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## Training, work and study

### Education and school

#### Vocational training (dual and full-time)

In Germany, it is a great advantage to have a **vocational qualification**. People with a vocational qualification earn more on average over the course of their lives, are less likely to be unemployed and have fewer fixed-term employment contracts than those who are looking for work without a vocational qualification.

**Please note:** To find out whether you are authorised to do an apprenticeship, please contact your foreigners authority (this does not apply to EU citizens). Third-country nationals require a residence permit to start training. Special regulations also apply to asylum seekers, who can apply for a tolerated stay for training under certain conditions. If you have a training contract, you should apply for an employment permit from the immigration office as soon as possible. You can find out more about training toleration [here under this link](#).

#### Dual training

Dual vocational training is a speciality in Germany. Around one third of dual training takes place at a vocational school and around two thirds at a training company. This means that you learn both theory and practice and earn money in the company during your training.

Depending on the type of occupation you would like to learn in a dual training programme, you should contact the appropriate office:

#### Chamber of Crafts (HWK)

The Chamber of Crafts (HWK) is responsible for skilled trades. This covers professions such as baker, bricklayer or painter.

##### Ulm Chamber of Crafts

###### Contact:

■ [Olgastraße 72, 89073 Ulm](#)

■ [07311/4250](#)

■ [info@hwk-ulm.de](mailto:info@hwk-ulm.de)

■ [www.hwk-ulm.de](http://www.hwk-ulm.de)

#### Chamber of Industry and Commerce (IHK)

The Chamber of Industry and Commerce (IHK) is responsible for professions in industrial production, trade and services. This includes, for example, plant mechanics or wholesale and foreign trade clerks.

##### Lake Constance-Upper Swabia Chamber of Industry and Commerce

###### Contact:

■ [Lindenstraße 2, 88250 Weingarten](#)

■ [07514/090](#)

■ [info@weingarten.ihk.de](mailto:info@weingarten.ihk.de)

 [www.weingarten.ihk.de](http://www.weingarten.ihk.de)

## Pre-school training at the vocational school


In Germany, there is not only dual training, but also full-time school-based training at a vocational school. This training takes place outside the dual system, i.e. without an apprenticeship in a company, and offers completed vocational training in theory and practice. It usually lasts two to three and a half years. Instruction takes place full-time and includes both vocational and general education subjects. As vocational colleges differ greatly in terms of training programmes, admission requirements, duration of training and further education options, it is advisable to obtain information directly from the respective school.

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 You can find more information about vocational schools [via this link](#).

## Vocational schools

For teenagers and young adults aged 15 and over, **vocational schools** offer various options if they are no longer attending a general school. They prepare students for a profession and also offer the opportunity to obtain general school-leaving qualifications. In Germany, school attendance is compulsory until the age of 18, which means that children and young people must attend school during this time!

 The Employment Agency can advise you on the subject of vocational schools at: [www.arbeitsagentur.de/bildung](http://www.arbeitsagentur.de/bildung)

## Vocational schools for vocational preparation and for obtaining a first qualification (this is equivalent to the Hauptschulabschluss):

### The Berufseinstiegsjahr (BEJ) and the Berufsvorbereitungsjahr (BVJ)

These are programmes for pupils with or without a secondary general school certificate who do not yet have any concrete career ideas or a training position. They gain an insight into various occupational fields and can either build on a secondary general school leaving certificate or acquire a level of education equivalent to a secondary general school leaving certificate.

### The dual training preparation programme (AVdual)

The one-year, full-day training programme "AVdual" enables students to catch up on or improve their secondary school leaving certificate and helps them find an apprenticeship. In 30 days of work experience, pupils can find out which profession and which training company suits them best. They receive support and advice from the AVdual mentors. At school, their interests and opportunities are analysed by the learning guidance service and learning goals are set together.

In the Lake Constance district, "AVdual" is offered by the following school:

- [Droste-Hülshoff-Schule \(Friedrichshafen\): AVdual](#)

## **The preparatory year for work and career with a focus on acquiring German language skills (VAB-O) and preparatory year for work and career (VAB)**

In the VAB-O classes, students from many different countries learn German together. The aim is to acquire German language skills. At the same time, important foundations are laid for later work. At the end of the school year, they can take a German exam and receive a certificate for level A2 or B1. They then have the opportunity to attend the preparatory year for work and career (VAB).

The VAB classes are for all those who have not yet completed their compulsory schooling and do not have a secondary school leaving certificate. In the VAB, they are specifically prepared for entering the world of work over the course of a year. At the end, they can take an additional examination in German, maths and possibly English to obtain a qualification that corresponds to the Hauptschulabschluss.

In the Lake Constance district, the VAB-O and VAB classes are currently offered at the following schools:

- [The Claude Dornier School in Friedrichshafen: VAB class](#)
- [Hugo Eckener School in Friedrichshafen: VAB-O class](#)
- [The Marie Curie School in Überlingen: VAB-O class](#)
- [The Constantin-Vanotti School in Überlingen: VAB-O class](#)

### **Advice on all aspects of school, migration and preparatory classes: TheMarkdorf State Education Authority**

#### **Contact:**

■ [Am Stadtgraben 25, 88677 Markdorf](#)

■ [07544/50970](#)

■ [poststelle@ssa-mak.kv.bwl.de](mailto:poststelle@ssa-mak.kv.bwl.de)

■ [www.schulamt-markdorf.de/](http://www.schulamt-markdorf.de/)

## **Further vocational schools for higher qualification:**

### **The vocational school**

Here, training takes place in a dual system. This means that part of the training is learnt in theory at school and the other part is taught in practice in a training company.

### **The vocational school**

Vocational schools generally last one to three years and offer basic vocational training, preparation or the acquisition of a qualification. It is possible to achieve the next higher school-leaving qualification up to an intermediate school-leaving qualification.

Vocational schools generally offer the following vocational fields:

- commercial
- domestic-social-educational or nursing
- industrial-technical

### **The technical college**

The one- or two-year specialised schools are institutions that offer further vocational training. They build on vocational training that has already been completed and deepen the skills learnt there. They prepare students for a job in middle management or for self-employment.

The technical colleges generally offer the following specialisations:

- Technology
- The economy
- Social work
- Agriculture
- Design

### **The vocational college**

Vocational colleges last one to three years and require an intermediate school leaving certificate. They aim to achieve an advanced vocational qualification or to acquire the entrance qualification for universities of applied sciences (entitling students to study at a university of applied sciences).

Vocational colleges generally offer the following programmes:

- Technology
- Business and administration
- Social pedagogy
- Health and care
- Home economics

### **The vocational college**

You need to have completed vocational training and at least an intermediate school-leaving certificate to attend a vocational upper secondary school. It usually lasts two years and prepares you for a subject-specific higher education entrance qualification or, with a second foreign language, for a general higher education entrance qualification. This gives you access to higher education.

Vocational upper secondary schools generally have the following specialisations:

- The technical secondary school
- The business secondary school
- Secondary school for social services

### **The vocational grammar school**

With an intermediate school leaving certificate and an average grade of 3.0 in the main subjects, you can attend a three-year vocational grammar school. This leads to the general higher education entrance qualification (Abitur) and entitles you to study at any university or college.

Vocational grammar schools generally offer the following specialisations:

- Technical

- Economics and business studies
- Social and health sciences
- Agricultural science
- Biotechnology
- The nutritional science

💡 You can find more information about the training programme (dual and full-time) [here via this link](#).

## Career guidance

### Which profession suits me and matches my skills?

💡 Find out more and get advice from your local **employment agency** : [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

In these videos, the topic of training and studying for migrants is explained simply and clearly so that all the important information is easy to understand.

🖱️ Click here for the videos: [Studying and training](#) and [Vocational training in Germany](#) (**Important I have now changed these two links, they lead to relatively new videos from the Federal Employment Agency. The previous ones were either too old or set to private**)

### Further information:

#### Experience reports and blogs about career and study choices

■ Follow the link to find out more: [www.abi.de](http://www.abi.de)

#### Information about training, studying, careers and WhatsApp counselling

■ Follow the link to find out more: [www.aubi-plus.de](http://www.aubi-plus.de)

#### Career check: Which profession suits me?

■ Follow the link to find out more: [www.ausbildung.de](http://www.ausbildung.de)

#### Find career information easily

■ Follow the link to find out more: [www.berufenet.arbeitsagentur.de](http://www.berufenet.arbeitsagentur.de)

#### Film portal with training and study professions

■ Follow the link to find out more: <http://www.berufe.tv/>

#### The careers portal "Beruf-O-Mat"

■ Follow the link to find out more: <http://www.beroobi.de/berufe-finden/berufe-a-z.ht...>

#### Everything about care professions

■ Follow the link to find out more: [www.dbfk.de](http://www.dbfk.de)

#### Everything you need to know about geriatric care

■ Follow the link to find out more: <http://www.dbva.de/>

### "Career explorer"

Follow the link to find out more: [\\_https://planet-beruf.de/schuelerinnen/meine-berufswahl-tools](https://planet-beruf.de/schuelerinnen/meine-berufswahl-tools)

### Girls in technical professions, boys in social professions? Of course!

Follow the links to find out more: [www.girls-day.de](http://www.girls-day.de) and [www.boys-day.de](http://www.boys-day.de)

### Craft trades and internship and apprenticeship exchange

Follow the link to find out more: [www.handwerks-power.de](http://www.handwerks-power.de)

### Journey through the professional universe

Follow the link to find out more: [www.planet-beruf.de](http://www.planet-beruf.de)

### Platform for regional apprenticeships, vacancies for dual study programmes and open FSJ positions

Follow the link to find out more: [www.ausbildungsangebote.com](http://www.ausbildungsangebote.com)

### Web information portal with career films

Follow the link to find out more: [www.gut-ausgebildet.de](http://www.gut-ausgebildet.de)

### Career and working world in the MINT sector

Follow the link to find out more: [www.coaching4future.de](http://www.coaching4future.de)

### Counselling centres and training support

💡 Which apprenticeship is right for me? The local **employment agency** is available to provide you with information, tips and advice.

🌐 Follow the link to find out more: [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

### BAföG (Federal Training Assistance Act)

Pupils can apply for financial support for eligible training at certain schools. Training programmes at general and vocational schools are eligible for funding. This applies to training at public training centres and equivalent private training centres. Participation in distance learning courses is also eligible for funding.

💡 The student unions are responsible for students.

Follow the two links to find out more: [www.das-neue-bafoeg.de](http://www.das-neue-bafoeg.de) and [www.bafög.de](http://www.bafög.de)

💡 In the Bodensee district office, the **social welfare office** is responsible for processing BAföG.

Follow the link to find out more: [www.bodenseekreis.de](http://www.bodenseekreis.de)

### Vocational training assistance (BAB) for in-company training programmes

An application for vocational training allowance (BAB) can be submitted to the local employment agency for in-company training.

Follow the link to find out more: [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

### Further information:

### **Parents' campaign: Yes to training!**

🌐 Follow the link to find out more: [www.ja-zur-ausbildung.de](http://www.ja-zur-ausbildung.de)

### **Information portal of the Federal Employment Agency**

🌐 Follow the link to find out more: [www.dasbringtmichweiter.de](http://www.dasbringtmichweiter.de)

### **Discover over 130 skilled trades here**

🌐 Follow the link to find out more: [www.handwerk.de](http://www.handwerk.de)

### **Training exchange from training to self-employment**

🌐 Follow the link to find out more: [www.hwk-ulm.de](http://www.hwk-ulm.de)

### **Information and advice on career prospects in the skilled trades**

🌐 Follow these links to find out more:

- [www.khs-fn.de](http://www.khs-fn.de)
- [www.kreishandwerkerschaft-rv.de](http://www.kreishandwerkerschaft-rv.de)
- [www.khs-ulm.de](http://www.khs-ulm.de)
- [www.kreishandwerkerschaft-bc.de](http://www.kreishandwerkerschaft-bc.de)

### **Regional training atlas and apprenticeship exchange:**

🌐 Follow the two links to find out more: [www.weingarten.ihk.de](http://www.weingarten.ihk.de) and [www.ulm.ihk24.de](http://www.ulm.ihk24.de)

### **Training in the agricultural sector:**

🌐 Follow the link to find out more: [www.lbv-bw.de](http://www.lbv-bw.de)

### **Inclusion and education with a disability**

Young people with disabilities can do an apprenticeship just like all young people. A qualified apprenticeship creates life perspectives and strengthens social recognition. It is crucial for a largely self-determined life.

The young adults can complete the apprenticeship training in companies, in vocational training centres, special vocational schools or in workshops for disabled people (WfbM).

Employees with disabilities are specially protected by law (Severely Disabled Persons Act).

### **Specialist integration service (in German: "Integrationsfachdienst" or "IFD")**

The specialist integration service creates and maintains disability-friendly apprenticeship and jobs. Furthermore, it offers a advice to people with disabilities and employers.

The counselling centres are located in Ravensburg, Friedrichshafen and Überlingen

### **Arkade-Pauline 13 gGmbH**

■ [Schubertstraße 1, 88214 Ravensburg](http://Schubertstraße 1, 88214 Ravensburg)

■ [07513/66300](http://07513/66300)

■ [info@arkade-pauline.de](mailto:info@arkade-pauline.de)

■ [www.arkade-pauline.de](http://www.arkade-pauline.de)

## **Employment agency ("Agentur für Arbeit")**

The [Employment Agency](#) looks after young people with various degrees of disability. It offers vocational orientation, career counselling and can arrange apprenticeship placements.

## **Berufsbildungswerk Adolf Aich gGmbH**

The Berufsbildungswerk Adolf Aich gGmbH supports young people with learning disabilities. It offers vocational support, qualification and initial training. The training offers are adjusted to the labour market and are suitable for people with learning disabilities. Many recognised apprenticeships are offered in the fields of nutrition, home economics, wood, metal, agricultural engineering, business and administration.

### **Liebenau vocational training centre: Berufsbildungswerk Adolf Aich gGmbH**

■ [Schwanenstraße 92, 88214 Ravensburg](#)

■ [07513/5558](#)

■ [info.bbw@stiftung-liebenau.de](mailto:info.bbw@stiftung-liebenau.de)

■ [www.stiftung-liebenau.de](http://www.stiftung-liebenau.de)

## **Vocational preparation institution ("Berufsvorbereitende Einrichtung", BVE)**

The BVE is a joint school programme of the Tannenhag School and the Claude-Dornier School in Friedrichshafen. In the BVE, pupils try out various fields of company activities in the form of internships. They are accompanied and supported by the Integrationsfachdienst (IFD).

### **Tannenhag School**

■ [Zeppelinstraße 255/1, 88048 Friedrichshafen](#)

■ [07541/289970](#)

■ [sekretariat@tannenhag.fn.schule-bw.de](mailto:sekretariat@tannenhag.fn.schule-bw.de)

■ [www.tannenhag-schule.de](http://www.tannenhag-schule.de)

## **Cooperative vocational training and preparation for the general labour market ("Kooperative berufliche Bildung und Vorbereitung auf den allgemeinen Arbeitsmarkt", KoBV)**

The KoBV is a preparatory vocational training measure following the BVE offer (see above). The KoBV is intended to develop, test and consolidate work-related competences and social skills under the conditions of the general labour market. The duration of the action is normally 11 months.

### **Arcade-Pauline 13 gGmbH**

#### **Integration Service**

■ [Schubertstraße 1, 88214 Ravensburg](#)

■ [07513/663054](#)

■ [www.arkade-pauline.de](http://www.arkade-pauline.de)

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You will find more information [in this guide](#)

## Work

### Job search

#### **There are various ways to find a job:**

- [Job exchange of the Federal Employment Agency](#)
- Other job exchanges on the Internet (e.g. [LinkedIn](#), [XING](#), [Indeed](#))
- Company websites
- Career information fairs/career fairs
- Daily and weekly newspapers
- social media
- Ask friends and acquaintances
- Ask or call the companies personally

#### **The employment agency can also help you find work.**

Contact the employment agency in [Friedrichshafen](#) or [Überlingen](#).

You can find more information about the services of the Employment Agency [here](#).

#### **If you receive benefits from the job centre, the job centre offers help in finding work.**

Contact the job centre of the Bodensee district office.

#### **Job Centre, Lake Constance District Office**

##### **Contact:**

■ [Albrechtstraße 75, 88045 Friedrichshafen](#)

■ [07541/2040](#)

■ [jobcenter@bodenseekreis.de](mailto:jobcenter@bodenseekreis.de)

■ [www.bodenseekreis.de](http://www.bodenseekreis.de)

■ **Job exchange on Lake Constance:** [jobsambodensee.de](http://jobsambodensee.de)

### Unemployment

You are unemployed if you do not earn enough money to live on. As Germany is a welfare state, it helps people who cannot or can only partially support themselves. **But: in principle, everyone should earn their own living by working.**

■ Whether you receive unemployment benefit is decided by the [employment agency](#) or the [job centre](#).

#### **Entitlement to unemployment benefit (ALG, SGBIII) from the employment agency**

You will receive unemployment benefit if you lose your job that is subject to social insurance contributions. To do so, you must have **worked in Germany for at least 12 months in the last 30 months and have paid social security contributions**. There are other conditions under certain circumstances. The amount of unemployment benefit is generally 60% (67% if you have children) of your average net income over the last 12 months.

**You must use every opportunity to find a job.**

**Please note:** If it is likely that you will lose your job, you must register as a jobseeker **at least 3 months before the end of your employment**. If you only find out about your dismissal later, you must register as a jobseeker no later than 3 days afterwards. This is important in case you have to apply for unemployment benefit afterwards. If you have not found a new job, **register as unemployed - at the latest on the first day of unemployment**.

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

## **Entitlement to citizen's allowance (SGBII) at the job centre**

**You will receive the citizen's allowance if you**

- are unemployed for a longer period of time
- have not yet worked in Germany for 12 months subject to social insurance contributions
- earn too little in your job and need support to cover your living costs.


**You get**

- a standard rate
- Housing and heating costs
- Costs of health and care insurance.


**Who is entitled?**

Here you can find out who is entitled:  [Eligibility requirements \(bodenseekreis.de\)](#)

**What benefits are available?**

Here you can find out what benefits are available:  [Citizen's allowance benefits \(bodenseekreis.de\)](#)

**How to apply**

Here you will find information on how to apply:  [Application \(bodenseekreis.de\)](#)


**You must use every opportunity to find a job.**

 Citizen's allowance is subordinate to all other financial support.

For more information, please contact the job centre:

**Jobcentre, Landratsamt Bodenseekreis**

**Contact:**

 [Albrechtstraße 75, 88045 Friedrichshafen](#)

07541/3800  
jobcenter@bodenseekreis.de  
www.bodenseekreis.de

## Access to the labour market

### EU Migrants

If you are looking for work and have immigrated from the EU, you have unrestricted access to the labour market due to the free movement policy. This means that you are allowed to work and do not need a work permit.

### Third country nationals

Foreigners from countries outside the European Economic Area may only work in Germany if their residence permit allows it.

For the unskilled or low-skilled, there are still only limited opportunities for access to the labour market. For well-qualified foreigners, e.g. academically trained specialists, on the other hand, the legal hurdles for taking up employment in Germany have been further lowered.

Qualified skilled workers in training occupations can easily obtain a residence and work permit in Germany if there is a shortage in the relevant sector or if the Federal Employment Agency has concluded a placement agreement with a country of origin. In addition to an employment contract, the qualification of the skilled worker from abroad has to be comparable to a German qualification. Furthermore, the intended salary has to be equivalent to that of a German employee. There is no fixed salary limit. There is no priority check.

### Asylum seekers

For refugees, the rules on access to the labour market might be different depending on their residence status. This is explained below. In addition, you will find appropriate advice centres below.

#### Asylum seeker with proof of arrival or residence permit:

As long as you are obliged to live in the initial reception centre, you are not allowed to work. Afterwards the immigration office will decide whether you are allowed to work. Therefore, you must always first submit an application for permission to work at the immigration office.

The following requirements are important for the decision on employment admission:

- Three months after your registration as an asylum seeker in Germany (with proof of arrival or residence permit) you have "subordinate" access to the labour market. This means that the Federal Employment Agency checks whether there is a preferred employee for the job. The working conditions are also examined
- After 15 months, no priority review will be carried out. However, the working conditions are still being examined
- After 48 months you have full access to the labour market. There are no more restrictions. However, you have to get in touch with the immigration office to get a written allowance to work which has to be stated in your residence permit

- Only the immigration office decides on the work permit for in-company training. There is no priority review and no review of working conditions by the Federal Employment Agency

### **Tolerated ("Geduldete"):**

- In the case of toleration, the immigration office always decides on the work permit. The immigration office can impose a general ban on you working by law
- If no such work prohibition exists against you, you as a tolerated person have subordinate access to the labour market from the 1st day of toleration
- Otherwise, the same labour market conditions apply as above

### **Refugees with residence permits:**

If you have been recognised by the Federal Office for Migration and Refugees (BAMF) as a person entitled to asylum, refugee or subsidiary protection, the immigration office will issue you a residence permit. This entitles you to engage in any gainful activity and thus also gives you full access to the labour market.

Different rules apply to self-employment! A prerequisite for the above mentioned applications is ALWAYS a concrete job offer.

### **More information on the right of residence and work:**

■ [www.bmi.bund.de](http://www.bmi.bund.de)

### **Recognition of foreign educational qualifications**

In Germany, certificates are important for school, university or work. Certificates show what you have already learnt and achieved. Certificates are the decisive prerequisite for getting a job or being admitted to school or university.

You may already have certificates from school, an apprenticeship or a degree programme. If so, you must try to have these certificates recognised in Germany. This means that they will check what you can learn, study or work with your certificate. Your achievements will be translated. It may be that you no longer have your certificates. You can then try to have your work experience and professional skills recognised through tests.

### **You can find information on the recognition procedure at:**

- [www.anerkennung-in-deutschland.de](http://www.anerkennung-in-deutschland.de)
- [www.netzwerk-iq.de](http://www.netzwerk-iq.de)
- [www.bq-portal.de](http://www.bq-portal.de)
- [www.ihk-fosa.de/](http://www.ihk-fosa.de/)
- [www.anabin.kmk.org](http://www.anabin.kmk.org)
- [www.handwerk.dgb.de](http://www.handwerk.dgb.de)

**Call the BAMF hotline:**

■ [0301/8151111](tel:03018151111) (Monday to Friday from 9 a.m. to 3 p.m.)

**Counselling centres in the region:****IN VIA Counselling Centre (based in Ulm)****Contact:**

■ [0731/38852213](tel:073138852213)

■ [anerkennung@invia-drs.de](mailto:anerkennung@invia-drs.de)

■ [www.invia-drs.de](http://www.invia-drs.de)

■ The IN VIA counselling centre also regularly visits the Bodensee district office. Please contact the job centre of the district office to find out when the next counselling appointment will take place.

**Job Centre, District Office of Lake Constance****Contact:**

■ [Albrechtstraße 75, 88045 Friedrichshafen](https://www.albrechtstrasse75.de)

■ [07541/3800](tel:075413800)

■ [jobcenter@bodenseekreis.de](mailto:jobcenter@bodenseekreis.de)

■ [www.bodenseekreis.de](http://www.bodenseekreis.de)

■ Perhaps you want to study or become a scientist. Then ask the universities for recognition. **(INFO: Perhaps you could add a link to JUMP or something at this point).**

**Applications and job interviews**

If you want to start an apprenticeship or work in Germany, you must apply in writing.

In most cases, you apply to a company because it has placed a job advert on the Internet or in the newspaper. This means that the company is looking for new employees. The job advert states what kind of work or training is involved and what expectations the company has of the employee. It also states where and how you should apply.

If the company is interested in you, you will usually be invited to an interview where you can introduce yourself in person. Please allow enough time and make sure you arrive on time for the appointment. It is best to prepare for the interview in detail beforehand and gather important information about the company. Visit the website and read through the history of the company and find out about the products or services. If you arrive on time for the appointment and ask questions during the interview, you will show the company your motivation and interest in the apprenticeship 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 vacancy. For example, describe what experience you have already gained in your home country. Find out more about the company and describe why you would like to work there. Your cover letter should fit on one page. Sign your cover letter. There are many templates and aids on the Internet. It is important that you do not simply copy and paste. Your cover letter must suit you and the position.

**Curriculum vitae:** The CV lists all your experience and is structured like a large table. Write from when to when you worked at which company. Write where you completed your training or studies. Write where you went to school and what school-leaving qualification you obtained. You don't have to include a photo on your CV, but many companies like it if you do.

**Certificates and supporting documents:** It is important that you include copies of your certificates (no originals!). Certificates are your school-leaving certificate, your degree and work references from the past. The certificates should be in German or English, otherwise they should be translated. You should also send proof of internships, further training relevant to the job or certificates from your German course.

💡 The job advert will tell you how to apply. Please read it carefully.

**In writing:** Buy a nice application folder and put your cover letter, CV and certificates in it. Then send the application to the address given in the job advert.

**E-mail:** Many applications are now sent by e-mail. Combine your cover letter, CV and references into one PDF file and send this as an attachment to the e-mail. In the e-mail, write a short text addressed to the person who will receive your application.

**Online:** Large companies have their own website where you have to apply. You have to register there with your e-mail address and can then send your application there.

💡 You can find helpful tips for your application at [Planet Beruf](#).

💡 [Europass](#) is a multilingual online portal (over 20 languages) that helps migrants to visualise their skills and knowledge. It offers the free opportunity to create a language passport or a CV using an online tool. You can also find important tips for good job applications on Europass.

💡 At [Bewerbung.net](#), [StepStone](#) and [Lebenslauf2go](#) you can create a CV and cover letter free of charge. In some cases, you can also import your data from Xing or LinkedIn. It is also possible to write your own texts in the template or import files.

💡 You can find information and templates for cover letters at [Bewerbung2go](#), [BewerbungsWissen](#), [Karrierebibel](#)

## Language exercises

💡 On the [VHS learning portal "I want to learn German"](#) and the [Goethe-Institut](#) website "[Deutsch für dich](#)" you will find exercises on the subject of job applications and the world of work in general. This will help you learn about the world of work and improve your German language skills.

## Employment contract

Anyone who takes up a job is given an employment contract. This regulates the most important conditions of an employment relationship, such as working hours, holiday entitlement, salary levels and cancellation periods. Both sides - employees and employers - must comply with these agreements. Since the contract becomes legally binding with your signature, do not sign it until you have fully understood the contents.

## Contract types:

### Unlimited employment contract

There is usually a probationary period of three or six months. During this period, an employment relationship can be terminated at short notice within two weeks, both by the employer and the employee. After the end of the probationary period, a permanent employment relationship begins with a longer protection against dismissal. The working hours are usually up to 40 hours per week.

### Fixed-term employment contract

The employment relationship ends on the agreed date without the need for termination.

### Minijob

The maximum monthly income is 538 € and is tax-free.

## **Taxes and social security contributions:**

Every employee in Germany pays part of his or her wage as taxes to finance federal, state and local government expenditure. Employers in turn are obliged to pay social security contributions for their employees. In the German social system, this is intended to secure the financing of people's most necessary living expenses when they cannot find work or are no longer able to work.

### **Tax identification number:**

The tax ID is an 11-digit number and is used for income tax purposes. The workplace requires this number. If you do not have this number in your documents, you can obtain it personally from the registration office or in writing from the Federal Tax Office.

### **Social security number:**

For a job you need a social security number. You can obtain these from your health insurance company (e.g. AOK, DAK).

### **Illegal Moonlighting:**

A job that is paid for but not registered with the tax office and health insurance company and for which no taxes and social security contributions are therefore paid is illegal and is referred to in Germany as "illegal work". Fines and prison sentences are imminent! If someone receives social benefits or unemployment benefit, but still works and keeps quiet about it to the social welfare office, the employment agency or the job centre, it is also called undeclared illegal work. People are wrongly receiving state benefits even though they are doing paid work.

### **Self-employment**

## **Business start-up and self-employment**

Whether it is your own shop, a café or a handicraft business: Self-employment places high demands on the founders of a new business.

The Chamber of Commerce and Industry ("IHK Bodensee-Oberschwaben") offers information and advice for the start-up phase.

- **IHK Bodensee-Oberschwaben**

■ [Lindenstrasse 2, 88250 Weingarten](#)  
■ [07514/090](#)  
■ [info@weingarten.ihk.de](mailto:info@weingarten.ihk.de)  
■ [www.weingarten.ihk.de](http://www.weingarten.ihk.de)

The "Wirtschaftsförderung Bodenseekreis GmbH" also offers individual and personal advice on the subject of "business start-ups".

- **Wirtschaftsförderung Bodenseekreis GmbH**

**Friedrichshafen office**

■ [Leutholdstrasse 30, 88045 Friedrichshafen](#)  
■ [07541/385880](#)  
■ [info@wf-bodenseekreis.de](mailto:info@wf-bodenseekreis.de)

**Überlingen office**

■ [Heiligenbreite 34 , 88662 Überlingen](#)  
■ [07551/9471937](#)  
■ [info@wf-bodenseekreis.de](mailto:info@wf-bodenseekreis.de)

■ [www.wf-bodenseekreis.de](http://www.wf-bodenseekreis.de)

## **Information for immigrants**

If you are still in the asylum recognition procedure, your application has been rejected or you have a toleration certificate, self-employment is prohibited. In principle, all others have the possibility to establish a company in Germany.

### **Multilingual information on the subject of founding and self-employment**

🌐 Follow the two links to find out more: [Gründen – kurz und knapp](#) und [Gründen mit Einwanderungsgeschichte](#)

## **Pension**

For many people, the question arises: What happens if I can no longer work? In Germany, there is the social security system of the **German Pension Insurance** (DRV). The German pension insurance website offers a lot of information and can answer some questions about pensions.

■ [www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de)

In principle, the pension is funded by contributions from employment subject to compulsory insurance. As a rule, half of the contribution is paid by the employer and the other half by the employee. The percentage share is calculated from gross income and deducted directly from wages and paid to the pension insurance provider.

If you are now in a position to claim a pension, you must apply for it. The pension is not paid automatically. You must submit an **application** at least 3 months before you plan to retire. This will make the transition from employment to retirement easier.

You can find the nearest pension insurance **advice centre** [here](#). There you can obtain more detailed information on your pension model and other benefits. The German Pension Insurance brochure can also be helpful.

■ [www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de)

However, pension insurance not only pays a pension, but also provides **other benefits**. These include, for example, rehabilitation measures to enable you to return to work. It is important to note that this does not reduce your later pension benefit. It can even increase if you remain fit for work for longer as a result of such a measure.

## **Inclusion and working with a disability**

People with a disability can also be integrated into the labour market according to their possibilities. An adequate job makes you more independent. It gives you social recognition and promotes social integration.

Inclusion in the labour market can be helped by specialist inclusion services, the Federal Employment Agency and the Jobcenter.

## **Integration Service of the Arkade Pauline 13 gGmbH**

The integration service advises and supports people with disabilities in their search for a suitable job and in job placement.

### **Integrationsfachdienst Friedrichshafen**

■ [Merkurstrasse 59/7, 88046 Friedrichshafen](#)

■ [07541/286385](#)

■ [info@arkade-pauline.de](mailto:info@arkade-pauline.de)

### **Integrationsfachdienst Ravensburg**

■ [Schubertstraße 1, 88214 Ravensburg](#)

■ [07513/6630](#)

### **Integrationsfachdienst Überlingen**

■ [Obere Bahnhofstraße 18, 88662 Überlingen](#)

■ [07513/6630](#)

## **Employment agency ("Agentur für Arbeit")**

The Employment Agency looks after young people with disabilities and severe impairments and offers vocational orientation, career counselling and apprenticeship placement services.

### **Agentur für Arbeit am Standort Friedrichshafen und Überlingen**

■ [Eugenstrasse 41, 88045 Friedrichshafen](#)

■ [Friedhofstrasse 30, 88662 Überlingen](#)

■ [0800/4555500](#)

■ [konstanz-ravensburg.reha@arbeitsagentur.de](mailto:konstanz-ravensburg.reha@arbeitsagentur.de)

■ [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

## Jobcenter

Questions about unemployment benefits, support options and job placements are answered by the rehab team in the Jobcentre.

### Reha-Team im Jobcenter, Landratsamt Bodenseekreis

■ [Albrechtstrasse 75, 88045 Friedrichshafen](#)

■ [07541/2045109](#)

■ [jobcenter@bodenseekreis.de](mailto:jobcenter@bodenseekreis.de)

■ [www.bodenseekreis.de](http://www.bodenseekreis.de)

## Integration workplaces

**CAP Rotach** is a non-profit integration company. It has a barrier-free holiday complex with a three-star hotel, camping site, holiday rooms and restaurant. People with and without disabilities work there.

### CAP Rotach

■ [Lindauer Strasse 2, 88046 Friedrichshafen](#)

Administration: ■ [07541/7007770](#) ■ [info@cap-fn.de](mailto:info@cap-fn.de)

Front desk: ■ [07541/7007777](#) ■ [rezeption@cap-fn.de](mailto:rezeption@cap-fn.de)

Restaurant: ■ [07541/7007775](#)

**SKID gGmbH (Camphill Schulgemeinschaften e. V.)** is an initiative to integrate people with disabilities into the general labour market. SKID qualifies the participants for their future jobs and accompanies them in companies.

### SKID gGmbH SocialCultural Integration Services

■ [Kronengasse 1, 88662 Überlingen](#)

■ [07551/9379810](#)

■ [info@skid-ggmbh.de](mailto:info@skid-ggmbh.de)

■ [www.skid-ggmbh.de](http://www.skid-ggmbh.de)

## Workshop for disabled people ("Werkstatt für behinderte Menschen, WfbM")

The workshop for disabled people is a facility where people with different handicaps can work together. One of the aims of the WfbM is to place people on the general labour market.

You can find a list with all institutions [in this guide](#).

## Study

### Studying at a university

### General information

In Germany, a distinction is made between **state** and **private universities**. The quality of private universities is not always better, but they often charge high tuition fees. In Baden-Württemberg, most universities are state-run and charge no or only low tuition and

administration fees. In some federal states, such as currently in Baden-Württemberg, students from third countries have to pay tuition fees. Compared to other states, however, these fees are relatively low.

In addition to different degree programmes, there are also different types of universities. In Baden-Württemberg there are the following types of higher education institutions:

- Universities (academically orientated)
- Universities of Applied Sciences (practice-orientated)
- The Baden-Württemberg Cooperative State University (very practice-orientated)
- The teacher training colleges (for the teaching profession)
- Universities of art, film and music (for artistic subjects)

## The types of universities

### The university

A university degree programme is more theoretical and has a very scientific approach. After graduating from university, you are very highly qualified and many professional fields are open to you. For a Bachelor's degree, you study for at least 3 years at university. After about 5 years, you usually have a Master's degree. However, there are exceptions, such as in law or teaching degree programmes, where a state examination is taken instead of a Master's degree. After the Master's degree, you can go on to do a doctorate, habilitate and go into research.

There are, for example, these universities near the Lake Constance district:

#### The University of Konstanz

##### Contact:

■ [Universitätsstr. 10, 78464 Constance](https://www.uni-konstanz.de)

■ [07531/880](https://www.uni-konstanz.de)

■ [Posteingang@uni-konstanz.de](mailto:Posteingang@uni-konstanz.de)

■ [www.uni-konstanz.de](https://www.uni-konstanz.de)

#### The private Zeppelin University non-profit organisation

##### Contact:

■ [Am Seemooser Horn 20, 88045 Friedrichshafen](https://www.zu.de)

■ [07541/60092000](https://www.zu.de)

■ [bewerberberatung@zu.de](mailto:bewerberberatung@zu.de)

■ [www.zu.de](https://www.zu.de)

💡 Follow this link for more information for: [The universities](#)

### The university of applied sciences

Studying at a university of applied sciences combines theory and practice and prepares students very well for professional life. An internship in a company is compulsory in many degree programmes. At a university of applied sciences, you usually study for 3 years to obtain a Bachelor's degree and 5 years to obtain a Master's degree. At a university of applied sciences, a doctorate is not usually planned, but can be pursued under special conditions or by transferring to a university.

There are, for example, these universities of applied sciences near the Lake Constance district:

**Ravensburg-Weingarten University of Applied Sciences**  
**Technik, Wirtschaft, Sozialwesen**

**Contact:**

■ [Doggenriedstraße 70, 88250 Weingarten](#)  
■ [0751/5010](#)  
■ [info@rwu.de](mailto:info@rwu.de)  
■ [www.rwu.de](http://www.rwu.de)

**HTWG University of Applied Sciences Konstanz**  
**Technology, Business and Design**

**Contact:**

■ [Alfred-Wachtel-Straße 8, 78462 Constance](#)  
■ [07531/2060](#)  
■ [kontakt@htwg-konstanz.de](mailto:kontakt@htwg-konstanz.de)  
■ [www.htwg-konstanz.de](http://www.htwg-konstanz.de)

💡 Follow this link for more information: [The universities of applied sciences](#)

**The Baden-Württemberg Cooperative State University (DHBW)**

The Baden-Württemberg Cooperative State University (DHBW) is a practice-integrated, dual university. It offers Bachelor's and Master's degree programmes in the fields of business, technology and social work. The DHBW works closely with many companies and social organisations so that students can gain practical experience.

This Cooperative State University is located near the Lake Constance district, for example:

**Baden-Württemberg Cooperative State University**  
**The campus in Ravensburg**

**Contact:**

■ [Marienplatz 2, 88212 Ravensburg](#)  
■ [07511/89992700](#)  
■ [info@dhbw-ravensburg.de](mailto:info@dhbw-ravensburg.de)  
■ [www.ravensburg.dhbw.de](http://www.ravensburg.dhbw.de)

**The campus in Friedrichshafen**

**Contact:**

■ [Fallenbrunnen 2, 88045 Friedrichshafen](#)  
■ [07541/20770](#)  
■ [info@dhbw-ravensburg.de](mailto:info@dhbw-ravensburg.de)  
■ [www.ravensburg.dhbw.de](http://www.ravensburg.dhbw.de)

💡 Follow this link for more information: [The Baden-Württemberg Cooperative State University](#)

**The University of Education (for the teaching profession)**

The University College of Education only exists in Baden-Württemberg. This is where future teachers at primary schools, secondary schools, lower secondary schools, intermediate secondary schools and special schools are trained. As a rule, the teacher training programme

lasts 5 years. The speciality of the teacher training colleges is the combination of science and practical teacher training. These universities are also authorised to award doctorates and habilitations.

These universities of education are located near the Lake Constance district, for example:

### **Weingarten University of Education**

#### **Contact:**

■ [Kirchplatz 2, 88250 Weingarten](#)

■ [07515/010](#)

■ [poststelle@ph-weingarten.de](mailto:poststelle@ph-weingarten.de)

■ [www.ph-weingarten.de](http://www.ph-weingarten.de)

💡 Follow this link for more information for: [The teacher training colleges](#)

### **Universities of art, film and music (for artistic subjects)**

The art, film and music colleges train the next generation of artists, such as musicians, architects, artists and designers. To be allowed to study there, you need a special talent. You have to prove this talent in an entrance examination.

💡 Follow this link for more information: [The art and music academies](#)

### **Study counselling and orientation**

#### **Study counselling and orientation**

Before you decide on a degree programme, it is important to be clear about your interests and strengths. Think about which degree programme suits you best by considering your abilities and interests. Find out which university is best suited to you. And clarify how you can finance your studies.

■ Get the information and get advice from the **employment agency** where you live at: [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

■ Almost every university has a Central Student Advisory Service that can help you with all your questions about studying. If you already know exactly which subject you would like to study, you should contact the university's student counselling service directly.

■ Take advantage of the study orientation events while you are still at school.

■ If you need more information, you can find it at: [www.studieninformationstag.de](http://www.studieninformationstag.de)

#### **Further information:**

🌀 **What do you want to study?** You can find **all degree programmes in Baden-Württemberg** at: [www.studieninfo-bw.de](http://www.studieninfo-bw.de)

🌀 **The official study guide for Germany** can be found at: [www.studienwahl.de](http://www.studienwahl.de)

🌀 You can find **practical information about studying, financing and BAföG** at: [www.studis-online.de](http://www.studis-online.de)

🌀 You can find out **what suits your inclinations and abilities** at: [www.was-studiere-ich.de](http://www.was-studiere-ich.de)

📍 You can find **Hochschulstart** at: [www.hochschulstart.de](http://www.hochschulstart.de)

📍 **Housing, student finance, childcare, students with special needs** can be found at: [www.studentenwerke.de](http://www.studentenwerke.de)

📍 **For refugees**, go to: [www.study-in-germany.de](http://www.study-in-germany.de)

## Studying as a refugee

In principle, as a recognised refugee you are allowed to study at a German university.

You will be considered as an international student regarding your student admission. However, many universities have special offers for refugees, such as

- "Schnupperstudium" (try out study courses)
- Intensive German Courses
- Participation in courses as guest auditor
- Supplementary and orientation courses

You must have a university entrance qualification and have sufficient German language skills. At German universities, German is usually the language of instruction. However, there are some courses and study programmes in English, mostly Master's programmes. Depending on the course of study, you may have to acquire additional qualifications or submit documents.

Most universities in Germany have an International Office. There you will find important information about studying. The advisors from the International Office will also help you to choose the right course of study, evaluate certificates and plan further steps.

You can find more information about studying as a refugee [here](#).

## Kiron Higher Education

Refugees and asylum seekers often face certain difficulties in gaining access to higher education. Kiron Higher Education offers the possibility to study without tuition fees and without the otherwise required legal documents. The problem of limited study places is also being solved. The first two years of the course of study are carried out with online courses via the Internet. All courses are offered in English. But there is the possibility to add subtitles in any language. The third year of studies takes place locally at a partner university of Kiron. In addition, there is the possibility to learn the German language during your studies. Furthermore, various assistance and advice is offered.

■ [Website Kiron Higher Education](#)

# kiron

**Offers for refugees in the region**

## Weingarten University of Education: Shortened study programme for migrant teachers

You have already worked as a teacher in your home country, fled to Germany and would like to work in your profession?

The IGEL project of the Weingarten University of Education offers a shortened teacher training programme which leads to a master's degree. Here you have to show proof of German language skills at level B2.

The programme is aimed at refugees who have studied teacher training at least at Bachelor level in their home country. Furthermore, the subjects studied have to be recognised by the German education plan.

All other requirements and further information can be found under [IGEL](#)

### Pädagogische Hochschule Weingarten/ Weingarten University of Education

[Kirchplatz 2, 88250 Weingarten](#)

[07515018534](#)

[igel@ph-weingarten.de](mailto:igel@ph-weingarten.de)

[www.ph-weingarten.de](http://www.ph-weingarten.de)

### Funding and scholarship

As a student in Germany, you can receive financial support through the so-called "Bundesausbildungsförderungsgesetz" (short: BAföG). BAföG payments are paid monthly and at best for the duration of the study. The monthly amount of BAföG can range between 399 and 735 euros. Half of the BAföG sum must be paid back after the studies. Detailed information on BAföG changes regularly and can therefore be accessed via the following link.

[!\[\]\(d27e48b2777a47a98adf1cbdde5037b2\_img.jpg\) Website BAföG for refugees and migrants](#)

As an alternative to BAföG you can apply for a scholarship. In contrast to BAföG, a scholarship usually does not have to be paid back. For this, good grades and voluntary commitment play a major role in the awarding of the scholarship. The amount is often calculated analogous to the BAföG rate. In addition there is a so-called "book money", a monthly payment of up to 300€.

[!\[\]\(3c49dea745fb0841c3399f6930b3efff\_img.jpg\) www.mystipendium.de](http://www.mystipendium.de)

Organizations that award scholarships are often referred to as scholarship organizations for particularly students. The following organizations offer programs for refugees, among others. The application guidelines and requirements can be found on the respective websites.

[!\[\]\(d8d9c988d56a174b9401157ca98e1267\_img.jpg\) Friedrich-Ebert-Stiftung \(FES\)](#)

[!\[\]\(be792788206b1d58bfa43ff4b9e191e5\_img.jpg\) Böckler-Aktion Bildung der Hans-Böckler-Stiftung](#)

[!\[\]\(fcfb35284442c75150fcb6478a7807fb\_img.jpg\) Konrad-Adenauer-Stiftung \(KAS\) - Scholarships for Refugees](#)

[!\[\]\(16bf16ba6e43d8c55f2df8d09e75b622\_img.jpg\) Villigst - Unser Stipendium für Geflüchtete](#)

[!\[\]\(01f22590112b19e5827edeb297126225\_img.jpg\) Brot für die Welt - Flüchtlingsstipendienprogramm](#)

An exception is the guarantee fund of the Otto Benecke Foundation, for example. The program is aimed at young, newly immigrated migrants who want to obtain a higher education entrance qualification in Germany, prepare for university studies and aim for an academic career. There is also the Germany Scholarship, which provides financial support of 300€ per month. The Germany scholarships are awarded by the respective universities.

🌐 [Garantiefond Hochschule der Otto Benecke Stiftung in Bonn](#)

🌐 [Deutschlandstipendium: Stipendiat werden](#)

Further information can be found on the website of the "Hochschulaktion für Geflüchtete".

🌐 [Webseite Hochschulaktion für Geflüchtete](#)

## Inclusion and studying with a disability

People with disabilities and chronic diseases certainly can study and go to a university. There are various possibilities for them to get support in their studies.

A good study preparation is very important, especially for people with disabilities. The choice of the university and the local conditions are decisive for successful studies.

Almost all universities and many student services offer counselling and student advisory services focusing on people with disabilities and chronic diseases. They provide advice on all questions, in particular on compensating for disadvantages regarding admission requirements, throughout studies and examinations and concerning financial issues.

The student service "Deutsches Studentenwerk" offers you an overview of the advisory services:

**German Student Union** ■ [www.studentenwerke.de/de/behinderung](http://www.studentenwerke.de/de/behinderung)

The Agentur für Arbeit also helps with all questions concerning studying with a disability:

**Employment Agency:** ■ [www.arbeitsagentur.de](http://www.arbeitsagentur.de)  
■ [0800/4555500](tel:08004555500)