.de

Online offers

Search for job openings online and get information:

- [Job board](#) of the Federal Employment Agency (Bundesagentur für Arbeit)
- JOBBÖRSE (JOB BOARD) app: free app from the Federal Employment Agency for Android and iPhone. You can find the job openings from the Federal Employment Agency here
Download for Android >> [click here](#)
Download for iPhone >> [click here](#)
- www.make-it-in-germany.com is the official multilingual online portal for international professionals
- Another job board for refugees -> www.workeer.de

- [Integration through Qualification Network \(Netzwerk Integration durch Qualifizierung – IQ\)](#)
- The goal of "[refugees can!](#)" is to make it easier for refugees to become integrated in the labour market through a job board.
- The European Commission founded the [Science4Refugees](#) Initiative for scientists and researchers who are refugees – the goal is to help them find suitable positions.

Hotline: Working and Living in Germany (Arbeiten und Leben in Deutschland)

The "Working and Living in Germany" hotline can answer questions you have about the following topics (German and English):

- School, work and careers
- Recognition of foreign professional qualifications
- Entry und Residence
- Learn German

The hotline can be reached Monday to Friday from 9:00 AM to 3:00 PM on: +49 30 1815 - 1111.

Job applications and interviews

If you would like to start a vocational training programme (Ausbildung) or get a job in Germany, you need to submit a written application.

Usually, you apply to a company that posted a job vacancy online or in a newspaper. Posting a vacancy means that the company is looking for new employees. The job advertisement describes what type of work or vocational training it involves and what the company expects of the employee. It also includes information about where and how to apply.

If the company is interested in you, you will normally be invited to a job interview, which gives you a chance to introduce yourself in person. Please plan enough time for the interview and absolutely make sure to arrive on time for your appointment. Before the interview, you should prepare thoroughly and do research on the company. Take a look at the company's website and read about its history; research the products or services it offers. Arriving on time for your appointment and asking questions during the interview demonstrates your motivation for and interest in the vocational training programme or job.

An application usually consists of three parts:

Cover letter: In your personal cover letter, you briefly introduce yourself and say why you are suitable for the vacant position. For example, describe what previous experience you have gained in your home country. Find out about the company and explain why you want to work there. Your cover letter should fit on one page. Sign your cover letter. There are many templates and guides online. It is important to not simply copy something you find. Your cover letter needs to be unique to you and suitable for the position.

CV: The CV (curriculum vitae) lists your entire professional experience and is set out in the form of a table. Write the dates during which you worked with each company. Write where you undertook training or a course of studies. Write down where you went to school and what type of degree you graduated with. You do not have to include a photo in your CV, but many companies prefer it if you do.

Credentials and references: It is very important that you include copies of your credentials and references in the application (do not send the original documents!). Credentials are your school-leaving certificate, your university degree and any job references from the past. They should be in German or English – if they are not, you should have them translated. You should also send certificates from any internships, work-relevant professional development courses, or German courses you have taken.

The job advert provides information about how to apply. Please read it carefully.

Written (hard copy) applications: Buy a nice application folder and insert your cover letter, CV, and credentials and references. Then mail the application to the address mentioned in the job advertisement.

Email: Many applications are now sent by email. Compile your cover letter, your CV, certificates and references into a single PDF file. Add the PDF file as an attachment to the email. Write a short text in the email to the person who will receive your application.

Online: Large companies have their own website through which you have to apply. You need to register with your email address before you can send your application through the website.

You can find some more helpful tips for your application at [Planet Beruf \("Planet Career"\)](#).

[Europass](#)

Europass is a multilingual (more than 20 languages) online platform that helps immigrants make their skills and expertise obvious to others. It offers a free online tool for creating a "language passport" or CV. You can also find important tips on writing good applications on Europass.

You can have a free CV and cover letter generated here. You may also be able to import your data from Xing or LinkedIn. It is also possible to write your own text within the template or import files.

- [Bewerbung.net](#)
- [StepStone](#)
- [Lebenslauf2go](#)

You can find more information and templates for cover letters and CVs here:

- [Bewerbung2go](#)
- [BewerbungsWissen](#)
- [Karrierebibel](#)

Language practice

You can find exercises for practicing job applications and general aspects of starting a career on the VHS learning portal "[I want to learn German](#)" and on the Goethe-Institut's website "[German for you](#)". You can learn more about the professional world and improve your German language skills.

Recognition of education certificates gained outside Germany

Many professions are regulated differently in Germany than abroad. If you have received a school certificate or a professional qualification abroad, you have the option of having these officially recognised in Germany. However, it costs money to have professional qualifications recognised. On the other hand, official recognition can be helpful in finding work, starting an apprenticeship or finishing a university degree.

General advice:

First, you need to speak to your contact person at the **Federal Employment Agency (Agentur für Arbeit) or Job Centre**.

In **the district of Alb-Donau**, you can also get help with having degrees recognised from the **Youth Immigration Service (Jugendmigrationsdienst)** and the **Immigration Counselling Centre** for Adults (Migrationsberatung für Erwachsene).

The **“Working and Living in Germany”** hotline offers initial **counselling by phone** on the topic of having foreign professional qualifications recognised (in German or English) on the following number: 030 1815 1111

Ulm also has **experts in recognition advice**:

IN VIA

Wengengasse 15

89073 Ulm

Katrin Fleischmann

E-Mail: k.fleischmann@invia-drs.de

Tel.: 0731 388 522 17

Specific advice:

If you have been trained abroad in a profession in **industry, trade, gastronomy or services**, you should contact the **Ulm Chamber of Industry and Commerce (Industrie- und Handelskammer Ulm - IHK)**.

The IHK Ulm offers a free initial counselling session. You must make an appointment. You must also bring your documentation to the appointment. You can find more information here: [IHK Ulm](#).

IHK Ulm

Holger Balkheimer

Tel.: 0731/173-193

Email: balkheimer@ulm.ihk.de

If you have been trained abroad in a **skilled trade**, you should contact the **Ulm Chamber of Skilled Trades (Handwerkskammer Ulm)**. You can also get a free counselling session there. Please make an appointment in advance. You can find more information and a description of the documents required here: [HWK Ulm](#)

Appointments and questions about recognition, analysing qualifications and conversion qualifications are dealt with according to the degree's level. Your contacts for each level are:

Recognition of journeyman-level degrees:

Ms Maria Schremf
Tel.: 0731 1425-6229
Fax: 0731 1425-9229
Email: m.schremf@hwk-ulm.de

Recognition of masters-level degrees:

Ms Julia Weiß
Tel.: 0731 1425-6216
Fax: 0731 1425-9216
Email: anerkennung.meister@hwk-ulm.de

Financing:

Having qualifications recognised costs money. If you have a low income, you can apply for financial aid. You can find more information on financial aid for qualification recognition [here](#).

The Baden-Württemberg-Stiftung is a foundation that also offers grants for having professional qualifications recognised. You can get more information [here](#).

Information on the Internet

Three large information portals are available on the Internet that provide information on the recognition of foreign qualifications:

["Anabin"](#) offers information on evaluating foreign educational qualifications and supports authorities, companies and employees, as well as private individuals, on how to classify a foreign degree within the German educational system.

"Recognition in Germany" ([Anerkennung in Deutschland](#)) can help to clarify whether or not persons with foreign professional qualifications require an official notification of recognition ("Anerkennungsbescheid") to be able to work in their field of expertise.

The ["BQ-Portal"](#) offers chambers and companies exhaustive information and a working platform online, for them to better assess and evaluate the foreign professional qualification.