

# **Table of Contents**

Welcome to	5
Welcome to the district of Dahme-Spreewald	5
Ask Integreat	5
County map	7
Interesting facts about the district of Dahme-Spreewald	7
Offices	9
Immigration office	9
Federal Employment Agency (Bundesagentur für Arbeit)	10
Federal Office for Migration and Refugees - BAMF	10
Jobcenter	11
Residents' registration office (Einwohnermeldeamt)	12
Road traffic office	14
Social welfare office	14
Housing benefit office	15
Getting Started	16
Residents' Registration Office	16
Immigration office	18
Registering your child at the day care centre (Kita)	18
Registering your child at school	19
Stay	19
Office for Migration and Integration	19
Immigration office	21
Immigration of skilled labour in Brandenburg	22
Citizenship authority	22
Applying for or extending residence documents	22
Apply for a work or training permit	23
Issuing and extending tolerated stay permits and residence permits	25
Applying for or renewing a residence permit	26
Apply for naturalisation	27
Entering the country and residence status	29
Declaration of commitment (invitation)	29
Visitor visa (Schengen visa)	32
National visa (D visa)	33
Entry without a visa	33
Permanent residence	34
Family reunification	35
Spousal residence - independent right of residence	35
Federal Office for Migration and Refugees	36
Central Aliens Authority State of Brandenburg	36
Asylum procedure and tolerated stay	37
Registration	37
Application for asylum	38
Dublin procedure	38
Consultation	38
Decision of the BAMF	39
Forms of protection in the asylum procedure	41
Appeal procedure	42
Opportunity residence § 104c AufenthG	42
Granting residence to well-integrated adolescents and young adults (§25a)	43





Residence permit for sustainable integration (§25b)	44	
Residence requirement and redistribution		
Residence obligation	46	
Clarification of identity	46	
Embassies and consulates	47	
Departure and return counselling	48	
Visa, residence permit and settlement permit	48	
Entry and visa	48	
Residence permit	49	
Permanent residence-EU	49	
Settlement permit	49	
EU and EEA citizens	50	
Immigration of skilled labour in Brandenburg	52	
Counselling centres	52	
Welcome Centre	52	
Asylum procedure counselling	54	
Migration counselling	55	
Youth migration service	57	
Signal box 8	57	
Lübben signal box	58	
Return and perspective counselling centre	59	
Jobcenter	59	
Agentur für Arbeit (Employment Agency)	61	
Career counselling	62	
Advice on the recognition of foreign qualifications	62	
LDS integrated - School . Education . Work	63	
Welcome Centre of the Technical University of Applied Sciences Wildau	63	
Interpreter / Translator	64	
Marriage and family counselling	65	
Counselling for families of children and young people with disabilities	66	
SHIA e.V. Brandenburg State Association of Self-Help Groups	66	
Violence against women	67	
Addiction counselling	68	
Child and youth emergency service	68	
Pregnancy counselling	69	
Health counselling and AIDS counselling	71	
Counselling centres for LGBTIQ people	71	
MGH Königs Wusterhausen	71	
Learn German	72	
First aid for communication	73	
German courses for adult immigrants	73	
What types of courses are there?	73	
Which courses can I take part in?	74	
Where can I find German courses?	76	
Integration Courses	78	
Learn German online	80	
German certificates	81	
Language cafés und learning workshops	82	
Education and work	83	
School	83	
School attendance and compulsory education	83	





Recognition of school certificates from the home country	84
Training	84
Career Guidance	84
Stages and duration of vocational training	85
Information and counselling	85
Studies	86
General information on university studies	87
Prerequisites	87
Study orientation	88
Preparation for a degree programme	88
Financing your studies	89
Application	89
Work	90
General and FAQs	90
When can I work?	91
Find a job	92
Looking for an apprenticeship	92
Continuing education	93
Other activities	93
Recognition of qualifications from your home country	94
Family	94
Pregnancy	94
Childcare	95
Family counselling and help	96
Health	97
Emergency	97
Emergency numbers	98
Psychological problems	99
Help for psychological emergencies	99
Healthcare system	101
Doctors and hospital	101
Medicines and pharmacies	102
Everyday Life	103
Telephone and Internet	103
Driving licence	103
Banks and insurance	104
Transport / mobility	104
Sport/leisure/culture	106
Sports and Exercise	106
Clubs	106
Lakes and swimming pools	107
Culture	108
Living	108
Housing search checklist	108
Find flats	110
Living guide	114
Waste separation and recycling	114
Living in Germany	115
Politics and society	
Equal rights	 116
Support groups	116
11 <b>J</b>	



Landkreis DAHME-SPREEWALD

Online services

118





# Welcome to

# Welcome to the district of Dahme-Spreewald!

This app is designed to help you find your way around our district. You will find lots of facilities, information and tips to make your arrival easier.

We hope that you feel at home here and look forward to welcoming you to our district.

Your team of the "Integreat-App" Dahme-Spreewald

# **Editorial office:**

#### @integreat@dahme-spreewald.de

## Welcome to the district of Dahme-Spreewald

Dear fellow citizens,

# Welcome to the district of Dahme-Spreewald!

People from 98 nations live with us. Our growing district offers them all many opportunities.

A new start in a foreign country is often not easy. With this app, we would like to make your arrival in our district a little easier. You will find lots of useful information to help you find your way around and provide support.

We would also like to provide you and your family with practical support for integration. Whether language and integration courses, childcare in daycare centres, targeted support in schools or a wide range of counselling services and assistance.

Take up these offers. They will help you to quickly learn the German language, to connect with the community of people living here and to successfully integrate into our society.

I hope that you will soon feel at home in your new home, that you will soon become familiar with what was initially foreign to you and that you will feel part of our society and our district.

Sven Herzberger District Administrator

#### **Ask Integreat**

## What is "Frag Integreat"?

- Frag Integreat is a new function in Integreat.
- **Frag Integreat** It works like a chat. You ask your question and receive a helpful answer after a few seconds.





- **Frag Integreat** is currently only available on the integreat.app website. It is not yet available in the apps installed via Google Play Store or Apple App Store.
- You can find the Frag Integreat chat by clicking on the speech bubble icon at the bottom right of your screen:



# How it works Frag Integreat:

Ask your question. Frag Integreat will then search through all the content in the Integreat app and provide you with the best answer. This can take up to a minute. Please be patient.

Frag Integreat's answers are based exclusively on the official information of the respective region. This ensures that you always receive reliable and correct answers.

The robot next to the answer indicates that Frag Integreat has automatically found a suitable answer for you in the Integreat content. You are welcome to ask further questions. If there is no suitable answer, you will also be informed of this.

# Make sure you select the right language and your selected region

Frag Integreat can speak all languages of the Integreat app. It is important that the language in which you ask your question is also currently set - otherwise Frag Integreat will not work properly.

If this happens, proceed as follows:

- Close the chat window
- Select your desired language from the language selection at the top
- Open Frag Integreat and ask your question

**Frag Integreat** can only access the content of the region you have selected. If you need information from another region, please select this region first and then ask your question. The chatbot is not yet available in all regions.

# Your data is also Frag Integreat secure.

You do not need to register to use Frag Integreat. No personal data is stored. However, please do not enter any sensitive information in the chat. If your question is very specific, Frag Integreat will try to recommend a suitable counselling centre. You can then safely discuss your personal concerns and documents there.

We protect your data and privacy and never pass it on. We have summarised all information on data protection on this website: Website with information on data protection. After 6 months we delete your chat data completely from our servers.





# Help us, Frag Integreat better!

Frag Integreat is constantly being improved. If an answer is incomprehensible or you discover an error, we look forward to your feedback. Also, if you have any ideas on how to make the chat even more helpful, please let us know. You can write a message using the feedback function. You can also reach us via info@integreat-app.de.

Thank you for using Frag Integreat!

#### **County map**



You can find a map of the **district Dahme-Spreewald** here.

## Interesting facts about the district of Dahme-Spreewald

#### <u>map</u>

Area: 2,261 km<sup>2</sup> ( = 7.7 % of the area of the country Brandenburg)





Location: from the south-eastern city limits of the capital Berlin to the Spreewald and the foothills of the Niederen Flämings

Neighbouring cities and districts: Capital Berlin (north), county Oder-Spree (east), county Spree-Neiße (south-east), counties Oberspreewald-Lausitz and Elbe-Elster (south) and county Teltow-Fläming (west)

County border: 386 km long

North-south extension: 81 km in length

East-west extension: 69 km long

Highest point of the district: Wachtelberge at Wüstermarke 159.2 m above sea level

Lowest point of the district: Miersdorf Werder 33.0 m above sea level

County town: Lübben (Spreewald)

Total population (as of 30/06/2022) Population: 178,277

- of which female: 90,263

- of which male: 88,014

Larger cities:

- Königs Wusterhausen = 38,670 inhabitants
- Lübben = 13,994 inhabitants

- Wildau = 10,962 inhabitants

- Luckau = 9,528 inhabitants
- Municipality Schönefeld = 19,040

The structures of the district show a strong north-south gradient and three areas can be recognised. The northern district is a sought-after location for business, services, research and teaching due to its proximity to Berlin and excellent transport links. Plenty of woodland and water offer ideal conditions for living and relaxing. The area around the district town of Lübben is characterised by the unique natural landscape of Spreewaldes and is a popular attraction for tourists. The region around the historically valuable town of Luckau is extremely rural. Agriculture and the food industry dominate here. This area also includes the post-mining landscape of "Schlabendorfer Felder".

Nature and environment

- Forest 102,000 ha (84 % pine forest)
- Water area 8,900 ha
- Recreational area 1,000 ha
- 15 landscape conservation areas 145,000 ha
- 72 nature reserves 24,000 ha

Biosphere reserve Spreewald: 47,500 ha

- Recognised by the UNESCO in 1991
- Rivers and canals with a total length of 1,550 km
- 18,000 animal and plant species colonised
- Annual number of visitors: 2 million

Nature park Dahme-Heideseen: 59,000 ha





Nature park Niederlausitzer Landrücken: 58,000 ha

Nature park Schlaubetal: 22,700 ha

Commercial and industrial areas:

- 74 industrial estates, 761 ha total area
- 6 industrial estates, 286 ha total area

Population density in the north of the district: 80 %

Population density in the south of the district: 65 %

Agricultural area: 88,514 ha (= 39% of the district area)

Tourism:

- Traveller region Dahme-Seenland (in the northern district)
- Travelling region Spreewald (in the southern district)

Over 13,000 foreigners from 98 nations currently live in the district of Dahme-Spreewald.

<u>Here</u> you can find information on the individual municipalities and offices in the district Dahme-Spreewald:

#### Offices

#### **Immigration office**

Would you like to live in Germany as a foreign national? Then you need a residence permit. This can be a visa. Or a residence permit. As an EU citizen, you will receive the EU Blue Card. You can also apply for a settlement permit. There is also a permanent residence permit. To do this, submit an<u>application to</u> O at the immigration office at OSachgebiet Migration.

1. go to the website of the Foreigners' Registration Office

- 2. click on "Notes"
- 3. you will see a list with all the documents you need

What else you can do at this office:

- Renewal of proof of arrival
- Issue and extend your residence permit
- Apply for a work permit
- · Apply for a residence permit and special permits for travelling

## **Foreigners authority**

#### Schulweg 1b, 15711 Königs Wusterhausen

<u>03375262119</u>





#### Availability of the hotline

Monday 09:00 - 12:00 and 13:00 - 15:00 Tuesday 09:00 - 12:00 and 13:00 - 18:00 Thursday 08:00 - 12:00 and 13:00 - 16:00

Friday 08:00 - 12:00 For a personal visit you need an<u>appointment</u> if you wish to apply for or extend a residence permit, you must first submit an application. Once you have submitted all the documents, you will receive an appointment proposal. Do not bring any more printed photos with you. You will now receive a QR code from the photographer or DM. It is best to upload this code directly in the online application. There is one e-mail address for all persons with a residence permit. There is another e-mail address for all persons who have a tolerated stay permit or are still in the asylum procedure.

#### Opening hours

Tuesday 09:00 - 12:00 and 13:00 - 18:00 Thursday 08:00 - 12:00 and 13:00 - 16:00 and by appointment

@aufenthalt@dahme-spreewald.de

@asylduldung@dahme-spreewald.de

Further information on the right of residence can be found here.

#### Federal Employment Agency (Bundesagentur für Arbeit)

# Federal Employment Agency

#### **Q**<u>Max Werner Str 5, 15711 Königs Wusterhausen</u>

#### Opening hours:

Monday	08:00 - 13:00
Tuesday	08:00 - 13:00
Thursday	08:00 - 13:00, 14:00 - 18:00
Friday	08:00 - 12:30

Nationwide **service hotline** of the Federal Employment Agency

#### Federal Office for Migration and Refugees - BAMF

Do you have questions **about immigration**? The **citizen service of the Federal Office for Migration and Refugees** will answer all your questions:

#### <u>0049499119430</u>

@service@bamf.bund.de

Monday to Friday 9.00 - 11.00 a.m.

# Information on the status of the asylum procedure





Have you applied for asylum and would like to know what the current status is? Please send the following information or documents by e-mail to <u>service@bamf.bund.de</u>:

- The BAMF file number.
- Your surname, first name, date of birth, place of birth and current address.
- A copy of your valid proof of arrival. Or the front and back of your valid residence permit.

 $\mathbf{Q}$  **Note:** You must send these documents in full with every enquiry. Otherwise the enquiry cannot be processed.

# Information on the status of an asylum procedure to third parties

Do you need information about someone else's asylum procedure? Then you are a "third party". Please send the following information or documents by e-mail to <a href="mailto:service@bamf.bund.de">service@bamf.bund.de</a>:

- The BAMF file number.
- The surname, first name, date of birth, place of birth and current address of the person on the asylum application.
- A valid power of attorney for you. The partial power of attorney can be used for this purpose. You can find this under <u>Download</u>.
- A copy of the front and back of the valid residence permit of all persons on the asylum application.
- A copy of the front of your valid identity document.

You can black out all details except your photo and your first name and surname on the copy of your identity document. However, the identity document must remain recognisable. This serves the purpose of authentication and thus the protection of the data for the asylum procedure.

 $\mathbf{\hat{P}}$  **Please note:** You must send these documents in full with every enquiry. Otherwise the enquiry cannot be processed.

#### Jobcenter

## Job centre Dahme Spreewald

Max- Werner-Straße 7, 15711 Königs Wusterhausen
03375279700

**♀** <u>Weinbergstraße</u> 1a, 15907 Lübben
 ▲<u>03546228100</u>

♥ <u>Bersteallee 21, 15926</u> Luckau
 ▲ <u>03546228100</u>

In principle, all employees can be reached on their personal extension number during their daily working hours. You will find this in the notification or on all letters from the Jobcentre in the top right-hand corner. If you are unable to reach your personal contact person, you can leave your request on the mailbox, stating the community of need or customer number.





To send documents and enquiries about your claim, please use our mailbox service as well as the other **digital services offered** by <u>jobcenter.digital</u>.

# Opening hours

#### Office Königs Wusterhausen:

Monday: 08:00 - 13:00 Tuesday: 08:00 - 13:00 Wednesday: closed Thursday: 08:00 - 13:00 and 14:00 - 18:00 Friday: 08:00 - 12:30

#### Office Lübben:

Monday: 08:00 - 13:00 Tuesday: 08:00 - 13:00 Wednesday: closed Thursday: 08:00 - 13:00 and 14:00 - 18:00 Friday: 08:00 - 12:30

#### Office Luckau:

Monday:Appointments by arrangementTuesday:Appointments by arrangementWednesday:Appointments by arrangementThursday:By appointmentFriday:Appointments by arrangement

## Residents' registration office (Einwohnermeldeamt)

You can find the addresses of the registration offices here.

# Registration at the residents' registration office

When you move to the district Dahme - Spreewald you must register at the **residents' registration office**. In some places this office is also called Bürgeramt or Bürgerbüro. You must register there within two weeks. If you register too late or not at all, you may have to pay a fine.

To register, you must present your **ID card, identity card, residence permit** or other **residence document**. If you have a **passport** or similar documents, please also bring these with you.

You must also complete a **registration form** . You can obtain the form from the Residents' Registration Office. The staff there will be happy to help you fill it out.

In some cities or municipalities, you will also need a **confirmation from your landlord** for the registration. This is a document in which your landlord confirms that you are renting the





flat from him.

Sometimes your **birth certificate** or **marriage certificate** is also required for registration. If you have these documents, please bring them with you to the registration.

After your registration you will receive an **official confirmation of registration**. Please keep this document in a safe place. It is proof that you are registered in a municipality or town in the district. You now live there and have your address there. **Municipality Schönefeld** <u>Hans - Grade - Allee 11, 12529 Schönefeld</u> 030536720105

#### Municipality Eichwalde Municipality Schulzendorf

Municipality Zeuthen Straße 49, 15732 Eichwalde 03067502301 Straße 2000 Einwohnermeldeamt@eichwalde.de Straße www.eichwalde.de

## Town Wildau

Municipality **Q**Karl - Marx - Straße 36, 15745 Wildau **C**<u>03375505460</u> Municipality Bestensee Eichhornstraße 4 - 5, 15741 Bestensee **03376399812 Town Königs Wusterhausen** Town hall Schlossstraße 3, 15711 Königs Wusterhausen **\$**03375273373 **@** buergerservice@stadt-kw.de Town Mittenwalde Town Hall Rathausstraße 8, 15749 Mittenwalde 📞 0337648980 @ post@mittenwalde.de Municipality Heidesee Municipal council Lindenstraße 14 b, 15754 Heidesee OT Friedersdorf 0337677950 @post@gemeinde-heidesee.de Office Schenkenländchen Citizens' office Markt 9, Gebäude B, 15755 Teupitz **0337666890** @buergerbuero@amt-schenkenlaendchen.de **Office Unterspreewald Residents' Registration Office** Aarkt 1, 15938 Golßen **0354523840** and PHauptstraße 49, 15910 Schönwald **\$**0354742060 community Märkische Heide Schlossstraße 13 a, 15913 Märkische Heide OT Groß Leuthen **0**3547185143 @ewo-gewerbe@maerkische-heide.de Office Lieberose / Oberspreewald Administrative office Straupitz **V**Kirchstraße 11, 15913 Straupitz **0354758630** @amt@lieberose-oberspreewald.de





# City Lübben ♥ Poststraße 5, 15907 Lübben ♥ 03546792508 @ meldeamt@luebben.de Town Luckau Town hall ♥ Am Markt 34, 15926 Luckau ♥ 03544594142 ♥ 03544594144 @ einwohnermeldeamt@luckau.de Municipality Heideblick ♥ Langengrassau Luckauer Straße 61, 15926 Heideblick ♥ 0354548810 @gemeinde@heideblick.de

## **Road traffic office**

## **Road traffic office**

**P**Fontaneplatz 10, 15711 Königs Wusterhausen

<u>03375262671</u>

@strassenverkehrsamt@dahme-spreewald.de

## Social welfare office

The social welfare office is responsible for **providing social assistance**. This includes the following benefits:

- Basic security in old age and in the event of reduced earning capacity
- Care assistance
- Assistance with living expenses
- Integration assistance for disabled people
- Assistance to overcome particular social difficulties
- Assistance with health
- Assistance in other life situations

The Social Welfare Office will **advise and support** you in all matters relating to these topics.

The social welfare office will ask you about your financial circumstances. You will therefore have to show whether you have any valuables such as jewellery or money. You will sign a number of documents and declarations. Please bring all your papers with you. All persons who are registered on your residence permit must accompany you to the appointment.

You will also receive the cheque for your living expenses here. You can exchange the cheque for cash (euros) at the bank. Please note that this money must last until your next appointment with the social welfare office (approx. 1 month). You will not receive any money until your next appointment with the Social Welfare Office.

## The Social Welfare Office is your contact for the following issues:





- Vouchers for initial baby equipment and for your child's school supplies
- Money for train tickets to interview appointments
- Sickness certificates, authorisation for operations and other medical measures
- Education and participation package (BUT)
- Activity and employment programme
- Applications for redistribution, exemption from compulsory housing

#### Social welfare office

Seethovenweg 14, 15907 Lübben

PBrückenstraße 41, 15711 Königs Wusterhausen

## <u>03546201638</u>

#### @sozialamt@dahme-spreewald.de

#### Housing benefit office

Housing benefit under the Housing Benefit Act is granted to tenants of a flat or house as a rent subsidy. For owners who use their property themselves, it is granted as an encumbrance allowance. It is granted on application as a subsidy towards housing costs to ensure adequate and family-friendly housing.

The grant period begins on the first of the month in which the housing benefit notification is issued and is generally granted for 12 months.

The granting of housing benefit and its amount depends on the family income and the number of household members to be taken into account, as well as the amount of eligible rent or charges. The decisive factor here is the annual income of all household members.

#### Housing benefit office

Seethovenweg 14, 15907 Lübben (Spreewald)/Lubin (Błota)

A - G 03546201769 H - L 03546201745 M - Q 03546201726 R - T, Z 03546201707 U - W, self-employed 03546201703





@wohngeld@dahme-spreewald.de

PBrückenstraße 41, 15711 Königs Wusterhausen

Heidesee, Bestensee, Eichwalde

Königs Wusterhausen A - J <u>03375262541</u>

Königs Wusterhausen K - R <u>03375262120</u>

Königs Wusterhausen S - Z, Zeuthen

Wildau <u>03375262114</u>

Mittenwalde, Schulzendorf

Schenkenländchen, Schönefeld

@wohngeld@dahme-spreewald.de

# **Getting Started**

It is not always easy to make a new start in a foreign environment, to explore a foreign city. There are a few things you need to bear in mind in the first few weeks and do as quickly as possible.

## **Residents' Registration Office**

# Registration at the residents' registration office

When you move to the district Dahme - Spreewald you must register at the **residents' registration office**. In some places this office is also called Bürgeramt or Bürgerbüro. You must register there within two weeks. If you register too late or not at all, you may have to pay a fine.

To register, you must present your **ID card, identity card, residence permit** or other **residence document**. If you have a **passport** or similar documents, please also bring these with you.

You must also complete a **registration form** . You can obtain the form from the Residents' Registration Office. The staff there will be happy to help you fill it out.

In some cities or municipalities, you will also need a **confirmation from your landlord** for the registration. This is a document in which your landlord confirms that you are renting the flat





from him.

Sometimes your **birth certificate** or **marriage certificate** is also required for registration. If you have these documents, please bring them with you to the registration.

After your registration you will receive an **official confirmation of registration**. Please keep this document in a safe place. It is proof that you are registered in a municipality or town in the district. You now live there and have your address there. **Municipality Schönefeld •** <u>Hans -</u> <u>Grade - Allee 11, 12529 Schönefeld</u> **•** <u>Mans -</u> <u>030536720105</u>

#### Municipality Eichwalde Municipality Schulzendorf

Municipality Zeuthen Q Grünauer Straße 49, 15732 Eichwalde 03067502301 03067502302 Einwohnermeldeamt@eichwalde.de www.eichwalde.de

# Town Wildau

Municipality **Q**Karl - Marx - Straße 36, 15745 Wildau **C**<u>03375505460</u> Municipality Bestensee Eichhornstraße 4 - 5, 15741 Bestensee **C**03376399812 **Town Königs Wusterhausen** Town hall Schlossstraße 3, 15711 Königs Wusterhausen **\$**03375273373 **@** buergerservice@stadt-kw.de **Town Mittenwalde** Town Hall Rathausstraße 8, 15749 Mittenwalde \$0337648980 @ post@mittenwalde.de Municipality Heidesee Municipal council Lindenstraße 14 b, 15754 Heidesee OT Friedersdorf **0**337677950 @post@gemeinde-heidesee.de Office Schenkenländchen Citizens' office Markt 9, Gebäude B, 15755 Teupitz 0337666890 @buergerbuero@amt-schenkenlaendchen.de **Office Unterspreewald** Residents' Registration Office ♥ Markt 1, 15938 Golßen **0354523840** and PHauptstraße 49, 15910 Schönwald **\$**0354742060 community Märkische Heide Schlossstraße 13 a, 15913 Märkische Heide OT Groß Leuthen 03547185143 @ewo-gewerbe@maerkische-heide.de Office Lieberose / Oberspreewald Administrative office Straupitz **Q**Kirchstraße 11, 15913 Straupitz **0354758630** @amt@lieberose-oberspreewald.de





City Lübben ♥ Poststraße 5, 15907 Lübben ● 03546792508 @ meldeamt@luebben.de Town Luckau Town hall ♥ Am Markt 34, 15926 Luckau ● 03544594142 ● 03544594144 @ einwohnermeldeamt@luckau.de Municipality Heideblick ♥ Langengrassau Luckauer Straße 61, 15926 Heideblick ● 0354548810 @gemeinde@heideblick.de

## Immigration office

# Have you recently arrived in the district of Dahme-Spreewald from abroad?

Then the Foreigners' Registration Office, located at Sachgebiet Migration, is responsible for all your questions. It decides on your residence status, but also on its termination. The Foreigners' Registration Office will actively advise and support you with the aim of clarifying your legal status as quickly as possible. The Foreigners' Registration Office is also responsible for people in the asylum process. You will need an appointment for a personal visit to . If you wish to apply for or extend your residence permit, you must first submit an Sapplication. Do not bring any more printed photos with you. You can now obtain a QR code from the photographer or DM. It is best to upload this code directly in the online application. 1. go to the website of the Immigration Office

2. click on "Notes"

3. there you will see a list of all the documents you need The Foreigners' Registration Office has an e-mail address for all persons who have a residence permit or would like to apply for one. There is also an e-mail address for all persons who have a tolerated stay permit or are still in the asylum procedure. Where can you find the Foreigners' Registration Office?

Schulweg 1b, 15711 Königs Wusterhausen

<u>03375262119</u> (Hotline)
 <u>@aufenthalt@dahme-spreewald.de</u>
 <u>@asylduldung@dahme-spreewald.de</u>

Further information on the right of residence can be found <u>here</u>.

## Registering your child at the day care centre (Kita)

**Daycare centres** - known as **daycare centres** for short - support and care for children from infancy until they start school. In a daycare centre, your child will receive the best possible developmental support. If you would like to have your child looked after in a day-care centre, please register it in good time in a day-care centre of your choice.





You can find an overview of all daycare centres in the district here.

#### Registering your child at school

Compulsory education is compulsory in Germany . It is valid **until the age of 18. Year of life**. Children who are 6 years old must be registered at the relevant **primary school**. From the 7. Students can choose their **secondary school** freely after the second grade. You can choose between a comprehensive school, a secondary school or a grammar school.

At the **secondary school**, pupils are taught from Year 7 to Year 10. In the second class, basic and advanced knowledge is imparted.

On reaching the 10th grade You can acquire the vocational training qualification in the second grade. After completion of the 10. Students can obtain the Fachoberschulreife, the Realschulabschluss or the erweiterte Berufsbildungsreife.

Pupils can obtain the general higher education entrance qualification at a **grammar school**. This qualification is also known as the Abitur.

All qualifications and the general higher education entrance qualification can be obtained at **comprehensive schools**.

<u>Here</u> you will find an overview of all **schools in the district**.

You can find more information here.

# Stay

Have you travelled to Germany from abroad? Then there are various things for you to consider. The entry and residence of foreigners in Germany is regulated by law. In most cases, the <u>Migration Department</u> is responsible for this. The Foreigners' Registration Office located there will advise you on all matters relating to residence law. The Immigration Office is also responsible for all matters relating to the <u>immigration of skilled labour for the state of</u> <u>Brandenburg</u>.

#### **Office for Migration and Integration**

Would you like to come to Germany or are you already here? And you would like to live and work in our district? Then you probably have a lot of questions about your stay with us. The staff at the **Office for Migration and Integration** can help you. They will be happy to advise you on all your questions.





Mr Benbakka
@ami@dahme-spreewald.de
03375261727

The Migration Department will advise you if you have any questions

- if you would like to live in Germany
- if you have applied for asylum
- if you have a Duldung (this means: you are allowed to stay in Germany temporarily)
- if you would like to stay in Germany permanently
- if you come from an EU country and would like to live and work here
- · if you need a work permit or would like to extend it
- if you want to come to Germany as a skilled worker (this means: you have learnt or studied a profession)

Mr Bolduan
@ami-migration@dahme-spreewald.de
\$
03375262106

Hotline

The **area of integration** includes <u>Welcome Center</u>migration social work and the <u>Staatsangehörigkeitsbehörde</u>.

Here you can get advice on all questions relating to integration. Employers can also seek advice here.

This is also where

- the coordination of projects and measures for integration
- Advice for associations and initiatives
- Support for volunteers involved in integration work

Ar Lorenz

@ami-integration@dahme-spreewald.de 03375263335

The Benefits and Accommodation department is responsible for you if you are entitled to

- · benefits for refugees and asylum seekers,
- you live in shared accommodation.

This department also includes the social workers for the shared accommodation centres.

Mr Rießland
@ami-leistung@dahme-spreewald.de
03546201766

Hotline





# Immigration office

The **Foreigners' Registration Office**, which is part of the <u>Migration Department</u>, will advise you on all matters relating to your stay in Germany.

Would you like to stay in Germany for longer? Then there are many questions to clarify about your stay in Germany.

If you have any questions about your stay, you are welcome to use the services of the Foreigners' Registration Office. Anyone who comes to Germany can seek advice there.

The staff at the Foreigners' Registration Office will advise you on these topics:

- Permission to stay
- toleration
- Residence title
- Title for permanent residence this is, for example, a settlement permit
- Work permit
- Change of address
- Residence for members of the family of EU citizens
- Travel documents for refugees and stateless persons

If you have any questions about your stay at Landkreis, , please contact the staff at the relevant immigration office. For a personal visit, you will need to make an appointment  $\underline{at}$ 

# Ð

. If you wish to apply for or extend your residence permit, you must first submit an

# Ð

<u>application</u>. Do not bring any more printed photos with you. You can now obtain a QR code from the photographer or DM. It is best to upload this code directly in the online application.

1. go to the website of the Immigration Office

- 2. click on "Notes"
- 3. there you will see a list of all the documents you need

The Foreigners' Registration Office has an e-mail address for all persons who have a residence permit or would like to apply for one. There is also an e-mail address for all persons who have a tolerated stay permit or are still in the asylum procedure. The third e-mail address is for the head of the Migration Department.

Schulweg 1b, 15711 Königs Wusterhausen
 @asylduldung@dahme-spreewald.de
 @aufenthalt@dahme-spreewald.de
 @ami-migration@dahme-spreewald.de

<u>03375262119</u>





#### Availability of the hotline

Monday 09:00 - 12:00 and 13:00 - 15:00 Tuesday 09:00 - 12:00 and 13:00 - 18:00 Thursday 08:00 - 12:00 and 13:00 - 16:00 Friday 08:00 - 12:00

## Immigration of skilled labour in Brandenburg

# Immigration of skilled labour in Brandenburg

Schulweg 1b, 15711 Königs Wusterhausen

<u>03375262161</u>

<u>03375262132</u>

<u>03375262133</u>

@fachkraefteeinwanderung@dahme-spreewald.de

You can find more information on skilled labour immigrationhere.

## Citizenship authority

# Nationality

Nationality indicates the state to which a person belongs. It confers rights and obligations. These are the right to political participation, social benefits and protection by the state. Nationality can be acquired by descent, birth or naturalisation. It is an essential aspect of national identity.

If you intend to naturalise in Germany, you can obtain advice here:

Schulweg 1b, 15711 Königs Wusterhausen

<u>03375262105</u>
 <u>03375262190</u>
 <u>03375263508</u>

@einbuergerung@dahme-spreewald.de

Here you can find further information on O<u>citizenship</u> and at O<u>Naturalisation application</u>

Info Naturalisation.pdf

## Applying for or extending residence documents

Do you live in Germany? Then you need a document for your stay.





There are various documents. Which document you receive depends on your situation.

These documents are available:

- Aufenthaltstitel
- The shorter form is a residence permit
- The longer form is a settlement permit
- This authorises you to live and work in Germany
- Duldung
- You are allowed to stay in Germany for a short period of time
- The authorities will tell you how long
- Aufenthaltsgestattung
- You have submitted an application for asylum
- The asylum procedure is still ongoing
- You are waiting for the decision
- German citizenship
- You become German or German
- This is called Einbürgerung

You can find more information here:

- How to apply for SAufenthaltstitel bekommen oder verlängern
- How to get your

# Ð

Duldung oder Aufenthaltsgestattung verlängern - How you

# G

Deutsche oder Deutscher werden can - What a @Verpflichtungserklärung is"

## Apply for a work or training permit

#### 1. check your residence status first:

## At Aufenthaltstitel:

- Check the details on:
  - your Aufenthaltstitel or the Zusatzblatt or
  - your Visum
- There you will find what work you are authorised to do:
  - Either any work
  - Or only certain work

## At Duldung:



- If your Duldung says "Erwerbstätigkeit nur mit Erlaubnis der Ausländerbehörde" (§60a): You can apply for a work permit
- If your Duldung says "Erwerbstätigkeit nicht gestattet" (§60b): You must first clarify your identity
- To do this, bring your identity documents with you to your next appointment at the immigration office
- You can also email Ausländerbehörde to @asylduldung@dahme-spreewald.de to ask for an earlier appointment
- Afterwards you can get a Duldung with which you are allowed to work (§60a)

# At Aufenthaltsgestattung (in the asylum procedure):

- You are not allowed to work for the first 3 months
- After 3 months, you can apply for a permit at Ausländerbehörde

# **⊘Note:**

- Decide in favour of one employer
- Do not make several applications at the same time

# 2 How to obtain a work permit:

For a work permit you need:

- The form "Erklärung zum Beschäftigungsverhältnis"
- Fill out the form completely
- Your boss must sign it

For an apprenticeship (with Duldung orAufenthaltsgestattung) you need:

- The training contract
- Registration for the vocational school
- Entry in the vocational training register

This is what you need to do:

- 1. send an e-mail with all the documents to Ausländerbehörde
- 2. tell Ausländerbehörde that you would like to do an apprenticeship
- 3. Ausländerbehörde will then suggest an appointment for you
- 4. bring all original documents to the appointment

Do you need help?

- Ask your boss for the documents
- Or: This <u>Welcome Center</u> will help you

## **3.** how you can send the documents:

- 1. By e-mail (quickest way):
- At Aufenthaltsgestattung or Duldung: @asylduldung@dahme-spreewald.de
- At Aufenthaltstitel: @aufenthalt@dahme-spreewald.de

2. by post or in person: Ausländerbehörde des Landkreises Dahme-Spreewald ♥Schulweg 1b 15711 Königs Wusterhausen

# $\mathbf{Q}$ Please note:





- Write "DRINGEND" in the subject line of the e-mail
- Explain exactly why it is urgent, for example: "I have to start by [date], otherwise I won't get the job"
- Please send only 1 email wait for the reply

#### 4 What happens then?

- Ausländerbehörde will review your application together with the employment agency
- You have to wait
- · You will receive a decision from Ausländerbehörde by post
- You can also ask for an additional notification by e-mail

#### 5. ask for status:

- Wait 4 weeks until you enquire again
- After that, you have two options if you have not yet received a reply:
- 1. By e-mail: Write to the relevant e-mail address (see above)

Please state:
Your request
Your name
Your date of birth
♀ If you cannot write in German, use a free translation service at ♀

- 2. By telephone: Call the Deline
  - If nobody answers the phone:
  - Write an e-mail
  - Wait for the answer

#### Issuing and extending tolerated stay permits and residence permits

#### Aufenthaltsgestattung

As long as your asylum procedure has not yet been completed, you have a Aufenthaltsgestattung.

Proceed as follows to extend it:

- Book an appointment on the Foreigners' Registration Office website 😔
- Click on "Online-Terminvergabe"
- Select "Erteilung/Verlängerung Aufenthaltsgestattung "
- Select the number of people:
- "+1" = one person
- -"+2" = two people
- and so on

#### Duldung

- First Duldung: The immigration office will send you an appointment
- Extension: You will receive the next appointment at the same time
- Your next appointment is always on the last day of validity of your visa. Duldung





Have you missed your appointment?You have three options:1. come to the immigration office in the morning on the day your Duldung expires, come to the <u>immigration office</u> in the morning

Ask security or reception about your appointment
write an e-mail to : @asylduldung@dahme-spreewald.de
Ask for your appointment
Or ask for a new appointment
call the hotline
03375262119

#### Reachability of the hotline:

Montag 09:00 - 12:00 Uhr und 13:00 - 15:00 Uhr Dienstag 09:00 - 12:00 Uhr und 13:00 - 18:00 Uhr Donnerstag 08:00 - 12:00 Uhr und 13:00 - 16:00 Uhr Freitag 08:00 - 12:00 Uhr

# Applying for or renewing a residence permit

# Important: It is best to submit your application online. That way it will be processed more quickly.

This is how it works:

- 1. Visit the website "Sachgebiet Migration" of the Odistrict Dahme-Spreewald
- 2. Click on "Hinweise"
- 3. Choose your desired Aufenthaltstitel
- 4. Check which documents you need
- 5. Click on the link to the Online-Antrag
- 6. Complete the online application

**Tip:** If you would like to apply for humanitären Aufenthaltstitel , use the online application for gainful employment. Under "Comments", provide additional information about which Aufenthaltstitel you would like to apply for exactly.

Important:

- An application must be submitted for each person, even if they are a minor
- If further problems arise, please use the PDF form under "Forms"
- Send the signed document by e-mail to: <a href="mailto:aufenthalt@dahme-spreewald.de">aufenthalt@dahme-spreewald.de</a>
- Or by post to: Schulweg 1b, 15711 Königs Wusterhausen

#### What happens after the application?

- If you have submitted the application online, you will receive a confirmation e-mail
  - Keep this e-mail in a safe place
  - It serves as proof of your application
- The Ausländerbehörde will check your documents
  - You will be informed if any documents are missing





- As soon as the documents are complete, you will receive a suggested date for a personal appointment

- At the appointment on site, you will receive a PIN-Brief
  - The PIN-Brief contains important information for the Online-Ausweisfunktion
  - Your Aufenthaltstitel will remain valid until a decision is made on your application
  - This is called Fiktionswirkung
- Do you need additional proof?
  - Book an *Oppointment* for a fiction certificate
  - This is particularly important if you want to travel
  - Inform Ausländerbehörde if you need the fiction certificate for travelling
- Pick up your Aufenthaltstitels:

- The Ausländerbehörde will inform you at the appointment on site when you can book an appointment for collection

- Book an appointment for collection via the *website Ausländerbehörde*
- Click on "Pick up from Aufenthaltstiteln "
- "+1" means: You are picking up for one person

If your residence permit is not yet ready:

- The Immigration Office cancels your appointment
- You must then book a new appointment

#### Important for the collection:

- You can only collect for:
  - yourself
  - your underage children
  - other persons with Sauthorisation
- Payment:
  - You can only pay by card at Ausländerbehörde
  - Don't have an account? Then you can get an Gebührenbescheid
  - With an Gebührenbescheid you have 3 weeks to transfer the money
  - Important: Inform Ausländerbehörde before the appointment if you would like an Gebührenbescheid
  - The preparation of the Bescheid takes time

## Apply for naturalisation

#### First steps: This is how it works

Would you like to obtain German citizenship? First do the <u>Online Quick-Check</u>. The free check will show you whether you can be naturalised. The test is non-binding.

#### After the test:

Is your check positive? Then you can submit the *online application*.

If you have any further questions, there are two options:

- 1. you can contact the authority
- by e-mail
- by telephone





2. you can contact the <u>Welcome Center</u> in person for advice and support. To do this, arrange a <u>Termin</u>.

#### Make an online application

How to submit the application online: 1. create an account with <u>Bund-ID</u> 2. you can log in with the

# Ð

Online-Ausweis log in.

- You will need the code from your PIN-Brief.

- You will have received this with your residence permit.

3. or create an account via

# Ð

Benutzername und Passwort 4. fill in the

# Ð

Vorabprüfung fill in the form

- 5. log in to Bund-ID
- 6. complete the online application

## **Required documents:**

You will need these documents for naturalisation:

- Current passport photo
- Valid passport, residence permit and birth certificate
- Employment contract and the last 3 salary statements
- Proof of German language skills (B1 certificate or German school-leaving certificate)
- Naturalisation test or German school-leaving certificate
- Proof of income for the last 3 months

Other possible documents:

- Marriage certificate (if you are married)
- Divorce certificate (if you are divorced)
- Birth certificates of your children (if you have children)
- Tenancy agreement
- Proof of health insurance

Not sure exactly which documents you need?

- Read this <u>SInformationsblatt Einbürgerung</u>
- Write an e-mail to the citizenship authority at @einbuergerung@dahme-spreewald.de
- Or contact the <u>Welcome Center</u> for advice

#### Notes on required documents





- Self-employed persons must submit other documents
- You can find the exact list in the information sheet
- You can apply for a pension insurance history Donline from the German Pension Insurance
- You can send a negative certificate from the job centre by e-mail to <u>Jobcenter-Dahme-Spreewald@jobcenter-ge.de</u> or during the <u>Jobcenters</u> receive
- You can request a negative certificate from the Social Welfare Office by e-mail to <u>Sozialamt@dahme-spreewald.de</u> request a negative certificate
- You can apply for a negative certificate from the tax office in person during the <u>tax office's</u>
   Office hours

#### After submitting the application

- 1. The authority will check your documents for completeness
- 2. If further documents are required, you will receive a list
- 3. Once the check has been completed, you will receive an appointment proposal by email
- 4. Bring all original documents with you to the appointment
- 5. You sign the application
- 6. You will be asked further questions about living in Germany

#### $\mathbf{Q}$ Important information

- It takes about 1 year to process the application.
- Please be patient:
- Wait for an answer
- Do not ask several times
- This allows the authority to process all applications more quickly

Contact us Phone: 03375 26-2105 03375 26-2190 03375 26-3508

@einbuergerung@dahme-spreewald.de

#### Entering the country and residence status

#### **Declaration of commitment (invitation)**

## Declaration of commitment for a short stay in Germany

# Would you like to **invite** a foreign visitor **to Germany for a short time?** Even if you only want to visit family or friends for a short time, you need a visitor visa for Germany. For this visa, Drittstaatsangehörige usually have to prove that they have enough money for their stay in Germany. They need this to be able to support themselves. If someone





cannot prove that they have enough money, a person living in Germany must vouch for the visitor. This can be a relative, an acquaintance or even a company. This person must be able to provide proof of sufficient funds. If the person cannot prove this, a letter of guarantee will not be issued. The guarantee is called a **letter of guarantee**. Visitors can present this to the embassy as proof when they apply for their visa. The letter of guarantee is not only valid for the duration of the visa, but for up to 5 years after entry. Even if the guest stays in Germany for longer or without authorisation, you can be held responsible for the costs for up to 5 years.

#### What is a short-stay visa?

With a short-stay visa, your guest can stay in Germany for up to 90 days within a 180-day period. It is valid for private visits, tourist trips and business trips. It is also known as a Schengen visa or tourist visa. You can find out more about short-stay visas on the website of the <u>Federal Foreign Office</u>.

#### What costs will you incur?

With the declaration, you undertake to cover all costs that the state may incur as a result of your guest's stay in Germany. These include

- the cost of living. These may include, for example, costs for food and drink, for accommodation, for clothing, for medical treatment and medication or for care costs.
- Costs that arise if the authorities are forced to send your guest back to their home country.
- If the original is lost, a copy cannot be issued. However, you can apply for a new declaration of commitment for a fee.

#### Requirements

You can **only submit a formal obligation in person** and with a **pre-booked appointment**. Authorisation or representation is not possible. Please book a separate <u>appointment</u> for each required declaration of formal obligation.

If the declaration of sponsorship is to be issued for your guest's accompanying spouse and children, one appointment is sufficient. Please book a separate appointment for other members of your guest's family travelling with you.

You must be able to **cover all costs** that may arise during your guest's stay in Germany from your **own income or savings**. You must disclose all income, expenses, debts and obligations to Bonitätsprüfung. The amount of your income or bank balance will then be assessed and how many guests you would like to invite.

If you cannot prove this, it will be noted on the declaration of commitment.

You **live in Landkreis Dahme - Spreewald and are registered here.** A second residence at Landkreis Dahme - Spreewald is also sufficient.

If a company, association or other legal entity submits the declaration, the legal entity must have its registered office in Landkreis Dahme - Spreewald. As a rule, your guest must also **provide proof of (travel) health insurance**in order to obtain the visa. This is not part of the declaration of commitment, but is a requirement for the visa to be issued.

Are you not a German citizen, a citizen of another EU country or a citizen of Iceland, Liechtenstein or Norway? Then you need a **valid residence permit.** This can be a **residence permit or settlement permit.** 

Your residence permit must be valid for longer than your guest wishes to stay in Germany. How long it must be valid afterwards depends on the individual case. A Aufenthaltsgestattung,





Duldung or Fiktionsbescheinigung is not sufficient.

#### **Required documents**

- The completed declaration of commitment form
   Please fill out the form as completely, correctly and legibly as possible.
   Accompanying spouses and unmarried minor children of your guest can be entered on the same form.
   Please complete a separate declaration of commitment for each of the other family members travelling with you.
   The information is voluntary. Incomplete information may result in the visa being refused.
- Please read the information in the <u>information sheet</u> carefully before your appointment with us.

If you have any questions, we will be happy to answer them when you are with us.

• Please bring the following documents with you to your appointment:

Further documents may be required in individual cases.

#### If possible, please bring the following documents with you:

- Your identity card or passport with a registration certificate (A registration certificate is proof that you are registered at your place of residence).
- A copy of the passport of the person applying for the short-stay visa (A short-stay visa allows you to stay in Germany for a short period of time)
- Your employment contract and the last three salary slips (Also from your partner, if available)
- If you are self-employed or work freelance:
- A business registration
   A simple overview of your income and expenditure from the last financial year (e.g. a business analysis or a tax assessment notice)
- A certificate of your current income from your tax consultant (This certificate must be signed and stamped.)
- If you are self-employed:
- Proof of your health insurance An indication of how much you pay for health insurance each month If you receive a pension:
- The pension statement
- If you receive unemployment benefit I:
- The notification of how much you receive (Instead of: assessment notice)
- Your tenancy agreement Or, if you live in a condominium or your own house:
- An extract from the land register
- Proof of your monthly loan instalments If available:
- A notification of parental allowance
- A notification of child benefit





- Proof of other loans
   (For example, for a car or other consumer credit)
- If you pay maintenance to someone:
- Proof of maintenance payments
- An indication of the amount of the payments
- An indication of how many people live in your household
- If available: Proof of savings or fixed-term deposit accounts with German banks (The foreigners authority will decide whether these will be taken into account.)

## Important information on financial suitability:

You can only submit a declaration of commitment if you are financially able to do so. As a rule, this requires a regular income that can cover your own needs, any maintenance obligations towards family members in and outside your own household and the needs of the invited guest.

## No declaration of commitment can be submitted by anyone who:

- is legally incompetent
- receives basic welfare benefits from the job centre or social welfare office
- is an asylum seeker
- is only a tolerated resident in Germany
- do not have a secure residence status in Germany for other reasons

## Further important information:

- Proof of authorisation to represent the company is required for juristischen Personen (e.g. extract from the commercial register).
- Bring your valid ID with you.
- If you do not have a regular income, you can also provide proof of savings.
- Only savings or fixed-term deposit accounts at German financial institutions can be considered.

## Visitor visa (Schengen visa)

# Visitor visa (Schengen-Visum)

Holders of a valid Schengen-Visums can stay in the entire Schengen area for a period of 180 days up to 90 days. The visa label then states **valid for Schengen states** in the respective language of the issuing state.

## Learn more (English)

Please note that you must leave the country again within the period of validity of your visa. This requires you to leave the Schengen area.





A Schengen visa that has not been issued by the embassy for three months can be extended in Germany. However, the requirements for this must still be met.

It is not possible to change the purpose of the visa. The application must be justified; in particular

- force majeure,
- · humanitarian, professional or serious personal reasons may be taken into

can be taken into account.

If you do not have your visa extended by the foreigners <u>authority</u> and only leave the country after your visa has expired, you are breaking the law. The foreigners authority will then check whether your stay must be terminated. Re-entry would only be possible if there is no ban on re-entry. There may also be criminal proceedings in court.

#### National visa (D visa)

# Entry as part of a visa procedure

If you are travelling to Germany on a long-stay visa, please note the following after your arrival:

Firstly, you must register in your chosen place of residence. German law stipulates a period of 14 days for this. In the district of Dahme - Spreewald, registration takes place at the relevant residents' registration office. You can attend the registration in person. However, you can also authorise another person to do so. This person will then deliver the completed and signed form. In both cases, you may need an appointment. Once you have registered, you will receive a registration certificate.

You can now apply for a residence permit.

- The national visa (category D) has been issued to you for entry. It is not issued for the planned duration of your stay. You therefore need a residence permit.
- You must apply for the residence permit at the <u>Foreigners' Registration Office</u>.
- It is important that you apply for the residence title while your visa is still valid.
- The residence permit is limited in time and can be extended.
- Depending on the reason for your entry, the residence permit also regulates
  - whether you are allowed to work or not,
  - what work you are authorised to accept and
  - whether time restrictions apply to employment in Germany.

Extension of the residence permit:

Please note that you should apply to extend your residence permit **six to eight weeks before it expires**.

Depending on the purpose of your stay, there may be other things to consider. You can also obtain this information from the <u>Immigration Office</u>.

## Entry without a visa





# **Citizens from third countries**

# **Residence without a visa**

Citizens from certain countries may enter the <u>Schengener territory</u> without a visa. Within 180 days, you may only stay in Germany and the Schengener area for 90 days. This must be taken into account if you plan to enter the country repeatedly or for longer stays.

Elist of countries with or without a visa requirement for Germany - Schengen area

**Please note:** You must leave Germany and the Schengen states again after the maximum duration of your stay has expired.

If it is not possible to leave the country within the time limit, the immigration authorities must be informed.

In particular

- force majeure,
- humanitarian reasons,
- professional reasons or
- serious personal reasons may be taken into account.

Nationals from the following countries

- Australia,
- New Zealand,
- the United Kingdom of Great Britain
- Northern Ireland,
- Israel,
- Japan,
- Canada,
- the Republic of Korea and
- the United States of America

can enter Germany without a visa.

Will you be staying in Germany for longer than 3 months or would you like to work in Germany?

Then you must apply for a residence permit at the Foreigners' Registration Office.

If your stay has ended without a visa and you have not applied for a residence permit, you are no longer permitted to stay in Germany. The foreigners authority can then terminate your stay. Re-entry is then only possible in a few cases.

#### **Permanent residence**

## Settlement permit





The settlement permit is a residence title that is valid indefinitely. With a settlement permit, you can live and work anywhere in Germany without restrictions. Further information on the requirements can be found <u>here</u>.

# EU permanent residence permit

The EU permanent residence permit is an unlimited residence title and offers the same rights as the settlement permit. This permit also allows you to live and work anywhere in Germany without restrictions. If you have EU permanent residence, you can also live, work or study in the **countries of the European Union**. This does not include Ireland, Denmark and Great Britain.

You can find information on the requirements <u>here</u>.

Whether a settlement permit or an EU permanent residence permit is better can be checked on a case-by-case basis. The <u>Immigration Office</u> will be happy to advise you.

## Family reunification

If someone already has a permit to live in Germany and is allowed to stay here, he or she can bring family members from abroad to Germany. However, there are rules and conditions that must be observed.

Basically, the following applies:

- both spouses must be at least 18 years old
- the marriage or registered civil partnership must be legally valid

It is advisable to seek advice from the <u>migration counselling</u> service or the <u>foreigners</u> <u>authority</u>.

People who have a tolerated stay permit are not allowed to bring their family to join them.

Further information on family reunification for persons with protection status can be found on the website of the <u>Federal Foreign Office</u> in German, English and Arabic.

## Spousal residence - independent right of residence

# Spouse residence

You can obtain a national visa to enter Germany from the German diplomatic missions abroad.

If you live at Landkreis Dahme - Spreewald , you must register at the <u>residents' registration</u> <u>office</u> within 14 days. You will receive a registration certificate there.

For your further stay in Germany, you must apply for a residence permit at the <u>immigration</u> <u>office</u> after entering the country.

Do you have a valid residence permit and do not yet speak German? Then you can take part in an integration **course**.

You can obtain an application to take part in an integration course from the Foreigners' Registration Office.





Prerequisite: You are applying for a residence permit for the first time:

- taking up gainful employment
- for family reunification
- for humanitarian reasons

Do you have a residence permit for family reunification? This residence permit also entitles you to a **work permit**. You are authorised to work in Germany.

Have you been married for at least 3 years? Then your spouse will receive an **independent** right of residence.

There may be an exception for spouses and children affected by violence. In some cases, you may be granted your own right of residence earlier.

#### **Federal Office for Migration and Refugees**

The Federal Office for Migration and Refugees (BAMF) is a federal authority. It is the centre of competence for migration and integration in Germany. The office is not only responsible for carrying out asylum procedures and protecting refugees. It is also the driving force behind the nationwide promotion of integration.

The tasks of the BAMF in the asylum procedure include

- Examining the asylum application,
- conducting the interview and
- the decision on the asylum application.

#### Federal Office for Migration and Refugees Branch office Eisenhüttenstadt

Poststr. 72, 15890 Eisenhüttenstadt
 091194329489
 service@bamf.bund.de
 www.bamf.de

#### **Central Aliens Authority State of Brandenburg**

Would you like to live in Germany? Then you need something that allows you to stay here, this is called a "residence permit". This can be a visa or a residence permit, for example. If you come from an EU country, you will receive an EU Blue Card. You can also apply for a permanent residence or settlement permit. The office you need to go to for this is the Foreigners' Registration Office. You can find the address below.

#### What else you can do at the Foreigners' Registration Office:

- Issue and extend a residence permit
- Receive and extend a tolerated stay permit
- Apply for an employment permit
- Apply for and extend a residence permit





- Apply for a settlement permit
- Changing or cancelling residence requirements
- Assistance with immigration law problems

# Central Aliens Authority of the State of Brandenburg

Poststraße 72, 15890 Eisenhüttenstadt

## **033644270**

@Poststellezabh@zabh.brandenburg.de

Do you need more information on this topic? You can find the page on the Internet here: ZABH

## Asylum procedure and tolerated stay

## Registration

# Registration

Have you just arrived in Germany and would like to apply for asylum? Then you must register immediately after your arrival:

- at the border authority or
- with the police or
- at the immigration office or
- at the reception centre for refugees or
- a branch office of the Federal Office for Migration and Refugees (BAMF)

Your personal data will be registered there. They will check whether you are

- are applying for asylum in Germany for the first time,
- · have already applied for asylum in another European country,
- are registered with the Federal Criminal Police Office.

You will then receive proof of registration. Only at this point will your asylum procedure begin.

Would you like to apply for asylum at Landkreis Dahme-Spreewald? Then please contact the authority responsible for your district first.

Central Immigration Office Poststraße 72, 15890 Eisenhüttenstadt 033644270 Poststellezabh@zabh.brandenburg.de

This is where you will first be admitted. Asylum seekers are legally obliged to live in an initial reception centre. In some cases, this may be necessary for up to 18 months.





The BAMF decides in which reception centre you will be accommodated. All asylum seekers are distributed evenly among the various federal states in Germany.

# Application for asylum

# Asylum application

Once you have been accepted and registered at the initial reception centre, you must apply for asylum. You must do this in person. You will be given an appointment at the Federal Office for Migration and Refugees.

Poststraße 72, 15890 Eisenhüttenstadt
033644270
Poststellezabh@zabh.brandenburg.de

An interpreter will also be available for this appointment.

Have you applied for asylum? Then you will receive a residence permit. This is proof of your asylum application. It also confirms your legal residence in Germany.

# **Residence obligation**

With a residence permit, you may only stay in the city in which your reception centre is located. For Eisenhüttenstadt this is the city area of Eisenhüttenstadt. If you have to leave the city for an important reason, you will need a permit from the Federal Office for Migration and Refugees.

# **Change of address**

Do you want to move to another city during your asylum procedure? Then you must inform the Federal Office for Migration and Refugees of your new address **yourself**.

## **Dublin procedure**

# **Dublin procedure**

The Dublin procedure applies in the 28 EU member states as well as in Norway, Iceland, Liechtenstein and Switzerland. It determines which country is responsible for carrying out the asylum procedure. As a rule, it is the country in which you were first registered.

If Germany is not responsible for carrying out the asylum procedure, you will be sent back to the country responsible for you.

If you do not agree with this decision, you should seek legal advice. In some cases, it may be advisable to appeal to the administrative court.

You can find more information about the Dublin Agreement at 🚱 <u>German</u> and 🚱 <u>English</u>.

#### Consultation





# **Personal interview**

The interview is an important appointment in the asylum procedure. You will receive an invitation to attend. An interpreter will be present.

You must attend this appointment. If you are unable to attend, you must let us know in good time. Then you must also explain why you cannot come. Otherwise your asylum application may be rejected. Or the procedure will be terminated.

You can explain the following questions at the personal interview:

- Why did you have to flee your country?
- What is your living situation?
- How did you come to Germany?
- Why were you persecuted in your country of origin?

Do you have proof of these statements? Then please bring this with you to the appointment.

You can bring a companion with you to this appointment:

- a lawyer
- a representative of the United Nations High Commissioner for Refugees (UNHCR)
- another person of trust who is not involved in an asylum procedure themselves

In the case of unaccompanied minors, the guardian may attend the interview.

Their statements will be translated and recorded. They will then be translated again in your language. This gives you the opportunity to make additions and corrections. Finally, the minutes will be presented to you with the recordings. If everything is presented correctly, you confirm this with your signature.

Advice from the Federal Office for Migration and Refugees on preparing for the personal interview in the asylum procedure will be available soon.

#### Collection of materials for the personal interview

#### **Decision of the BAMF**

## Decision on the asylum application

After the personal interview, the Federal Office for Migration and Refugees examines all statements, information and evidence. It then examines whether one of the four <u>forms of protection</u> exists on the basis of the Asylum Act:

- entitlement to asylum
- refugee protection
- subsidiary protection
- prohibition of deportation





The asylum application will only be rejected if none of these forms of protection can be recognised.

The decision is justified in writing and sent as a notification to :

- the person who submitted the application or
- the person who represented you in this procedure. This may be the lawyer, for example.
- the responsible immigration authority.

# The decision is negative

If your asylum application is rejected, you will receive a negative decision. The decision will ask you to leave Germany by a certain date. If you fail to do so, you may be forcibly deported.

There are 2 types of rejection:

- A simple refusal. In this case, you must leave Germany within 30 days.
- Your asylum application is manifestly unfounded. In this case, you must leave Germany again within one week.

# Appeal

If you do not agree with the negative decision, you can appeal against the decision in both cases. You should do this very quickly after receiving the decision. You should therefore contact the social workers at your accommodation centre straight away. You will receive support from them. You should always seek advice and representation from a lawyer specialising in asylum and residence law if you wish to take legal action. You will be informed of all deadlines and legal options in the written decision. This information is known as the information on legal remedies.

# Voluntary departure

If you decide to leave the country voluntarily, you can receive financial support for a new start in your country of origin. The foreigners authority will advise you on this.

## Foreigners' Registration Office

You should inform the foreigners authority as soon as possible that you wish to leave the country voluntarily.

# The decision is favourable

You have been recognised as entitled to protection in Germany. You should do the following next:

- Immediately after the positive BAMF decision has been delivered, you must obtain an identity document (Fiktionsbescheinigung or electronic residence permit (eAT)). You can obtain this from the <u>immigration office</u>.
- You are now authorised to work in Germany without restriction.





• If you do not have a job and are dependent on support, you will no longer receive your money from the social welfare office, but must submit an application to the job centre.

## Forms of protection in the asylum procedure

By applying for asylum, you are applying for protection in Germany. There are various forms of this protection. They are regulated by law. In an asylum procedure, it is checked whether you can be granted a form of protection.

You can find a brief overview of the different forms of protection here. You can find further information in various languages via the links.

## Entitlement to asylum

If a person is persecuted in their country of origin, they are entitled to asylum in Germany. People are recognised as eligible for asylum if

- their ethnicity
- their nationality
- their political conviction
- their religion
- their membership of a particular social group or
- their sexual orientation

would be subject to persecution if they were to return to their home country.

## Learn more

# **Refugee protection**

If people are affected by state or other persecution, they are considered refugees outside their country of origin.

The reasons for their persecution may be

- their ethnicity,
- their religion
- their nationality
- their political convictions,
- membership of a particular social group or
- because of their sexual orientation
- § 3 Abs. Asylgesetz (AsylG)

#### Find out more

# Subsidiary protection





People who are at risk of serious harm in their country of origin and who cannot claim the protection of their country of origin have the right to subsidiary protection. The threat against them can come from both the state and other sources. These include

- the death penalty
- torture
- inhuman or degrading treatment or punishment
- a serious individual threat to life
- a threat to the integrity of a person as a result of violence in an international or internal armed conflict

§ 4 Abs. 1 AsylG

## Eearn more

# National ban on deportation

A person seeking protection may not be deported to their country of origin if

- the return to the country of origin would constitute a violation of the European Convention on Human Rights or
- there is a considerable concrete danger to life, limb or freedom in the country of destination. § 60 Abs. 5 AufenthG, § 60 Abs. 7 AufenthG

### Elearn more

#### Appeal procedure

## **Appeal procedure**

If you do not agree with the negative decision about your asylum application by the BAMF, you can appeal against this decision. You are the "plaintiff", the BAMF is the "defendant". During an appeal, the Verwaltungsgericht (administrative court) checks the decision of the BAMF. If the court comes to a different decision, it compels the BAMF to offer you protection. You will then receive a residence permit. If it confirms the rejection notice, this means that the appeal has been turned down. You are then obliged to leave the country.

You can also take legal action against a favourable decision, for example if you do not agree with the form of protection granted. One exception is the granting of refugee status.

In any case, it is recommended that you seek advice and representation from a lawyer specialising in asylum and residence law.

#### **Opportunity residence § 104c AufenthG**

Have you been in Germany for some time and only have a tolerated stay permit? Then there is a new option for you with the right of residence opportunity. Under certain conditions, you can obtain a residence permit for 18 months.





Please note! Special rules apply during these 18 months. During this time, you must fulfil the necessary requirements for a right of residence with good integration (§ 25 b AufenthG) or for well-integrated young people and young adults (§ 25 a AufenthG)

## Requirements for the right of residence with opportunities

- On 31 October 2022, you must have been in Germany for at least 5 years without interruption. You must have been tolerated or authorised. Or you must have had a residence permit. You must therefore have been in Germany since 31 October 2017.
   Without interruption means that you must not have travelled out of Germany during this time.
- You must not have a criminal record.
- You must not have repeatedly and deliberately provided false information about your identity or nationality in order to prevent your deportation.
- You must be committed to democracy in Germany. You can find more information on this here: <u>Commitment to the free democratic basic order</u>

You must apply for this opportunity to stay at your foreigners authority. They will also provide you with further information. You must submit the application by the end of 2025 at the latest. You can use the general form for applying for a residence permit.

The residence permit cannot be extended. If you are unable to fulfil the requirements for a residence permit after 18 months in accordance with §§ 25 a / 25 b AufenthG , you will again receive a tolerated stay. The requirements for a tolerated stay will then be re-examined.

What happens to the right of residence after the 18 months? You can find more information here:

Residence permit for well-integrated adolescents and young adults (§25 a)

Residence permit for sustainable integration (§25 b)

## Granting residence to well-integrated adolescents and young adults (§25a)

# A residence permit according to § 25 a is possible under these conditions:

- You have been authorised, tolerated or granted permission to stay in Germany for 3 years without interruption
- Short-term interruptions of up to 3 months are possible
- You have successfully attended school for 3 years or obtained a recognised qualification.
- At the time of application, you are at least 14 years old and at most 26 years old.
- You have fulfilled your passport obligation **and** your identity has been clarified.
- There is a positive expectation that you will integrate permanently and fully in Germany. This is the case, for example, if You have successfully obtained a school-leaving or training qualification. Good language skills are also important here.
- You have no criminal record.





- You have not unjustly claimed social benefits.
- You do not come from a safe country of origin.
- There is no evidence of any connection to terrorist organisations.

The residence permit is initially issued for 3 years and can be extended. Afterwards, you can apply for a settlement permit or permanent residence in the EU. If all requirements for naturalisation are met, this can be applied for directly from the residence permit.

## Residence permit for sustainable integration (§25b)

# The following requirements must be met:

- You have had a residence permit for 6 years. Tolerated stay or authorisation also count.
- This period is reduced to 4 years for a family with a minor child. This also applies if you have been in possession of a tolerated work permit for 30 months. Or if you have had a residence permit for 30 months.
- As a rule, you must be able to support yourself for the most part.
- You must have sufficient oral knowledge of German at language level A2. Or you can prove that you have successfully attended school for 4 years. Or you have a vocational qualification or a degree.
- You have passed the Leben in Deutschland exam.
- You have fulfilled the passport requirement **and** your identity has been established.
- Positive integration, for example by successfully completing school or training.
- No criminal record
- There is no abuse of benefits, no measures to terminate residence, no safe country of origin, no connection to terrorist organisations.
- Proof of school attendance is required for school-age children.

## What happens after that

The residence permit is initially issued for 3 years. It can be extended. After that, you can apply for a settlement permit or permanent residence in the EU. If all requirements for naturalisation are met, this can be applied for directly from the residence permit.

## **Residence requirement and redistribution**

# **Residence requirement**

A residence requirement means that you have to live in a certain place or in a certain flat. This also applies to shared accommodation. You are not allowed to simply move. You have to submit an application.

# To whom and for how long does the residence requirement apply?





- § 12 a AufenthG For persons entitled to asylum and refugees under § 3 Absatz 1 des Asylgesetzes. Es gilt auch für Persons entitled to subsidiary protection within the meaning of § 4 Absatz 1 of the Asylum Act or persons with a ban on deportation
- § 60 (1 d) applies to tolerated persons
- § 60 (1) AsylG applies to asylum seekers
- § 24 AufenthG

## The following persons are subject to a residence requirement:

- Asylum seekers
- Persons with a residence permit
- Persons with refugee status, subsidiary protection status or a ban on deportation. This applies if the immigration authority has imposed a residence requirement when issuing the residence permit.
- Persons with tolerated status who are unable to support themselves independently
- War displaced persons from Ukraine

# Is it possible to move for a job?

For the persons named in § 12 a AufenthG and § 24 AufenthG, the residence requirement will be cancelled if they move to another location

- start vocational training or a course of study
- · can take up employment subject to social insurance contributions and
- the expected permanent job is located at an unreasonable distance from the previous place of residence

The cancellation of the residence requirement is possible for both temporary and permanent employment.

## Please note the following:

- the employment must be expected to last longer than 3 months
- the weekly working hours must be at least 15 hours
- the net income must be above the SGB II rate for standard needs, accommodation and heating

# Application to change the residence requirement for tolerated persons

# Cancellation of the residence requirement for asylum seekers and refugees:

You must submit the application to cancel or change the residence requirement to the foreigners authority in your current place of residence. The same applies to a redistribution.

The foreigners authority at the new place of residence must give its consent.

#### You will need the following documents for the application:





- the completed application form
- a copy of the employment contract or training contract. A written confirmation of employment from the employer is also sufficient. The probationary period must be over.
- copies of the last three wage or salary statements
- a certificate from the local authority that there are no rent arrears or outstanding debts. This only applies to flats that are let by the local authority.
- the tenancy agreement for the flat with ancillary costs or a certificate from the landlord confirming the total costs of the new flat

# Important: Do not sign the tenancy agreement until the foreigners authority at the new place of residence has approved the move.

#### **Residence obligation**

## **Residence obligation**

Who does it applyto ?

Have you applied for asylum? Then you may only stay in the city or district in which your reception centre is located. This spatial restriction is also known as the residence obligation.

#### How long does it apply?

Are you staying in Germany for longer than **3 months** on a permitted, tolerated or authorised basis? Then the residence obligation ends.

Persons from a <u>safe country of origin</u> or with little prospect of remaining in Germany may be subject to a residence obligation until the decision on the asylum application has been made.

If the asylum application is rejected as manifestly unfounded, the residence obligation applies until the person leaves Germany.

## Exceptions to the residence obligation

This restriction does not apply to appointments with authorities and courts. For other occasions, you must obtain **prior** authorisation from the <u>foreigners authority</u>.

If you leave the district **without permission**, you may be fined. If you repeat the offence, you may face a prison sentence of up to one year.

#### **Clarification of identity**

#### **Entering Germany without a passport**

In Germany, all foreigners are **required to** have a passport.

If you do not have a passport, you are obliged to obtain one. Your co-operation in obtaining a passport is important. It can be taken into account by the immigration authority when it





comes to decisions on immigration law.

The foreigners authority must know

- who you are,
- what your name is,
- when you were born and,
- which country you come from.

This is called identity. You need **proof** of this. The best proof is your passport from your home country. If you do not have a passport, you can present other documents such as your ID card, citizenship certificate, birth certificate or driving licence as proof.

# **Obligation to co-operate**

You are obliged to

- to provide the necessary information verbally and, if requested, in writing,
- present, hand over and surrender your passport or passport replacement to the authorities,
- present, hand over and surrender all necessary documents to the authorities. For example, visas issued by other countries, residence permits, flight tickets, driving licences, birth certificates, military service passports, marriage certificates and references.

# Important information:

- Hand over all documents relating to your identity to the Foreigners' Registration Office or the Federal Office for Migration and Refugees. Ask the authority to make a copy of your documents and confirm in writing that you have handed them in.
- Contact your parents or siblings in your home country. Ask them to provide you with the missing documents. You can also instruct a lawyer or another person in your home country to obtain documents.
- Write down everything you have done to clarify your identity. Keep all supporting documents.
- If your asylum procedure has not yet been finalised, you may not be required to appear at your embassy.

# Passport requirement in the asylum procedure

The immigration authority cannot require you to obtain a passport if your asylum procedure has not yet been completed. However, a passport obligation still applies. It can be fulfilled by holding a substitute identity document (§ 3 AufenthG).

## **Embassies and consulates**

Do you need to go to an embassy or consulate to clarify personal matters? An **embassy** is the **diplomatic representation** of a country abroad. A **consulate** organises the **state administration** of a country abroad.





#### You can go to a consulate or embassy to

- have your passport issued or renewed
- report a birth, death, marriage or divorce to your home country
- · apply for help with financial and other emergencies
- obtain a visa to enter another country
- find out about the conditions for travelling to another country
- find out about the conditions of residence in another country
- find out about working conditions in another country

If you would like to contact an embassy or consulate, you can find various consulates in Berlin under this <u>link</u>.

#### Departure and return counselling

Have you decided to return to your country of origin? Then you have the opportunity to receive support for your return journey. You will receive help with the costs and the organisation of the trip. Let us advise you on all the options. Only then should you make your decision!

Make an appointment at <u>Return and Perspective Advice Centre</u>. They will provide you with all the information and contacts you need. The counselling session is personal, free of charge and without obligation. It does not oblige you to leave Deutschland and has no influence on your asylum procedure. The **Immigration Office** of the district of Dahme-Spreewald provides return counselling as part of the granting or extension of tolerated stay permits. You cannot book an appointment yourself. If you have any questions about your asylum procedure, please contact the <u>Asylverfahrensberatung</u> or make an appointment with the <u>Welcome Center</u>.

General information on voluntary return can be found <u>here</u>. Further information on return counselling can be found <u>here</u>.

#### Visa, residence permit and settlement permit

#### Entry and visa

#### Visa

As a citizen of **a member state of the European Union**, you enjoy freedom of movement. You can enter and stay in Germany at any time.

For a **stay of up to three months**, you need a **valid identity card or passport**. You do not need to fulfil any other requirements. **A visa is not necessary**.

If you wish to travel to Germany **from a third country**, you will generally need a visa to **enter** the country. You can apply for this at a local German mission abroad. This can be an embassy or a consulate general.





## **Residence permit**

A residence permit can be issued for various reasons. It is granted

- for humanitarian reasons,
- for family reasons or
- after a positive asylum decision.

#### It is limited in time and always linked to a specific purpose.

The residence permit is the basis for residence in Germany. It gives you the opportunity to obtain a permanent settlement permit at a later date. The residence permit also states whether you are allowed to work.

## Permanent residence-EU

# Permit for permanent residence in the EU

The permit for permanent residence in the EU is an unlimited residence permit. It is comparable to a settlement permit. With this document, you can move to almost any EU country under simplified conditions. You can also obtain a right of residence.

You will receive authorisation for permanent residence in the EU if:

- You have lived legally in Germany for at least 5 years,
- your livelihood and that of your family is secure,
- you have a good command of the German language,
- you are familiar with the basic rules and structures of the legal system and society in Germany,
- you have sufficient living space for yourself and your family,
- you have paid pension insurance contributions through your work for at least 60 months.

You cannot get this permanent permit if you have a certain type of residence permit. This is the case, for example, if you are here for humanitarian reasons. This is also not possible with a residence permit for training purposes.

## Settlement permit

# Settlement permit

With a settlement permit, you can take up employment or become self-employed. In order to obtain it, various requirements must be met.

- Persons from third countries must have resided in Germany without interruption for 5 years with a residence permit
- you must be able to support yourself
- Pension insurance contributions must have been paid for 60 months





- language skills must be at level B1
- you have knowledge of the legal and social system in Germany
- Sufficient living space is available

There is a **special regulation** for **persons entitled to asylum** and **refugees**.

After **3 years**, the settlement permit is issued under the following conditions:

- language skills are at level C1
- you are able to support yourself
- the asylum decision has not been revoked or withdrawn
- basic knowledge of the legal and social order in Germany is available
- Sufficient living space is available

After **5 years**, the settlement permit will be issued under the following conditions

- the German language is spoken at level A2
- you are able to support yourself
- the asylum decision has not been revoked or withdrawn
- basic knowledge of the legal and social order in Germany is available
- Sufficient living space is available

## EU and EEA citizens

EU citizens have the right to live in the countries of the European Union without special authorisation. This right is known as **freedom of movement**. This means that they can enter Germany without a residence permit or visa. They can live and work here.

This freedom of movement applies to citizens and their families:

- from the **EU**
- from the European Economic Area (EEA) and
- from Switzerland.

This applies to nationals from the following countries:

- Belgium
- Bulgaria
- Denmark, Estonia
- Estonia
- Finland
- Finland France
- Greece
- Ireland
- Iceland
- Italy





- Croatia
- Latvia,
- Lichtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Austria
- Poland
- Portugal
- Romania
- Sweden
- Switzerland
- Slovakia
- Slovenia
- Spain
- Czech Republic
- Hungary
- Cyprus

Who has the right to freedom of movement?

- Employees, self-employed persons, trainees and students
- Jobseekers for a period of up to 6 months
- · Persons not in gainful employment with health insurance and a secure means of subsistence
- EU citizens or their family with the right of permanent residence
- Members of their family accompanying the EU citizen. Or who are joining them

Have you just moved to Germany? You have to register in Germany for the first two weeks. This is done at the <u>registration office</u> of the city or municipality. You will need your passport or identity card for this. Have you rented a flat or house? Then you need a landlord's certificate or a landlord's confirmation of residence. You can get this from your landlord.

You do not need a work permit to work. However, self-employed persons must register with the trade office.

After 5 years, you can apply for a permanent residence permit for Germany. Information on this can be obtained from the <u>Foreigners' Registration Office</u>.

Your family members also enjoy freedom of movement. Are these family members from a third country? Then they will need a visa and a residence card to enter the country. You can obtain these from the <u>immigration office</u>. After 5 years, you can apply for a permanent residence card. To do this, you must provide a marriage certificate and birth certificate to prove that you are a family. The documents must be translated into German and notarised by a sworn interpreter.

You can find important information on residence in several languages at





## www.eu-gleichbehandlungsstelle.de

(A guide to the authorities tells you where you can do what. It is available in many European languages).

www.bamf.de
 www.bmi.bund.de
 www.make-it-in-germany.com

## Immigration of skilled labour in Brandenburg

The district's immigration office can help you with questions about visas and residence.

Are you a skilled worker with a job offer in Germany? Do you need a visa to enter the country?

The procedure for obtaining a visa can take a long time. An **accelerated skilled labour procedure** can shorten the time.

What do you need to do?

You give your employer a power of attorney. Your employer then initiates the procedure at the immigration authority.

All requirements must be met. Only then can the authority give its approval in advance. You can then apply for a visa. Please note: The visa must also be applied for at the responsible German embassy abroad.

The foreigners authority is responsible for the **accelerated skilled labour procedure** in the district Dahme - Spreewald.

You can find more information <u>on this website</u>. Here you will also find the contact person and contact details.

#### The tasks include

- Participation in the D visa procedure
- General free counselling on the immigration of skilled workers
- Implementation of the accelerated skilled labour procedure. Fees are charged for this.

Would you like to have your professional and academic qualifications from abroad recognised? Then please contact the <u>IQ Network</u> counselling service.

# **Counselling centres**

Do you have questions on a specific topic?

In our district, there are many different **counselling services** on **a** wide **range of topics**. You can turn to these advice centres with any questions and concerns on a particular topic. The counselling services are generally free of charge.

You can find an overview of the most important counselling centres in the district here.

#### Welcome Centre

This **Welcome Center** is the central advice centre for all immigrants. This counselling service is designed to ensure the long-term and sustainable integration of these people. The aim of the counselling is to help people with education, training and work. The aim is to enable them to





lead an independent and self-determined life.

Are you an employer in the district who employs foreign workers? Then the Welcome Centre is also your point of contact.

All essential information on local integration is bundled here. All open questions are clarified in direct dialogue. These relate to life in the district. Counselling is free of charge and covers the following topics

- work
- life
- family
- school
- housing
- Leisure time
- Education
- health
- Everyday life

#### Do you need support? The team at the Welcome Centre will be happy to help you.

#### **Opening hours in Königs Wusterhausen:**

Monday 10:00 - 12:00 and 13:00 - 15:00 Tuesday 09:00 - 12:00 and 13:00 - 18:00 Wednesday closed Thursday 08:00 - 12:00 and 13:00 - 16:00 Friday 09:00 - 12:00

#### **Opening hours in Lübben:**

Monday closed Tuesday 09:00 - 12:00 and 13:00 - 18:00 Wednesday closed Thursday 08:00 - 12:00 and 13:00 - 16:00 Friday closed

#### We kindly ask you to book an appointment here

Merkblatt Terminbuchung Welcome Center\_deutsch.pdf Merkblatt Terminbuchung Welcome Center\_englisch.pdf

#### Welcome Centre LDS - Königs Wusterhausen

# 9

Brückenstr. 41, 15711 Königs Wusterhausen

Herr Lorenz
03375263335





Room 222

▲ Frau Henrotay
▲ 03375262036
Room 220

▲Mrs Mohamed 📞 <u>03375262036</u>

Room 220

▲ Herr Nieweler ▲ 03375262035 Room 218

#### Welcome Centre LDS - Lübben

Seethovenweg 14, 15907 Lübbben

🛓 Frau Machula

<u>03546 20 - 2037</u>

@WELCOME@dahme-spreewald.de

Welcome Centre

#### Asylum procedure counselling

## Specialist migration service in the district Dahme - Spreewald

Do you need counselling and support? The team at Diakonie Elbe - Elster e.V. in the district of Dahme - Spreewald is there for you!

We can advise you on these questions:

- Asylum procedure counselling
- Asylum and residence law
- Dublin procedure
- Brandenburg Hardship Commission
- Family reunification and reunification
- Identification/support of persons in need of protection
- · Referral to lawyers, mediation for legal problems
- Return counselling
- Counselling for health, psychological and personal problems
- Referral counselling to specialised counselling and support services

#### Office Lübben

Frankfurter Straße 3, 15907 Lübben
Mrs Sandra Müller, Mr Rainer Storbeck
035462349548





Office hours:
Mon 09.00 - 12.00 and 13.00 - 16.00
Thurs 09.00 - 12.00 and 13.00 - 17.00
and by appointment

## **Our office Luckau**

Am Mühlberg 53, 15926 Luckau
 Amrs Sandra Müller, Mr Rainer Storbeck

 Office hours:

 Tue 09.00 - 12.00 and 13.00 - 16.00

 and by appointment

#### **Office hours Königs Wusterhausen**

Fontaneplatz 10, 15711 Königs Wusterhausen
 Mrs Susanne Ayuk
 Frau Henryka Oleskiewicz
 033752807512
 033752807513

Office hours: Tue. 09.00 - 12.00 and 13.00 - 17.00 Wed. 09.00 - 12.00 and 13.00 - 16.00 and by appointment

## Email contact for all offices:

@fd.lds.dwee@gmail.com

Sandra Müller \$ 0 <u>1635484363</u> @ s.mueller.dwee@gmail.com
 Rainer Storbeck \$ 0 <u>17640739530</u> @ r.storbeck.dwee@gmail.com
 Susanne Ayuk \$ 0 <u>15773630529</u> @ s.ayuk.dwee@gmail.com
 Henryka Oleskiewicz \$ 0 <u>1635484362</u> @ h.oleskiewicz.dwee@gmail.com

## **Migration counselling**

# Migration counselling for adult immigrants (28+) with secure residence status

Have you recently arrived in Germany with your family and need support with your first steps? Then you've come to the right place! We will help you to start your new life in the district of Dahme-Spreewald! We will find a language course for you, help you find a job and support you with your integration!

With us you get support with

the search for language courses





- · questions about school and training in Germany
- · Recognising school and professional qualifications from your home country
- job search and employment
- · Questions about marriage, family and parenting
- · Questions about filling out applications and help with contacts with authorities
- Questions about income, debts and opening an account
- Questions about health
- Questions about leisure activities, for example sport

#### Migration counselling at Diakonie and the Caritas

Lübben Frau Zimina ♀ <u>Geschwister-Scholl-Str. 12, 15907 Lübben</u> ▲ <u>03546181009</u> @n <u>atalya.</u>zimina@caritas-goerlitz.de

#### Free online counselling in various languages:

Shttps://www.mbeon.de/home/ or https://www.caritas.de/hilfeundberatung/onlineber atung

# Migration social counselling in the area of Lübben and Massow

Do you live in **Lübben and the surrounding area** and have a residence permit? Do you receive benefits from the job centre and need advice and support?

The team at **Diakonie Elbe - Elster e.V. in Lübben** is there for you! We offer counselling on the following topics in the shared accommodation centres in Lübben and Massow and also at your home:

- Filling out applications for authorities
- Support in applying for citizens' allowance, child benefit, parental allowance
- Contact with health insurance companies, doctors, etc.
- Support in the search for accommodation
- Questions about educational programmes
- · Contacts to clubs, organisations and general social services
- Assistance with job applications





Diakonie Elbe-Elster e.V. Gemeinschaftsunterkunft Lübben ♥ Friedrich-Ludwig-Jahn-Str. 24, 15907 Lübben Mr Benjamin Soltmann @b.soltmann.dwee@gmail.com ↓015904694585 ↓035461749301

Consultations are only possible by appointment.

## Youth migration service

The **Youth Migration Service (JMD**) supports young immigrants aged between 12 and 27 as they take their first steps in the district of Dahme - Spreewald. They can contact these centres with any questions they may have about integration. Among other things, they receive guidance, information and support on the following topics

- Searching for language courses
- Questions about school and training in Germany
- Recognition of school and professional qualifications from the home country
- Job search and employment
- Marriage, family, parenting
- Help with filling out applications and contacting authorities
- Financial questions about income, debts and bank accounts
- Health issues
- Recreation, leisure, sport, social contacts
- Group programmes

#### **Contact:**

Diakonie youth migration service Lübben Mrs Kaselow (JMD) 03546187639 @b.kaselow@migration-luebben.de

Königs Wusterhausen Mrs Krüger (JMD) <u>01794309150</u> @<u>k.krueger@migration-luebben.de</u>

You can also get advice from the JMD online at the "Counselling portal for your life in Germany".

## Signal box 8

# **Counselling in the Stellwerk 8**

Do you have a problem and need support? Don't know where to turn?





At Stellwerk 8 at the train station in Königs Wusterhausen you will find a social counselling centre for many topics.

The staff will help you with many questions and problems.

## Social counselling centre Stellwerk 8

Bahnhofsvorplatz 8, 15711 Königs Wusterhausen
033752868870
@s8@dsdlds.de

Monday, Wednesday and Friday from 09.00 to 16.00 Tuesday and Thursday from 09.00 to 18.00

# Together with other **counselling centres**, we also offer **various specialist counselling sessions**.

All information can be found on the website:

# Ð

https://www.dahmelandsozialedienste.de/content/stellwerk-8/fachberatungen/

## **Outpatient social counselling**

The outpatient social counselling service provides advice and support for people with a residence permit.

We provide support on the following topics

- looking for a job
- learning the language
- finding a training place
- gaining a qualification
- contacts with authorities
- filling in forms
- find a doctor
- find the right school
- find a place in a kindergarten
- looking for a flat

We offer free and confidential counselling. You can reach us at 0 <u>3375246</u> 8136 @asa@dahmelandsozialedienste.de

## Lübben signal box

# Counselling in the Stellwerk Lübben

From now on you will also find a counselling service at Lübben directly at the train station! The advice centre is currently still under construction. The opening hours will be extended later.





The following counselling services are offered here:

- · Help with filling out applications and forms
- · Contacting authorities and specialist counselling centres
- Explanation in simple language of letters and correspondence
- Support in the search for doctors
- Counselling in financial emergencies
- Help with personal crises
- Information on social benefits

Monday to Thursday from 10 a.m. to 4 p.m., Friday from 9 a.m. to 3 p.m.

♥ Lübben Signal Box Bahnhofstraße 2 15709 Lübben (Spreewald)

**L**+49 35461769086 **@**slb@dahmelandsozialedienste.de

#### Return and perspective counselling centre

Are you considering returning to your country of origin? Then you have the opportunity to seek advice on the possibilities of voluntary return at the <u>Return and Perspective Advice Centre of</u> <u>DRK Flüchtlingshilfe Brandenburg gGmbH</u>.

#### **Contact:**

#### **Return and Perspective Counselling Centre DRK Flüchtlingshilfe Brandenburg**

Königs Wusterhausen, Erich Weinert Str. 46
 Marianna Schäfer
 <u>015111468763</u>
 @AMIF.KW@drk-fh-bb.de

 Consultation hours by appointment by phone or e-mail: Tue. 10:00 - 14:00
 Thurs. 10:00 - 14:00
 and by appointment

## Jobcenter

## **Office Königs Wusterhausen**

Postal address: P.O. Box 970127, 12701 Berlin

House address: • Max-Werner-Straße 7, 15711 Königs Wusterhausen • 03375279700





In principle, all employees can be reached on their personal extension number during their daily working hours. You will find these in the letter from the Jobcentre at the top right. If you are unable to reach your personal contact, you can leave your enquiry on the mailbox, stating your customer number.

@Jobcenter-Dahme-Spreewald@jobcenter-ge.de

Monday 8:00 - 13:00
 Tuesday 8:00 - 13:00
 Wednesday closed
 Thursday 8:00 - 13:00 and 14:00 - 18:00
 Friday 8:00 - 12:30

You can reach us on weekdays during the office hours listed below by calling the service number provided. If your request cannot be resolved immediately, you will also be given an appointment to visit the Job Centre in person at short notice. You also have the option of booking a free appointment for an initial consultation with us via our <u>online appointment system</u>. Of course you can also contact us by e-mail at any time.

The following office hours apply to the service number:

Monday 8:00 - 13:00 Tuesday 8:00 - 13:00 Wednesday 8:00 - 13:00 Thursday 8:00 - 13:00 and 14:00 to 16:00 Friday 8:00 - 12:30

# Office Lübben

Postal address: P.O. Box 970127, 12701 Berlin

House address: Veinbergstraße 1a, 15907 Lübben 03546228100

In principle, all employees can be reached on their personal extension number during their daily working hours.

You will find these in the letter from the Jobcentre at the top right. If you are unable to reach your personal contact, you can leave your enquiry on the mailbox, stating your customer number.

@Jobcenter-Dahme-Spreewald.Luebben@jobcenter-ge.de

Monday 8:00 - 12:00 Tuesday 8:00 - 12:00 Wednesday by appointment Thursday 8:00 - 12:00 and 14:00 - 17:00 Friday by appointment

You can reach us on weekdays during the office hours listed below by calling the service number provided. If your request cannot be resolved immediately, you will also be given an appointment





to visit the Job Centre in person at short notice. You also have the option of booking a free appointment for an initial consultation with us via our <u>online appointment</u> system. Of course you can also contact us by e-mail at any time.

The following office hours apply to the service number:

Monday8:00 - 13:00Tuesday8:00 - 13:00Wednesday8:00 - 13:00Thursday8:00 - 13:00 and 14:00 to 16:00Friday8:00 - 12:30

# Office Luckau

Postal address: P.O. Box 970127, 12701 Berlin

House address: Persteallee 21, 15926 Luckau 03546228100

In principle, all employees can be reached on their personal extension number during their daily working hours.

You will find these in the letter from the Jobcentre at the top right. If you are unable to reach your personal contact, you can leave your enquiry on the mailbox, stating your customer number.

@jobcenter-Dahme-Spreewald.Luckau@jobcenter-ge.de

Monday - Friday by prior arrangement

You can reach us on weekdays during the office hours listed below by calling the service number provided. If your request cannot be resolved immediately, you will also be given an appointment to visit the Job Centre in person at short notice. You also have the option of booking a free appointment for an initial consultation with us via our <u>online appointment</u> system. Of course you can also contact us by e-mail at any time.

The following office hours apply to the service number:

Monday8:00 - 13:00Tuesday8:00 - 13:00Wednesday8:00 - 13:00Thursday8:00 - 13:00 and 14:00 to 16:00Friday8:00 - 12:30

# Agentur für Arbeit (Employment Agency)

# **Employment Agency**

Max-Werner-Str. 5, 15711 Königs Wusterhausen
 Monday: closed
 Tuesday: 08:00 - 13:00 and 14:00 - 16:00





Wednesday: closed Thursday: 08:00 - 12:00 Friday: 08:00 - 12:00

**6**<u>08004555500</u> **6**<u>03556192000</u>

Mon - Fri: 08:00 - 18:00

@KoenigsWusterhausen@arbeitsagentur.de

to the contact form

online appointment booking

## **Career counselling**

**Careers counselling** supports young people in the transition from school to working life. Guidance and counselling is provided at i.d.R. in schools and the offices of the **Federal Employment Agency**.

You can find more information here.

You can find information on the occupational classification of the IHK Cottbus (Chamber of Industry and Commerce) <u>here</u>. You can find information on apprenticeship counselling at the HWK (Chamber of Crafts ) <u>here</u>.

## Advice on the recognition of foreign qualifications

Have you already **learnt a profession** in your home country? Or have you completed a **degree programme** in your home country? Then in some cases you will need to have this recognised in Germany. The staff at the IHK will be happy to help you with this.

# Advice on the recognition of qualifications obtained abroad

IHK - Projektgesellschaft mbH Ostbrandenburg ♀<u>Schwartzkopffstraße 2, 15745 Wildau</u> ▲033755281630

Kate Weller
016096087676
weller@ihk-projekt.de

Please also use the <u>contact form</u> on the website.

We can advise you in the following languages:

- German
- English





- Georgian
- Belarusian
- Russian
- Ukrainian

Consultations in other languages are also possible with an interpreter.

## LDS integrated - School . Education . Work

You don't yet know what to do **after leaving school**? Would you like to start an **apprenticeship**? Or are you looking for **work**? Then the staff at **LDS integriert** will be happy to advise you!

# LDS integriert - School . Training . work

Placement of

- internships
- Training and education
- work
- Tutoring and
- support

AWO, Kirchplatz 15, 15711 Königs Wusterhausen
 Simeon Giegerich
 +49 (0) 15209398367
 Gsimeon.giegerich@awo-bb-sued.de

Swantje Rosenboom
 +49 (0) 17631117269
 @swantje.rosenboom@lds-integriert.de

Office: Tuesday and Wednesday 9.00-12.00 Tuesday 16.00-18.00

and appointments by arrangement

## Welcome Centre of the Technical University of Applied Sciences Wildau

Are you from abroad and would like to study in Germany? Then there are various prerequisites and requirements. These must be fulfilled.

The **Welcome Centre at TH Wildau** will be happy to help you. You can contact the centre with any questions you may have.

The Welcome Centre staff will also prepare you for studying in Germany in terms of subject and language.





The services offered by the Welcome Centre at TH Wildau include

- individual counselling,
- the teaching of additional skills and
- preparation for successful integration into the labour market.

# Welcome Centre of the Technischen Hochschule Wildau

Hochschulring 1, 15745 Wildau
 Language Centre
 House 13, Room 204

Katrin Gebhardt
 <u>03375508861</u>
 <u>@katrin.gebhardt@th-wildau.de</u>
 Benita Grafe - Bourdais
 <u>@benita.grafe-bourdais@th-wildau.de</u>

Centre for International Affairs House 13, Room 205

#### Interpreter / Translator

Do you have an appointment and need an interpreter? This may be necessary at the immigration office, the social welfare office or the job centre, for example. But sometimes also for a visit to the doctor or school.

## For a free translation, there are online services such as

https://www.deepl.com/translator
 https://translate.google.de/
 http://www.reverso.net/text\_translation.aspx?lang...

These translations are not always perfect. But they can help.

# Translation of documents

Do you need a marriage certificate or birth certificate translated? You need a state-certified interpreter for this. These translations can cost a lot of money. So check carefully beforehand whether you really need a certified translation.

### **Notarised interpreters**

You can find certified interpreters and translators in this <u>online database</u> on the Internet.





You can also find lists of official translators on the websites of embassies.

## Marriage and family counselling

Are you in a crisis with your partner or are you worried about your child's development? The **parenting and family counselling centre** advises and supports children, young people, parents, guardians and family members who are looking for support with family, psychological and educational problems and crises. We have a special offer for parents and parents during pregnancy and with babies and small children: Early Help (Frühe Hilfen)

Basically, we advise, accompany and support you with

- Family and parenting problems
- Developmental abnormalities
- Malfunctions in the power range
- Behavioural problems
- emotional problems
- Separation and divorce
- Contact and custody issues
- Couple conflicts
- · mental disorders in children and adolescents

# Who is the EFB right for?

As a family or family member, you can come to us if you are concerned about your child's development,

if you have general and specific questions about parenting, if you are in conflict, crisis or problem situations,

if you have questions in separation and divorce situations, if you have questions about access and custody rights,

if young people are looking for someone to talk to outside the family, if your child is anxious, aggressive or conspicuous and has problems at nursery and school, if you no longer know how things should continue in your relationship and with your children, if arguments in your relationship or family have recently ended in violence or days of silence, if you are wondering whether your child is developing in line with their age and whether you are doing the right thing in bringing them up.

Our counselling is confidential, free of charge and independent of denomination, ideology, nationality, sexual orientation and identity. We are subject to the statutory duty of confidentiality.

#### Contact

Diakonisches Werk Lübben gGmbH Educational and family counselling centre (EFB) Königs Wusterhausen ♥ Schloßplatz 5, 15711 Königs Wusterhausen ♥ 0337521150 @efb-kw@diakoniewerk-simeon.de





#### **Office hours**

Please arrange a personal appointment with us. In acute crisis situations, we are available for you immediately! To arrange an appointment by telephone, please contact us at

Monday to Thursday 9.00 - 16.00 hrs Friday 9.00 - 12.00

## Counselling for families of children and young people with disabilities

## We are there for you if your family has

a child, adolescent or young person up to the age of 27 with a (potential) disability. We will be happy to advise you on possible benefits if you:

- the parents
- the legal guardian or
- are the legal guardian.

## What you can expect from us

We advise, accompany and support you in the application process. We can help you to pursue and realise claims for integration assistance:

- Support you in identifying your concerns and individual needs,
- provide you with information on social legislation,
- put you in touch with contact persons,
- advise you on possible offers,
- advise you on your rights,
- offer you help with making an application or lodging an objection,
- accompany and support you in your dealings with the authorities.

Our services are voluntary, independent, confidential and free of charge.



Our team Verfahrenslotsinnen Landkreis Dahme-Spreewald

Srückenstraße 41, Raum 231, 15711 Königs Wusterhausen

\$\pmathcal{493375262330} or
\$\pmathcal{493375262638}
@verfahrenslotse@dahme-spreewald.de

We are happy to offer you appointments by appointment at Königs Wusterhausen and Lübben and

## SHIA e.V. Brandenburg State Association of Self-Help Groups





Das Beratungsangebot der SHIA stands for the **self-help groups of single**parents. The regional association is committed to strengthening, promoting equality and equal opportunities for families with only one parent.

You can get advice here on many issues relating to being alone with a child or children. There are also various educational, holiday and leisure activities on offer.

SHIA e.V. - Landesverband Brandenburg
 ♥ Bahnhofstraße 4, 15711 Königs Wusterhausen
 € 03375294752
 @post@shia-brandenburg.de

#### Violence against women

You are put under pressure, threatened, beaten, harassed, stalked, humiliated. Do you have to put up with sexual behaviour?

You will find important contacts on this page.

## Helpline - Violence against women

The violence against women helpline provides counselling for women affected throughout Germany. The counsellors provide advice on all forms of violence against women. Do you need help where you live? Then the counsellors will refer you to suitable local facilities. Online counselling is also possible via the website. The counselling sessions are confidential and can be held in several languages with the help of interpreters. Would you like to remain anonymous? That's no problem. You don't have to give any personal details on the phone. This also applies on the website. If you have hearing problems, you can book an interpreting service via the website. This costs you nothing. The conversation with the counsellors will be translated into German sign language. Interpretation can also be provided into written language. Available 365 days a year, 24 hours a day, free of charge

The helpline advises affected women in all cases of

- domestic violence
- sexualised violence
- forced marriage
- human trafficking
- genital mutilation

**▲**08000116016 **Multilingual helpline** 

## Women's and children's refuges

@frauenschutzwohnung@dahme-spreewald.de <u>03375262070</u>

Postal address: Post office 1 | P.O. Box 1236, 15702 Königs Wusterhausen





- Round-the-clock protection and accommodation for women and children
- Counselling and support for women in family and social law matters; with regard to protective measures under the Protection against Violence Act; in matters of physical and mental health; for help in finding accommodation and after leaving the women's and children's protection centre.

after leaving the women's and child protection centre

- Counselling and support for affected children
- There are counselling services outside the protection centres where you can get help and advice
- 24-hour emergency call system
- Intervention services
- Information and public relations work
- Educational and prevention work

# Commissioner for equality and for the interests of people with disabilities

Elke Voigt District of Dahme-Spreewald Prückenstraße 41, 15711 Königs Wusterhausen 03375262614 @gleichstellung@dahme-spreewald.de

Mrs Lucas

Woman Wagner

@gleichstellung@dahme-spreewald.de

## Addiction counselling

Do you or people you know have problems with alcohol, drugs or other addictive substances? Do you have questions and need help?

You can find counselling services in the district of Dahme-Spreewald here.

## Child and youth emergency service

Sometimes there are conflicts or even violence at home. This is when children and young people need help. In Germany, everyone - including parents - is prohibited from physically or mentally abusing children and young people or sexually harassing and abusing them. Counselling is free of charge and children and young people can remain anonymous. Family members or friends can also come forward.

Bettina von Arnim Straße 1, 15711 Königs Wusterhausen
 Manuela Grabow-Krüger
 033752131344





## **01728077036** @leitung-jugendhaus-kw@asb-mb.de

Further information can be found here.

## Pregnancy counselling

The **pregnancy counselling centres** are in personal contact with the women and support them individually. The counselling is anonymous. The aim of the counselling is to show the woman perspectives so that she can accept help and cope with her situation.

**Early help** includes various services from the fields of health, pregnancy counselling, child and youth welfare and other social services and networks.

and other social services and networks. They are aimed at all (expectant) mothers and fathers to ensure a good start in life and a healthy upbringing for their children.

Early help can already be utilised during pregnancy and birth as well as in the first years of life. can be utilised. The contacts listed here can support (expectant) mothers and fathers in all questions and matters that arise in everyday life.

- I am pregnant and have lots of questions.
- Am I up to the responsibility of parenthood?
- I am looking for offers for us as parents and our child.
- My child is often restless and I don't know what else I can do.
- How can I be a good father?
- What does such a small baby need?
- Is my child developing normally?
- What will it be like with partnership and baby?
- Things with our baby are not as we had imagined.

# Psychosocial counselling centre for pregnant women and families

DRK Kreisverband Fläming-Spreewald e.V.
 <u>Pirich - Weinert - Straße 46, 15711 Königs Wusterhausen</u>
 <u>03375218981</u>
 <u>@schwangerenberatung@drk-flaeming-spreewald.de</u>

# Coordination of child protection and early help

County Dahme - Spreewald Office for Children, Youth and Family <a>Beethovenweg 14, 15907 Lübben (Spreewald)</a> <a>03375261718</a> @jugendamt@dahme-spreewald.de</a>

# Parenting and family counselling centre Wildau Kindheit e.V.





Freiheitsstr. 98, 15745 Wildau
03375503721
@i nfo@kindheitev.de

# Family midwife LDS

Christiane Perlitt <u>01713800795</u> @familienhebamme-perlitt@gmx.de

# Outreach work for pregnant women and young parents

Schönefeld (Kindheit e. V.)

**Königs Wusterhausen Diakoniewerk Simeon** 

# Counselling centre for family planning, sexuality and pregnancy

Recognised pregnancy conflict counselling centre
AWO Regionalverband Brandenburg Süd e.V.
♥ Bersteallee 21, 15926 Luckau
● 035445558918
@ schwangerenberatung@awo-bb-sued.de

# Parenting and family counselling centre Königs Wusterhausen

Erich - Kästner - Str. 1, 15711 Königs Wusterhausen
 0337521150
 @efb-kw@diakoniewerk-simeon.de

# **Network Healthy Children Dahme - Spreewald**

Spreewald Clinic Lübben Schillerstr. 29, 15907 Lübben 080064546337 Ogenerationalise Ogenerationali

AWO Wohnpark Am Kirchplatz, Kirchplatz 15, 15711 Königs Wusterhausen
080064546337
ngk-lds@awo-bb-sued.de





Protestant family counselling centre for marriage, parenting and life issues, pregnancy conflicts and social pregnancy counselling
 Diakonisches Werk Lübben gGmbH
 ♀ Geschwister - Scholl - Str. 12, 15907 Lübben
 ▲035467169
 @erziehungsberatung@diakonie-luebben.de

# Health counselling and AIDS counselling

A first source of information for you on this topic is the Office of Public Health.

## **Health Department** Schulweg 1b, 15711 Königs Wusterhausen 03375263019

Beethovenweg 14, 15907 Lübben (Spreewald)/Lubin (Błota)
 03546201784
 @gesundheitsamt@dahme-spreewald.de

Further information can be found <u>here</u>.

## Counselling centres for LGBTIQ people

Many different people live together in Germany. They have different religions. They are of different genders. They come from different countries. They have different political views. All these people live together peacefully. They have the same rights.

The same applies to people of different sexual orientations or gender identities: these include lesbians, gays, bisexuals, transgender and intersex people. In short, they are called LSTBI. They have the same rights in Germany as other people.

There are three genders in Germany. These are "male", "female" and "diverse". Transgender people can change their gender in Germany. They can also have their name changed. Women are allowed to love and marry other women in Germany. Men are allowed to love and marry other men in Germany.

Many LGBTI people have fled to Germany because they were persecuted in their home country. Are you a refugee and lesbian, gay, bisexual, transgender or intersex? Then you can contact one of the many LGBTI organisations in Germany. There you will find support, social contacts and information.

You can find contacts in the **LGBTIQ community** in Brandenburg here:

#### State organisation AndersARTiG e.V.

Dortustraße 71A, 14467 Potsdam
 03312019888
 mail@andersartig.info
 andersARTiG e.V.

#### MGH Königs Wusterhausen





# Mehrgenerationenhaus Fontanetreff in Königs Wusterhausen

Das **Mehrgenerationenhaus Fontanetreff** ist ein Begegnungsort für alle Menschen. Dort kann man sich treffen zum Reden und zum Zusammensein, zum lesen in Zeitungen und in Büchern oder zum Handarbeiten.

Es gibt viele Angebote zur Unterstützung im Alltag, in der Schule oder in der Freizeit.

- Work and profession
- Addiction problems
- debts
- Help with filling out forms
- Multimedia courses
- Cookery courses
- Music groups and choir singing
- Sports groups
- Dancing
- Help with homework for school
- Language lessons
- Play groups
- Parent Child Café
- International children's room for children and parents
- Family breakfast

All services and counselling are free of charge.

Opening hours

Monday 10.00 - 15.00 Tuesday 10.00 - 17.00 Wednesday 10.00 - 17.00 Thursday 10.00 - 17.00 Friday 10.00 - 15.00

**V**<u>Königs Wusterhausen multigenerational centre</u>

Fontanetreff meeting place Fontaneplatz 12 15711 Königs Wusterhausen

# Learn German

It is important to learn the German language in order to settle in well and find work in the long term. There are various options for how and where you can learn German. The following pages





provide an overview.

#### First aid for communication

Have you just arrived in Germany? You don't speak German yet?

There are various online options to help you communicate better during your first time in Germany.

DeepL is by far the best free translator on the market. With the official <u>iOS app</u> or <u>Android app</u>, you can use the multi-language translator directly on your smartphone.

Other translation apps are:

https://translate.google.com/?hl=de

https://itranslate.com/

#### German courses for adult immigrants

There are various ways to learn the German language. You will find more information on the following pages.

#### What types of courses are there?

This page briefly introduces the different types of courses.

#### Integration courses

Refugees and migrants who will be living in Germany permanently take part in integration courses. These are usually full-time courses that have several modules and can last up to one year. The target language level is B1. Participants receive a certificate after successfully completing the course. It is possible to repeat parts of the course if you do not pass the exam. You can find more detailed information here.

#### Integration Course with Literacy Help

These courses are somewhat longer than normal integration courses. They are for refugees and migrants who are not yet able to read and write the Latin alphabet. The target language level is A2 or B1. Participants receive a certificate after successfully completing the course. You can find more detailed information <u>here</u>.

#### Literacy courses (AlphaAsyl, Alpha+ reading and writing better)

These courses are intended for refugees and immigrants who have not yet learned how to read and write in the Latin alphabet, but are not permitted to attend an integration course with literacy help. You can register directly with the course provider.





# **Initial orientation courses**

In the initial orientation course, you learn the German language and how to find your way around in Germany. They are mainly for people with unclear prospects of staying. However, recognised asylum seekers, asylum seekers with good prospects of staying or refugees from Ukraine can also participate if there are still places available.

# Job-related German courses (DeuFöV gem. § 45a AufenthG)

These are advanced German courses that you can attend after an integration course, for example. The courses combine German lessons and vocational qualifications and are for migrants and refugees who want to do an apprenticeship or work. These courses have the language target B2 and A2. Certificates of eligibility for participation are issued by the Job Centre or the Employment Agency. With this authorisation, you can then register with a language course provider. An overview of the language course providers in the district Dahme-Spreewald can be found <u>here</u>.

Detailed information on Vocational German language support gem. § 45a AufenthG (DeuFöv) can be found <u>here</u>.

# German (intensive) courses for self-payers

Anyone who would like to learn German can register at any time for a self-pay course at the VHS or another language course provider. The language levels offered range from A1 to C1. Participants must cover the costs of these courses themselves. You can register directly with the course organiser.

# Volunteer support for learning German (helper groups)

For migrants who do not (yet) have access to official language courses, some volunteer organisations offer language cafés or similar. You can find the contacts for the voluntary support services <u>here</u>.

#### German courses financed by the district

The district of Dahme-Spreewald finances language courses for migrants who do not have access to state-funded German courses. These usually take place in shared accommodation centres for asylum seekers. You can find an overview of the current offers here: Language courses 12 23.pdf

Do you want to find out which of these courses you are allowed to take? Find out more information <u>here</u>.

Do you want to find out where these courses are offered? Find out more information here.

#### Which courses can I take part in?





Are you looking for a suitable German course? Which course you can attend depends primarily on your residence status. This page explains who can take part in which courses.

# Are you an asylum seeker with a permit or a positive asylum decision from BAMF?

You can take part in a course free of charge. You will need an authorisation certificate or a commitment.

The courses are

- Integration courses
- Integration courses with alphabetisation
- Job-related German courses

However, other courses are also usually open to this group.

- Alpha courses
- Initial orientation courses
- Voluntary courses organised by volunteer groups
- Learning German online
- Paid German courses or intensive German courses at VHS. Participants must cover the costs of these courses themselves.

# Are you a rejected asylum seeker with tolerated stay and have no chance of residency?

You can take part in these courses:

- Alpha courses
- Initial orientation courses
- Voluntary courses organised by help groups
- Learning German online
- Paid German courses or intensive German courses at VHS. Participants must cover the costs of these courses themselves.

# You have a residence permit or are an EU citizen or from a third country outside the EU

These courses are suitable for you:

- Integration courses and integration courses with literacy training (there is no legal entitlement for EU citizens, but BAMF can admit you to the integration course if you do not yet speak sufficient German; people from third countries have an entitlement if they do not already speak sufficient German)
- Alpha courses





- Job-related German courses
- Learning German online
- Paid German courses or intensive German courses (self-paying courses) at VHS. Participants must pay the costs for these courses themselves.

Would you like to know where these courses are offered? Find out here: Kurse

#### Where can I find German courses?

Here you will find a list of language course providers in the district. The links will take you to the providers' websites. There you will also find all current courses.

Would you like to attend an integration course? Or would you like to attend a German course for your job? Then you can also search for courses here:

- WebGIS
- <u>KURSNET</u>
- Kurse 2024.pdf

There is a test at the beginning of each course. This is to determine your level in the language. You can also find the dates for the test on the provider's website.

An offer from the Goethe Instituts

for free language courses can be found under

<u>veranstaltungskatalog-der-willkommencoaches-juni-...</u> You can register under <u>Help with</u> <u>registration.pdf</u>. This offer is only aimed at skilled workers and people from third countries. It also applies to language courses for professional purposes. Asylum seekers and students cannot participate.

Volkshochschule Dahme - Spreewald (VHS) QLogenstr. 17, 15907 Lübben (Spreewald) 03546201060

#### House of VHS

Schulweg 1 b, 15711 Königs Wusterhausen
03375262500
Whs@dahme-spreewald.de

Office hours: Tuesday 08.00 - 18.00 Thursday 08.00 - 16.00

You can also make additional appointments there.





bbw Akademie für Betriebswirtschaftliche Weiterbildung GmbH
♥ Weg am Krankenhaus 2, 15711 Koenigs Wusterhausen
\$ 0 3375529 8548
@koenigswusterhausen@bbw-akademie.de €
https://www.bbw-gruppe.de/standorte/brandenburg/k...

SBH Nord Ost V Hochschulring 5, 15745 Wildau Haus 20 33755262908 info@sbh-nordost.de Attps://s-b-h.de/sbh-vor-ort/sbh-nordost/dienstle...

**FAW GmbH** Akademie Cottbus Am Seegraben 21 c, 03051 Cottbus 3035548370230 @ cottbus@faw.de Am Seegraber 21 c, 03051 Cottbus 3035548370230 @ cottbus@faw.de https://www.faw.de/sprache-integration

Hiller Bildung & Beratung GmbH ♀<u>An der Kupka 1, 15907 Lübben</u> ▲<u>03546934881</u> or <u>03546934882</u>

#### Hiller Bildung & Beratung GmbH

Frankfurter Straße 41 a, 15907 Lübben
 01718609215

Hiller Bildung & Beratung GmbH

<u>Rosa - Luxemburg - Straße 20, 15711 Königs Wusterhausen</u>
 <u>033752151955</u> or <u>033752151957</u>

Hiller Bildung & Beratung GmbH
♥ Fontaneplatz 9 D, 15711 Königs Wusterhausen
▲033759207644
♥ http://www.hiller-bildung.de/site/index.php?site=...

#### Welcome Centre of the Technischen Hochschule Wildau

 Technische Hochschule Wildau

 ♥ Hochschulring 1, 15745 Wildau Haus 13 Raum 204

 ● 03375508861

 @welcome@th-wildau.de

 ● https://www.th-wildau.de/studieren-weiterbilden/s...

# Sprachenzentrum the TH Wildau

Would you like to study? At TH Wildau, language courses are included in some degree programmes.

You can also take part in other elective courses and workshops. You sometimes have to pay for these courses. Please enquire if necessary.





Are you not studying at TH Wildau? Then you can be admitted as an external participant. You will need to enquire there.

<u>https://www.th-wildau.de/hochschule/zentrale-einr...</u>
<u>@sprachenzentrum@th-wildau.de</u>

You can find**current offers** here: <u>643 Kursangebot Welcome Center TH Wildau WiSe</u> <u>2024 25.pdf</u>

▲Martin Bradbeer @martin.bradbeer@th-wildau.de

▲Daniela Schultz @daniela.schultz@th-wildau.de

Katrin Gebhardt
<u>@katrin.gebhardt@th-wildau.de</u>

▲Gabi Lindner @bgabriele.lindner@th-wildau.de

Adrian Stiglbauer <u>adrian.stiglbauer@th-wildau.de</u>

▲John Paul O'Donoghue @john.odonoghue@th-wildau.de

Marie-Noelle Demarchi
@marie-noelle.demarchi@th-wildau.de

Patrizia Bonino
Opatrizia.bonino@th-wildau.de

Veronica Bertinotti de Fiddicke

 Overonica.bertinotti@th-wildau.de

Jorge Vitón Tamayo
@jorge.viton tamayo@th-wildau.de

▲Gayane Khojoyan @gayane.khojoyan@th-wildau.de

Anastasiia Devos anastasiia.devos@th-wildau.de

**Integration Courses** 





The integration course is open to all immigrants who will be staying in Germany in the long term and only speak a little German or none at all. During the course, you'll learn German and lots of information about German society and culture. This helps you integrate and participate in social life.

You can find detailed information in several languages on the website of BAMF .

Here you can find the application form for an integration course.

Note: Integration courses are not for children and teenagers who are still in school.

# Where are there integration courses in the district Dahme-Spreewald?

All providers of language and integration courses in the Dahme-Spreewald district can be found <u>here</u>.

Here you will find a list of all current offers in the district. Sprachkurse 24.pdf

You can choose a course from a provider yourself and register there. It is important to remember that you need to bring the original (not a copy!) of your Certificate of Obligation or Eligibility when you register.

If there is no suitable course for you in the district , can be found in the <u>WebGIS</u> or <u>KURSNET</u> to search for other integration courses in neighbouring districts.

# Who can attend an integration course?

- Immigrants with a valid residence permit for the Federal Republic of Germany
- Immigrants from Ukraine to § 24 AufenthG
- EU citizens with a domicile in Germany
- Late repatriates
- Recognised asylum seekers
- Asylum seekers with permit
- <u>Tolerated persons with a tolerated stay permit according to § 60 a Abs. 2 Satz 3 AufenthG</u> and holders of a residence permit according to § 25 Abs. 5 AufenthG
- Tolerated persons with a residence permit after § 104c AufenthG

Further information can be found on the pages of the BAMF:

Ouestions about the integration course

Participation and costs

# What do I need to keep in mind?

• <u>Authorisation to participate:</u> If you would like to attend an integration course, you can apply for a certificate of eligibility from the BAMF apply





- <u>Obligation to participate:</u> If you are an asylum seeker or a recognised asylum seeker, you may be obliged to take part in an integration course (by the Aliens Office, Social Welfare Office or Job Centre).
- <u>Placement test</u>: Before the course, you take a placement test with the course provider so that you can join the appropriate module.

https://www.vhs-brb.de/onlinetest/index.php

#### How is the course structured?

The integration course has two parts - the language course and the orientation course:

- <u>Language course</u>: 600 hours of German lessons (or 900 hours for integration courses with literacy training). The course finishes with a test called the <u>German test for immigrants</u> (DTZ), Language level B1 (or A2).
- <u>Orientation course</u>: 100 hours. In this part, you will get to know Germany by learning important information about its laws, politics, culture and history. The course finishes with this <u>test</u>: <u>Life in Germany</u>.

If you pass both tests, then you will receive the "Integration Course Certificate".

# How much does an integration course cost?

- Participants without BAMF-Authorisation certificate (self-payers) pay €390 per module (=100 hours). If you have successfully completed the course, you can get half of the fee paid back.
   <u>Application for reimbursement of the cost contribution (50 percent)</u>
- Participants with BAMF-Authorisation certificate pay €195 per module (=100 hours).
- Recipients of Unemployment Benefit II (Arbeitslosengeld II) or benefits from the Social Welfare authorities and participants with very low income may be able to waive these costs completely (Application to waive costs). Costs are automatically waived for Job Centre clients.

You can find more information here: Participation and costs

#### Learn German online

# Links and tips

You can use free internet portals and apps to learn German more quickly and easily. You can find some examples on this page.

The IQ network has compiled a helpful <u>overview</u> of free online services that help you learn German or find your way in the labour market.

#### **WHS** Learning portal

Here you will find the free portal of the German Adult Education Centre Association with exercises at levels A1 to B1+. You need to register.





# Arrive App

The app with self-study course is very helpful for the first few weeks in Germany. Level from A1.

Alphabetisation app <u>Serlo ABC</u> for Android

With this app you can learn the Latin alphabet, basics in German up to level A1.1.

The <u>Goethe-Institut</u> offers various interesting apps for learning German, for example <u>"Deutschtrainer A1"</u>: Exercise materials on vocabulary and structures for beginners for level A1, in German.

<u>"Die Stadt der Wörter"</u>: App for playful vocabulary learning without prior knowledge in German, English, French and other languages.

Deutsch-Uni Online (DUO): Language learning programmes A1 to C2

**C**<u>Lunes vocabulary app</u>: The free app "Lunes" supports people with German as a second language in their transition to training and work. It contains technical terms and job-specific vocabulary for more than 30 professions.

# Language placement test

Find out your personal language level quickly and free of charge: VHS placement test online

OnSET-online language placement test for refugees

#### German certificates

With a German certificate you can prove your language skills. This is important as proof for employers, for example. The exams adhere to the <u>Common European Framework of Reference</u> <u>for Languages (CEFR)</u>. This means that all people who learn German can be divided into the following levels:

- A 1 Beginners
- A 2 Basic knowledge
- B 1 Advanced language use
- B 2 Independent language use
- C 1 Expert language skills
- C 2 Nearly native speaker level

The most important German language certificates are

- the German language diploma of the Conference of Ministers of Culture
- · German Certificates from the Goethe Institute
- TELC for German (The European Language Certificates)
- German Test for Immigrants (DTZ) Integration courses conclude with this test (A 2/B 1 language level)

Some German courses end with an exam to obtain a German certificate. However, there are also courses that do not offer a certificate exam at the end.





If you still need the German certificate, you can register for a test at the adult education center. This test is subject to a fee.

You can find all current exam dates here .

There are also language schools in Berlin where you can take language exams.

Registration for the exams takes place directly at the language schools.

The costs for the exams vary. They range from  $\notin$ 40 to  $\notin$ 170.

#### Language cafés und learning workshops

There are various opportunities in the district to engage in informal dialogue, meet other people and learn to speak German. Speech cafés and learning workshops can be found in:

# Kulturcafé Wildau

Always **on 2. Wednesday of the month from 3.30 pm** In the **Q**<u>AWO Seniorentreff in der Karl-Marx-Straße 123 in Wildau</u> With changing activities:

- Bake cakes and enjoy them with coffee and tea
- · cooking various international dishes together
- Games afternoons
- Discussion rounds on various topics
- u.v.m.

@kontakt@neue-nachbarn-wildau.de

We are also on Facebook!

# **Quasselclub Zeuthen**

Every **Wednesday from 18:30 in the PForstweg 30 in Zeuthen** What do we do?

- Speak, speak, speak..
- We offer the opportunity to actively practise the German language,
- with homework or documents,
- to talk about our cultures
- or simply to play a game.
- and much more

# Sprechcafé in Königs Wusterhausen





# Every Thursday from 4 - 7 pm in the **Q**Bürgerhaus Hanns Eisler, Eichenallee 12, 15711 Königs Wusterhausen.

With us you can:

- talk to each other
- Ask questions
- learn the German language through conversation
- go on excursions together
- get to know our social and cultural life in Germany
- tell about himself and his home country
- and much more

@willkommen-in-kw@web.de

# **Education and work**

Here you will find information on the topics of school, training and work in our region.

#### School

In Germany, all children must attend school. You will find out what types of school there are, which school your child must attend and what help they can get.

#### School attendance and compulsory education

There are various schools in the district.

After <u>kindergarten</u>, children attend a<u>primary school</u> for 6 years. After that, they can choose between a <u>secondary school</u>, a <u>comprehensive school or</u> a <u>grammar school</u>. Further information on the schools can be found in the <u>WEGWEISER for parents and pupils</u> in year 6.

Pupils with very good grades can attend a selected grammar school (<u>Humboldt</u> and <u>Friedrich Schiller</u>) in a <u>performance and gifted class</u>.

Pupils attend a secondary school for 10 years and can then begin an apprenticeship. After 12 years at a grammar school or 13 years at a comprehensive school, they obtain an Abitur and can go on to university. From year 10 onwards, pupils from low-income families can apply for **BaföG**. This is also possible **online**.

There are **special schools** for children with special needs.

Get to know the different schools at the **open day**. You can find the information here:

Primary schools
 Primary and secondary school
 Primary and comprehensive school
 Comprehensive schools
 Secondary schools





Secondary technical school grammar schools Special schools

# Recognition of school certificates from the home country

# **Recognition of school certificates**

To be able to start an apprenticeship or study programme in Germany, you need a school-leaving certificate.

Have you already obtained a school-leaving certificate in your home country? Then you need to have it recognised in Germany.

The <u>State Education Authority in Cottbus</u> is responsible for this here in the district. You must submit all your school certificates there. They will then check whether your qualifications are comparable with those in Germany. Only then can they be recognised.

#### Q Calauer Straße 71, 03048 Cottbus

@Zeugnisanerkennung.cb@schulaemter.brandenburg,de
<u>03554866418</u>

#### Training

In Germany, many people undergo vocational training. In vocational training, you learn a profession and become a specialist for a particular job. If you have done vocational training, it will be easier for you to find a job and earn more money. It will also improve your prospects of staying in Germany. Here you can find out how training works, how you can find a training place and where you can get help.

#### **Career Guidance**

If you're not ready for vocational training yet, there are various **options for getting oriented professionally**.

One good way to get started in the job market in Germany is through an **internship**. This can give you your first professional experience in a new culture and improve your language skills. An internship can often be the start of vocational training. It's therefore a good idea to take an internship at a company that also offers vocational training positions. You can search for internships in the <u>training exchange of the Federal Employment Agency</u>. Once you have found an internship, you must apply for a permit from the <u>Foreigners' Registration Office</u>. (No official authorisation is required for internships at school or vocational school)

You can also take part in an **entry-level qualification programme (EQ)** (duration: between 6 months and 1 year). This means that you can try out a profession in a training company and also take part in lessons at the vocational school. This will enable you to learn German even





better and then start your training in the same company. The EQ programme ends when the vocational training year begins in September. That's why the latest possible start date is 1 March.

Do you want to learn about different professions and find the right one for you? You can find out more on the Internet or go to a free careers advice centre. <u>Here</u> you will find links and contact persons.

#### Stages and duration of vocational training

Companies offer vocational training. However, for some professions in the fields of technology, health and education, there are also schools that offer vocational training.

The duration of the vocational training depends on the type of job. As a rule, it lasts 3 years. During the in-company vocational training programme, you will learn the practical activities in your training company. But they also go to vocational school regularly to learn the theory. This is why the programme is also called "dual training". 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.

This video explains exactly how vocational training works in Germany.

Here you will find important information about training in Germany.

#### Information and counselling

Would you like to learn a trade or do an apprenticeship? You have many opportunities to find out more. Are you looking for information on career guidance and career choice? You can find various platforms on the Internet that can help you. Alternatively, you can also seek advice in person. On this page you will find contacts and websites on the internet.

#### Websites and apps

Dein erster Tag is a digital programme for career guidance.

Planet Beruf Here you will find information on choosing a career.

Ausbildungsberufe von A-Z is an overview of all professions that require training. You will also find dual study programmes and further training.

Swww.arbeitsagentur.de/bildung is the website of the employment agency. Here you will find information about school, training and study programmes. It helps you to find the right place.

ARD-alpha has videos on more than 400 training occupations. These will help you decide what you might like.

Berufenet of the Federal Employment Agency has detailed information on all professions.

# **Employment Agency**

You can find contact information for careers counselling here:





♀ <u>Cottbuser Straße 53 b, 15711 Königs Wusterhausen</u>
 @KW-Berufsberatung@arbeitsagentur.de

♥<u>Weinbergstraße 1, 15907 Lübben</u>
@Berufsberatung@arbeitsagentur.de

# For commercial and technical professions

Chamber of Industry and Commerce Cottbus Training, further education and career guidance

<u>○03553653104</u>
 <u>@antje.finke@cottbus.ihk.de</u>
 <u>○IHK Vocational Orientation</u>

#### For skilled trades professions

Chamber of Crafts Cottbus Vocational orientation

Cottbuser Straße 53, 15711 Königs Wusterhausen
 03375252573
 01715507593
 @langer@hwk-cottbus.de
 HWK Vocational Orientation

Not sure yet? Are you looking for an apprenticeship? Here you can get help and support in your search.

South migration service

G

Migration counselling for adult immigrants

G

Counselling centre Stellwerk 8

# Ð

LDS integrates - School. Training. Work

# Studies

There are various options for studying in Germany. You can also continue a degree programme you started abroad here.





On the following pages you will find information about studying in Germany.

#### General information on university studies

There are different types of universities in Germany. There are universities, universities of applied sciences and technical universities. They are usually publicly funded. The lessons are free of charge. Private universities cost money.

There are these degrees:

#### Bachelor's degree

It lasts 6 to 8 semesters. It is the first degree programme at a university.

#### Master's degree

It lasts 2 to 4 semesters. You can do it after your Bachelor's degree.

#### State examination (Staatsexamen)

There are degree programmes with a state examination. These are subjects such as medicine, law, pharmacy or teaching.

#### Promotion (Ph.D.)

After the Master's degree, you can earn a doctorate. A doctorate is required for an academic career at a university.

In the district Dahme-Spreewald there is the technical university Wildau (TH Wildau). You can find an overview of the degree programmes <u>here</u>.

More information about studying in Germany can be found on the website of the BAMF at study" and study-in.de.

#### Prerequisites

# Recognition of school-leaving qualifications from abroad

Do you want to study in Germany? You need an authorisation for this. You also need to pass the German language test for university entrance (DSH test).

Your school-leaving certificate from abroad must be recognised for the authorisation. The best way to do this is to contact the university where you want to study.

You can search for your qualification on <u>anabin</u>. The database will then tell you how your degree is recognised in Germany.

<u>Recognition in Germany</u> is the page on the Federal Ministry's website. There you can find out more about recognition in the field of higher education.

You can also get personal advice in the district. You can find the relevant office here.

# **Catching up on qualifications**





If you need to catch up on the required qualification, there are various options via the **second** educational pathway.

Do you need more information? You can find more here: <u>German Education Server</u> and at the second-chance <u>school</u>.

# Proof of German language skills

Most universities and universities of applied sciences require a certificate with language level C1 for studying. Some universities also offer intensive German courses for prospective students. Opportunities for this are also offered by the <u>TH Wildau</u>.

You can find the most important information on language certificates <u>here</u>. The <u>German Academic Exchange Service (DAAD)</u> also provides comprehensive information.

#### **Study orientation**

There are various counselling services for young people from abroad who would like to study in Germany. You can find more details <u>here</u>.

#### Preparation for a degree programme

Would you like to study in Germany? But your language skills are not yet good enough? Then perhaps a course to prepare you for university is the right thing for you!

# Preparatory college

Preparatory courses are geared towards the degree programme you want to take up later. They usually last one year. You can find detailed information on the website <u>www.studienkollegs.de</u> and at <u>uni-assist</u>.

#### Guest student programmes for refugees

Many universities and some universities of applied sciences offer guest student programmes for refugees. In these programmes, you can attend courses that interest you. You will then receive a certificate for passing an examination. This can be credited towards a later degree programme.

# The Wildau Foundation Year and the Technical University's Welcome Centre Wildau

The Wildau Foundation **Year** supports international students in gaining access to the German university system.

The Welcome **Centre at the TH Wildau** enables students to learn the basics for enrolling at a German university. Here you can also familiarise yourself with the subjects at TH Wildau.

Information and contacts can be found <u>here</u>. Information on requirements and the study programme





# Searching for the right degree programme

You don't yet know which subject you would like to study? Then the <u>careers advice centre at the employment agency</u> can help you. You can also find information on these websites:

- <u>arbeitsagentur.de/study</u>
- studienwahl.de
- <u>www.uni-assist.de</u>

You can also find information on the university websites.

#### Financing your studies

State benefits (e.g. from the job centre) are no longer paid when you start studying.

# Semester fee

Studying costs fees. Everyone has to pay a small semester contribution. Private universities have higher fees.

# State support

You can apply for a studyBAföG application. You can use this to finance your living expenses. Part of this must be repaid. You can find more information O <u>here</u>. Arabic online tutorial on the topic BAföG: <u>www.youtube.com/BAföG/arabic</u> You can find an application form at O <u>here</u>.

# **Bursary**

Scholarships are available. You can apply. You can get an overview at 🚱 <u>DAAD</u>.

# Working alongside your studies

Many students work alongside their studies. These are often mini-jobs (max. 520 €/month). They work in the catering trade, give private tuition or help with childcare.

# Work-study programme

There are also dual study programmes. They have a greater practical relevance. The student has a contract with a company (payment of varying amounts). Detailed information  $\textcircled{}{}$  <u>here</u>.

#### Application

Are you applying for a place at a German university? There are a few rules to follow. How and where you apply depends primarily on your degree programme.





You can find more information on how to apply on the website of the <u>German Academic</u> <u>Exchange Service</u>.

Work

# **General and FAQs**

Finding a job is not always easy for migrants. You often need to prove you have certain qualifications when you want to start a job. This is why <u>recognition or assessment of</u> <u>qualifications acquired abroad</u> is so important. You should also <u>learn German</u>. This will greatly improve your changes of finding a job.

The **minimum wage** in Germany is currently €12.41 per hour (gross! Taxes are still applied). Any employer who offers you less money than this and only pays in cash is inducing you to work illegally (known as Schwarzarbeit in German – working "under the table"). This is a criminal offence both for the employer and for you and can have a negative impact on your stay in Germany.

Comprehensive information on the topic of work in Germany can be found on the website of the BAMF under<u>"Work and career</u>".

If you have any questions about finding a job, work and careers, you can call this number: Working and living in Germany hotline of the BAMF 03018151111 Monday to Thursday from 09:00 - 16:00, Friday from 09:00 - 12:00

# FAQs work and training

The answers from the Handbook-Germany can be read in German, Arabic, English, Persian, Pashto, Turkish, French and Russian (please select language setting!).

How do I find the right job for me?

How do I find a job?

Am I allowed to work as a refugee?

Will my degree be recognised in Germany?

Who can help me find an apprenticeship?

How do I find a training place for a school-based apprenticeship?

How do I find a training place for a dual training programme?

How much can I earn in a student job?

What rights do I have with temporary work?

What is a mini-job?





How can I become self-employed as a freelancer?

How can I become self-employed as a trader?

What rights do I have as an employee?

What do I need to consider if I am ill?

Can I be cancelled?

SWhat does an employment contract say?

What taxes are there?

How do I do my tax return?

What am I insured against through social insurance?

What do I get as a pensioner?

What do a works council and a trade union do?

#### When can I work?

Nationals of a member state of the European Union (EU), the European Economic Area (EWR) or Switzerland do not require a work permit. Recognised asylum seekers do not need a work permit either. They are advised by the job centre.

For others, the following applies: The work or training must be authorised in advance by the foreigners authority.

More information can be found on the website of the BAMF 🏵 Working in Germany.

The following applies to asylum seekers: You can look for work 3 months after applying for asylum.

You must apply for a work permit from the foreigners authority.

The foreigners authority must adhere to legal requirements. It cannot grant work permits to just anyone.

These points must be taken into account:

- Your identity must be clarified,
- You must actively participate in the asylum procedure,
- You must declare your continued willingness to participate in integration programmes,
- You must have general language skills,
- What qualifications do you have for the intended employment?
- you have already been employed for at least 3 months,
- have you already worked for local authorities or non-profit organisations and associations?
- do you have evidence of criminal offences or other legal violations?
- What is the status of your asylum procedure?
- What prospects do you have of staying?





Make an effort to clarify your identity! This is very important.

Do you have a passport? Then hand in your passport. If you do not have a passport, you can also submit other documents (birth certificate or Tazkira with certified translation, a driving licence and other IDs).

#### Find a job

#### Who can help you find a job?

If you are looking for a job, you can contact the Employment Agency. You will receive support and advice there. However, every jobseeker in Germany is responsible for looking for work themselves.

#### **Employment Agency**

**Q**<u>Max-Werner-Str. 5, 15711 Königs Wusterhausen</u>

# **608004555500**

#### How do I look for a job?

There are many ways to find a job. You will find many job adverts in major newspapers and on the Internet. You can also place an advert yourself or search locally.

#### Search online for vacancies and find out more:

- You can find the job exchange of the Federal Employment Agency here: <u>https://www.arbeitsagentur.de/jobsuche/</u>
- You can download the Employment Agency's free app for <u>Android</u> and <u>iPhone</u>here.
- <u>www.make-it-in-germany.com</u> is for international skilled workers. It is the official multilingual online portal.

#### Further online offers on labour:

- Information for asylum seekers, job seekers and employers
- <u>Network Integration through Qualification (IQ)</u>
- <u>"refugees can!"</u> helps refugees to integrate into the labour market. There is a job exchange for this purpose.
- <u>YNC Your New Chance</u> is a new internet platform for students, jobseekers, teachers and employers. It offers orientation courses, language lessons, further training and job placement.
- The European Commission has launched the <u>Science4Refugees initiative</u> for refugee scientists and researchers. They will help you find suitable jobs.

#### Looking for an apprenticeship

You can search for vacant apprenticeships on these job boards:

Solution Content Agency Also available as a free app for Android and iTunes





App AzubiWelt Free for Android and for iPhone

Apprenticeship radar of the Chamber of Crafts (HWK)
For skilled trades
Also available as a free app for <u>Android</u> or for <u>iPhone</u>

Apprenticeship exchange of the Chamber of Industry and Commerce (IHK)
For commercial and business/technical professions

#### **Continuing education**

In Germany, there are many ways to continue your education – through "non-traditional education" – after completing your schooling. You can get general and school qualifications. There are day or evening courses, but also lessons from home (for example at a telecollege or a distance learning university). You can find more information about the second educational pathway on the website of the <u>second educational pathway school in the district</u> <u>Dahme-Spreewald.</u>

#### Further education programmes offered by the adult education centres (vhs)

The vhs also offers many different training programmes, e.g. computer courses. You must pay for these courses yourself.

In the district Dahme-Spreewald there is one in two places vhs:

Adult education centre Dahme-Spreewald Office Lübben QLogenstr. 17, 15907 Lübben (Spreewald)

House of the VHS
Schulweg 1b, 15711 Königs Wusterhausen

**1**03375262500 **@**vhs@dahme-spreewald.de

Office hours: Tuesday: 08:00 am - 6:00 pm Thursday: 08:00-16:00

Additional appointments can be arranged.

#### **Other activities**

**Volunteering** is a good way to learn German and support others in the process. For example, you can get involved in the voluntary fire brigade or sports clubs. You don't earn any money in an honorary position. But sometimes you get a small allowance. The social welfare office must be informed of this.





An honorary position is not an employment relationship. No authorisation is required. However, the foreigners authority should always be informed.

#### Recognition of qualifications from your home country

Did you complete a qualification in your country or train in a profession? Would you like to study at a German university, work in the field you're trained in or attend school?

It is important to have your qualifications recognised in Germany. A recognition centre will check whether your qualification is equivalent to a German qualification.

There are different types of recognition authorities for different qualifications. Use the <u>recognition finder</u> to find the office responsible for your request.

You can find more information here.

# Family

Children and families are under particular protection in Germany. This protection begins during pregnancy and continues until the child reaches the age of 18. Every child is protected from violence and neglect. In Germany beating children is forbidden. Public authorities make sure that children can grow up in safety.

#### For matters relating to family and children, you should contact:

Office for Children, Youth and Families (Amt für Kinder, Jugend und Familie) ♥ Beethovenweg 14, 15907 Lübben (Spreewald)/Lubin (Błota) ♥ 03546201730

Schulweg 1b, 15711 Königs Wusterhausen
 03375262653

Brückenstraße 41, 15711 Königs Wusterhausen
03375262653

@jugendamt@dahme-spreewald.de

#### Pregnancy

Expectant mothers in Germany enjoy special protection and are entitled to counselling, medical care and support. If you are pregnant, please consult a doctor first and have them carry out screenings. You will then receive a maternity pass that identifies you as an expectant mother and also contains important information about your state of health and that of your child. Please always carry the Mutterpass with you in case of emergencies. If you are an asylum seeker, notify your accommodation centre of the impending birth. They will check whether there is enough space in the accommodation for the child and will order a baby cot.

# **Delivery and aftercare**





Your gynaecologist will get you into a maternity clinic. In advance, ask for a midwife for post-natal care. You will receive a birth confirmation letter from the clinic.

Contacts to midwives in the district Dahme-Spreewald can be found here.

#### Initial equipment

As an asylum seeker, you receive additional money and initial baby equipment from Social Services. Please contact your case worker as soon as you have received your maternity pass.

#### Notifying the registry office

Newborn children must be reported to the Register Office (Standesamt) and the accommodation management. You must report the birth to the <u>registry office</u>.

#### Children and asylum procedure / Family asylum

With the notification of birth at the BAMF the asylum application is also deemed to have been filed for each unmarried minor child if he or she has not previously filed an asylum application. If the child of a foreigner enters the federal territory, this must be reported to the Federal Office immediately. It is sufficient for your child to be registered with the Foreigners' Registration Office. It then passes this on to the BAMF to the

Once the BAMF has the registration information, it will consider the child's application for asylum filed.

#### **Advisory centres:**

#### Pregnancy counselling

#### Childcare

It is important for children to learn the German language as quickly as possible and to get to know their new home. Attending a childcare centre supports this. Through contact with other children and language support, the children learn German quickly and well.

#### **Childcare centre**

All children under the age of 3 can be enrolled in a crèche.

# Kindergarten

All children over the age of 3 until they start school are looked after in the kindergarten. Here the children can learn the German language through play and discover new things. Kindergarten is a very important and good preparation for school.





#### After-school care

Schoolchildren can attend an after-school care centre after their lessons. Here the children can do their homework and play.

#### Homework supervision

In addition to the after-school care centres, some schools also offer homework supervision.

Fees are charged for childcare in day nurseries, kindergartens and crèches.

The social work staff will help you find a place in a childcare centre. You can find an **online overview of all services** <u>here</u>.

#### Family counselling and help

The many tasks in a family can be overwhelming. Raising children is not always easy either. This can quickly lead to problems in a family. Many parents feel tired and emotionally exhausted by the family. The **parenting and family counselling centres** can help in many situations. You can contact them. They will be happy to help and advise you. Lübben and the surrounding area

#### Protestant Counselling Centre for Parenting and Family Lübben

♀ <u>Geschwister-Scholl-Str. 12, 15907 Lübben</u>
 ▲ <u>035467169</u> @ erziehungsberatung@diakonie-luebben.de

Königs Wusterhausen and surrounding area

#### Counselling centre for education and family Königs Wusterhausen

Schloßplatz 5, 15711 Königs Wusterhausen
 03375211500 @ efb-kw@diakoniewerk-simeon.de

Bündnis für Familie Königs Wusterhausen ♀ Bahnhofstraße 4, 15711 Königs Wusterhausen ▲03375294752 @kg@bff-kw.de

**SHIA e.V.** Self-help groups for single parents





#### Kindheit e.V.

Freiheitsstraße 98, 15745 Wildau
 03375503721 @ info@kindheitev.de

# Beratung für Familien von Kindern und Jugendlichen mit Behinderung

Brückenstraße 41, Raum 231, 15711 Königs Wusterhausen
 <u>+493375262330</u> or
 <u>+493375262638</u>
 <u>@verfahrenslotse@dahme-spreewald.de</u>
 <u>Advice centre</u>

# Health

County Dahme-Spreewald Gesundheitsamt (Health Department)

Schulweg 1b, 15711 Königs Wusterhausen

Seethovenweg 14, 15907 Lübben (Spreewald)/Lubin (Błota)

<u>03375262145</u>

@gesundheitsamt@dahme-spreewald.de

Health department

#### Emergency

You can go to hospital in an **acute emergency**. An acute emergency is when there is an acute health threat outside the opening hours of a doctor's surgery.

Outside of your doctor's surgery hours, you can contact the on-call service:

**L**116117





In the <u>medical on-call practice Königs Wusterhausen</u> and <u>Lübben</u> you will receive medical care for **acute**, but not life-threatening illnesses outside of normal surgery hours.

Medical on-call practice at Achenbach - hospital of the clinic Dahme - Spreewald Area of the emergency outpatient clinic <u>VKöpenicker Straße 29</u>,15711 Königs Wusterhausen

Opening hours: Monday, Tuesday, Thursday 7 pm to 10 pm Wednesday, Friday 1 pm to 10 pm Saturday, Sunday 8 am to 8 pm Public holidays and 24.12. and 31.12. 8 a.m. to 8 p.m.

Medical on-call practice in the Spreewaldklinik Lübben  $\mathbf{Q}$  Schillerstraße 29, 15907 Lübben

Opening hours: Wednesday, Friday 3 pm to 7 pm Saturday, Sunday 9 am to 7 pm Public holidays and on 24.12. and 31.12. 9 am to 7 pm

#### **Emergency numbers**

# **Emergency numbers in Deutschland**

There are two important emergency numbers in Germany: 110 and 112. Both numbers are free of charge and can always be reached - even without credit on your mobile phone.

#### When do I call 110?

110 is the emergency number for the police.You call 110 if you need help from the police. For example:

- If someone steals something
- If there is a burglary
- If someone is being threatened or injured
- If there is a dispute or a dangerous situation
- If you witness a hit-and-run accident

#### When do I call 112?

The 112 is for the fire brigade and the rescue service (ambulance). You call 112 if there is a fire or if someone needs urgent medical assistance. For example:

- If there is a fire or there is smoke or a smell of gas
- If someone is unconscious
- If someone has difficulty breathing, severe pain or a serious injury
- If there is a serious accident





# What is important to know?

- 110 and 112 are free of charge
- You can call them at any time, even at night and at weekends
- You don't need credit on your mobile phone

#### If you are not sure:

- In case of fire or danger to life: Dial 112
- In case of crime or danger from other people: Dial 110

# **Psychological problems**

Do you have mental health problems? Would you like to talk to someone about it? Then you can go to a counselling centre. They will provide you with professional advice and help. In the district, the health authority is responsible for this. Your age does not matter. Counselling is available for people of all ages.

The counselling centre for mental health problems at the public health department:

- Schulweg 1 b, 15711 Königs Wusterhausen 🛛 Beethovenweg 14, 15907 Lübben (Spreewald)
- **§** 03375262145 **@** g <u>esundhe</u>itsamt@dahme-spreewald.de

♀ Flyer.Sozialpsychiatrischer.Dienst.KW.pdf

♀ Flyer.Suchtberatung.LN.LC.pdf

Health Department

Help for psychological emergencies

# Help for psychological emergencies

# What can be signs of mental illness?

- You are not feeling well.
- You have worries.
- Bad memories or thoughts.
- You are homesick.
- You can't sleep.
- Your concentration is poor.
- You often have anxiety.





Mental illnesses are depression, anxiety disorders, addictions or trauma.

There is help!

There are specialised doctors for mental illnesses. Or a therapist. You can also go to a migration counsellor. Some counsellors can also help you with psychological problems and trauma.

You will find offers on this page that you can contact directly now.

# Help any day and at any time

# **Telefonseelsorge - Free help for everyone**

The Telefonseelsorge is a free help centre at Deutschland. You can get help there if you:

- Are sad or lonely
- are afraid
- Have problems with your family
- Have lost your job Have other serious problems

Important: Help is free, anonymous and available around the clock. You can call, chat or email Telefonseelsorgen and be referred to a counselling centre.

# Telefonseelsorge Call us

Always available - 24 hours a day, 7 days a week

Telephone numbers (all three telephone numbers are from the telephone counselling service):

# <u>0800 111 01 11</u> <u>0800 111 02 22</u> <u>116 123</u>

All calls are free of charge. You remain anonymous. Even at night and at weekends.

# Chat with the telephone counselling service or write e-mails

If you don't want to call, you can also write. The telephone counselling service offers two options for written counselling:

Chat for immediate help

E-Mail for detailed conversations

Both services are free of charge and completely anonymous. You only need a E-Mail address to access them - your personal data remains protected. In the live chat, you can write directly to a counsellor and receive an immediate response. With E-Mail counselling, you can write in detail about your concerns and receive a personal response within 48 hours.





All messages are transmitted securely in encrypted form. You can find access to both services on the website <code>@www.telefonseelsorge.de</code>.

#### Healthcare system

You can find out more about healthcare in Germany <u>here</u>. You can find everything you need to know about health insurance <u>here</u>.

# **Doctors and hospital**

# **General practitioners**

This doctor deals with mental and physical illnesses. They are also known as family doctors and provide primary care. Do you feel ill? Your family doctor is your first port of call. They will examine you and treat you. If necessary, they will refer you to a specialist.

Are you looking for a specialist? Your GP will advise you and refer you to a specialist.

You can find the GPs in the district on this page on the web.

# **Specialists and specialists**

These doctors are experts in a particular medical field. For example, an ophthalmologist or an orthopaedist. You can make an appointment with a specialist after receiving a referral. Do you need an operation? The doctor will give you an overview of the costs. This must be authorised by your insurance company before the operation. Ask the social services. The insurance company will not cover the costs without authorisation. This also applies to psychotherapy treatments.

www.kvbb.de
w ww.laek
b.de

# **Hospitals and clinics**

Are you looking for a hospital? These facilities are available in the district:

#### Achenbach Hospital

Köpenicker Straße 29, 15711 Königs Wusterhausen
 033752880
 @info@klinikum-ds.de

#### Spreewaldklinik Lübben

Schillerstraße 29, 15907 Lübben
03546750
@info@klinikum-ds.de





www.klinikum-ds.de

#### Asklepios Fachklinikum Lübben

Luckauer Straße 17, 15907 Lübben
03546290
Uuebben@asklepios.com

#### Asklepios Fachklinikum Teupitz

Buchholzer Str. 21, 15755 Teupitz
033766660
teupitz@asklepios.com
www.asklepios.com

#### **Protestant Hospital Luckau GmbH**

Berliner Straße 24, 15926 Luckau
03544580
www.diakonissenhaus.de

#### Specialist clinic for orthopaedics and oncology

Postbautenstraße 50, 15907 Lübben
 035462380
 www.rehazentrum.com

#### Psychosomatic Specialist Clinic Berlin-Brandenburg

Fontanestraße 5, 15749 Mittenwalde OT Motzen
 033769860
 @info@fontane-klinik.de
 www.fontane-klinik.de

#### **Medicines and pharmacies**

Do you need medication? You can get it in pharmacies in Germany.

**Prescription drugs** can only be obtained from a doctor. He must write a prescription for them. If you hand in a prescription at a pharmacy, you will receive the drug that the doctor has prescribed. If a drug prescribed by a doctor is not in stock at the pharmacy, the pharmacy can usually obtain it within a few hours.

You can get **non-prescription medications** from the pharmacy without a prescription. You have to pay for these medications. For example, medications for colds and many painkillers are available without a prescription.

Here you will find a list of pharmacies in the district of Dahme - Spreewald .





# **Everyday Life**

You can find practical tips for everyday life on the following pages.

#### **Telephone and Internet**

# **Mobile phone**

There are basically two different mobile phone contracts in Germany: Prepaid **contracts** and **fixed-term contracts**. The prepaid contract has no fixed contract term. A fixed-term contract has a minimum contract term. Cancellation must be made in writing and in due time. In contrast to a fixed-term contract, there is no basic fee and no minimum turnover for a prepaid contract.

#### 10 important questions for signing a contract:

- How high is the basic fee? Does the fee increase after a certain term?
- Is there a minimum monthly turnover?
- How long is the contract term (e.g. 12 or 24 months)?
- How long is the cancellation period?
- Are there fees for setting up, switching and cancelling?
- What time interval is used for billing (60/1, 10/10)?
- How much does a minute cost (external/own network)?
- What are the acquisition costs for a mobile phone with and without a contract?
- What does the Internet cost?
- What are the costs for calls abroad?

# Internet costs

Asylum seekers in shared accommodation have no legal right to Internet access in Germany. Therefore, WLAN is not available in all accommodation centres. In consultation with the accommodation management, Internet access can be set up for you for a fee.

#### **Driving licence**

A driving licence can be very useful. Especially if you live in a village or a small, remote town. Often there are no public transport connections here. Then a driving licence is helpful. And buying a car is often necessary. Would you like to get a German driving licence? Or do you already have a driving licence from your home country? And would now like to transfer it? Conversion means that the driving licence is also valid in Germany. We provide you with this information on this page.

All questions relating to driving licences are dealt with at the Road Traffic Office.





County Dahme-Spreewald Road traffic office Fontaneplatz 10, 15711 Königs Wusterhausen
03375262671
03375262660

Weinbergstraße 1,15907 Lübben (Spreewald)/Lubin (Błota)

@strassenverkehrsamt@dahme-spreewald.de

Further information on driving licences can be found at 🚱 here

#### **Banks and insurance**

# **Current account**

In order to be able to receive and transfer money, you need a bank account. You cannot sign contracts (e.g. a mobile phone contract) without a bank account. You must open a bank account. This type of account is called a checking account (Girokonto). You need to bring a personal identification card or other identification documents with you. A Gir account usually costs something.

With a bank/checking account, you can

Transfer money Receive money Use direct debiting (Lastschriftverfahren) (money is automatically debited) Cash cheques Pay for purchases using a card instead of cash (bills and coins) Withdraw money at an ATM Print your bank statements

#### Insurance

Taking out personal liability insurance for yourself and your family/children is voluntary, but makes a lot of sense. In Germany, anyone who causes damage to another person is legally obliged to pay compensation: This applies to personal injury, damage to property and financial losses of a private nature – if you cause a traffic accident, for example, or your child accidentally breaks a window while playing with a ball. Your counsellor or support group can help you choose the right insurance.

#### Transport / mobility

There are various ways in which you can get around the district Dahme-Spreewald and the surrounding area:

# By bike

If you are staying in a city or municipality for a longer period of time, it is worth buying your own bike. It is cheaper in the long run than travelling by bus or train.





Purchase and repairs

When purchasing a bike, make sure that it is safe to ride. Otherwise, you will have to pay a fine when subject to a police check.

A bicycle needs to have:

Front and rear lights
Reflectors at the front and rear
2 reflectors per tyre at the front and rear
Bell
Two independent brakes
Important traffic rules for cyclists can be found <a href="mailto:phiese">phiese</a> (in various languages).

# By train or the S-Bahn

If you'd like to travel to another city, you can take a train there. You often have to take the bus or another train first and then change to a train.

You need to buy a ticket. You can buy a ticket at a machine at the railway station or ask an employee at the station.

Keep in mind that there are different train lines. Not every ticket allows you to take any train. You can often recognise the different trains by their different numbers. Ask someone if you are not sure!

Your ticket will be checked on the train by a guard. If you have no ticket or the wrong kind, you will have to pay a €60 fine.

 $\bigcirc$ <u>Here</u> you will find an explanation of how to buy tickets at the ticket machine (in different languages).

# By bus

In the district Dahme-Spreewald there are many bus routes. You can use them to travel almost anywhere in the district at low cost.

You get on a bus at a bus stop. You can recognise a bus stop from the sign with a yellow-and-green "H".

You need to buy a bus ticket on the bus. You must always validate (stamp) the ticket. You do this on the bus at a ticket machine. If you do not stamp your ticket, it is not valid for travel. You may have your ticket checked on the bus. If this happens, please show the checker your stamped bus ticket. If you have no ticket, you will have to pay a  $\notin$ 60 fine.

Here you can find the 😥 journey planner.

# By long-distance coach

If you want to travel to another city or country, you can travel by train or long-distance coach. The long-distance bus departs from the central bus station (ZOB) in Berlin, for example. You can buy tickets online at  $\textcircled{blue}{2}$  here.

You can also buy a ticket from the bus driver, but only if there is still a seat available on the bus. If you buy your tickets online in advance, they are usually cheaper.

# By car





To be allowed to drive a car in Germany, you need a driver's licence. You must be at least 18 years old to drive a car by yourself. You must get a driving licence from a driving school. At driving school, you will complete a number of practice hours and take an exam at the end. The exam consists of a written part and a practical part (driving). You have to pay for the driving licence yourself. A driving licence usually costs between €1,500 and €2,000. The number of practice hours you will need to complete depends on you. Even if you have already obtained a driving licence in your home country, you will have to take another test in Germany.

Driving schools in the county of Dahme-Spreewald can be found at black <u>here</u>.

# Sport/leisure/culture

Sport, leisure and culture are all things that people like to do to relax and have fun. All of these things are important for relaxing, gaining new experiences and socialising with other people. There are many different ways to play sports, organise your free time and engage with culture. Everyone can do what they like best.

At the Landkreis Dahme-Spreewald you have many different ways to spend your free time. You can find the programmes offered by the various clubs here.

#### **Sports and Exercise**

Whether in the gym or in a club: There are various ways to do sport in your free time.

You can find an overview of all **sports clubs in the district** here.

#### Clubs

# **Clubs in the district of Dahme-Spreewald**

City of Lübben

City of Luckau

City of Königs Wusterhausen

City of Wildau

City of Mittenwalde

Municipality of Bestensee

Municipality of Eichwalde

Municipality of Heideblick

Municipality of Zeuthen

Municipality of Heidesee

Municipality of Märkische Heide





Municipality of Schönefeld

Municipality of Schulzendorf

#### Lakes and swimming pools

#### Lakes

The district of Dahme Spreewald has many lakes and swimming pools with various **bathing options**.

Numerous **water sports** can also be practised on the lakes. These include sailing, pedal boating and stand-up paddling.

If you are **unable** to swim, please refrain from swimming and water sports, otherwise there is a risk to your **life!** 

# Bathing spots in the LDS

Lake Briesen in Briesensee (Neu Zauche) Groß Leuthener See in Groß Leuthen (Märkische Heide) Large Körbiskruger clay lake in Bestensee Heidesee in Halbe Horst pond in Bornsdorf (Heideblick) **Kiessee II in Bestensee** Klein Köris Lake in Klein Köris (Groß Köris) Lake Köthen in Köthen (Märkisch Buchholz) Krimnicksee in Neue Mühle (Königs Wusterhausen) Krossinsee in Wernsdorf (Königs Wusterhausen) Krummer See in Krummensee (Mittenwalde) Langer See in Dolgenbrodt (Heidesee) Lake Miersdorf (Zeuthen) Mochowsee in Lamsfeld (Schwielochsee) Lake Neuendorf in Hohenbrück (Märkische Heide) Lake Motzen in Motzen (Mittenwalde) Lake Schwerin in Schwerin Pätzer Vordersee in Pätz (Bestensee) Schwielochsee in Jessern (Schwielochsee) Schwielochsee in Goyatz (Schwielochsee) Spree Lübben in Steinkirchen Schwielochsee at the Zaue campsite (Schwielochsee) SpreeLagoon in Lübben Lake Teupitz in Teupitz Lake Teupitz in Egsdorf (southern shore) Todnitzsee in Bestensee Clay lake in Klein Köris (Groß Köris) Lake Wolzig in Kolberg (Heidesee) Wolziger See in Wolzig (Heidesee) Lake Zeuthen in Eichwalde Ziestsee in Bindow (Heidesee)







# **Swimming pools**

Wildorado ♀Jahnstraße 30, 15745 Wildau ↓03375468990 @service@wildorado.de ♀wildorado Tropical Islands

Tropical-Islands-Allee 1, 15910 Krausnick
 035477605050
 www.tropical-islands.de

#### Culture

Culture is everything that a group of people have in common. This includes their habits, what they find important, their traditions and the art they create. Culture influences how people think, feel and interact with each other. It manifests itself in the language, religion, history, music and food of a community. Culture makes every society special and unique.

There are various cultural offerings in the district of Dahme-Spreewald. You can find a selection here:

Museums

Cinemas

Aquamediale art festival

Spectral

Libraries

Music schools

You can find a selection of **current events** <u>here</u>.

# Living

The following text has important information about housing.

#### Housing search checklist

# Are you looking for a flat? Then think carefully beforehand about what you are looking for.

The following questions, which you should answer before starting your search, will help you:





- Where should the flat be? Please note that your choice of location can have a significant impact on your chances of finding a flat.
- How high should the rent, service charges and deposit be? Please note that the amount of rent is limited if you are not working and are a customer of the job centre.
- How many rooms should the flat have? How big should it be?
- What should be near the flat? Shopping facilities, bus and train, daycare centre and school?

You will need the following documents to find accommodation:

- ID card, residence permit, fictitious certificate and supplementary sheet to the residence permit or passport
- a current registration certificate
- a current Schufa Auskunft
- · a current certificate that you have no rent debts
- if you work, proof of income and your employment contract or
- the notice of authorisation for the citizen's allowance
- Voluntary: Wohnberechtigungsschein (WBS)

Search for suitable flats yourself on the Internet:

# Ð

www.immobilienscout24.de

# Ð

www.meinestadt.de

# Ð

www.immonet.de

# Ð

www.immowelt.de

# Ð

www.immopool.de

# Ð

www.kleinanzeigen.de





# Ð

www.immobilio.de

# Ð

#### www.immobilien.de

You can also register directly with various housing companies and be placed on a waiting list:

Wildauer Wohnungsbaugesellschaft mbH www.wiwo-wildau.de

Wohnungsgenossenschaft Königs Wusterhausen www.wg-kw.de

Wohnungsbaugesellschaft WoBauGe KW www.wobauge-kw.de

Gebäudewirtschaft Cottbus GmbH www.gwc-cottbus.de

Lübbener Wohnungsbau GmbH www.luebbener-wbg.de



With the kind support of

#### **Find flats**

Are you looking for a flat for you and your family? That's not always easy. Many people in the district are looking for a flat that they like and that they can afford. You have various options for looking for a flat.

You can search for a vacant flat on the following pages on the Internet:

www.immobilienscout24.de
 www.wohnungsboerse.net
 www.immowelt.de
 www.immonet.de
 kleinanzeigen.ebay.de

You can search for a vacant flat with these housing associations:

#### Lübbener Wohnungsbaugesellschaft LWG

- 1. What kind of flat are you looking for? Under the following link you will find all OLWG flats
- 2. You can find information on LWG new-build projects at <sup>(C)</sup><u>Neubau bei der LWG</u>
- 3. As soon as you have decided in favour of an application, fill out the Deplication form





- 4. Another option is to call the flat search hotline at 03546274051
- 5. If you have any further questions, send an e-mail to @info@luebbener-wbg.de or fill out the ©contact form

Bahnhofstraße 37, 15907 Lübben

Sprechzeiten:

Dienstag: 9:00 - 12:00 und 13:00 - 17:00 Uhr Donnerstag: 13:00 - 15:00 Uhr

#### Wildauer Wohnungsbaugesellschaft WiWo

- What kind of flat are you looking for? Under the following link you will find all <u>WiWo</u>
- 2. As soon as you have decided on an application, send an<u>enquiry to</u>
- 3. If you have any further questions, please send an e-mail to @<u>zuhause@wiwo-wildau.de</u> or call the following telephone number during office hours \$<u>0337551960</u>
- 4. You can find more information about WiWo at the following  $\bigcirc$  link

#### Friedrich - Engels - Straße 40, 15745 Wildau

**Sprechzeiten:** Montag - Donnerstag 9:00 - 12:00 Uhr und 14:00 - 17:00 Uhr

#### Wohnungsbaugesellschaft Bestensee TAG

- 1. What kind of flat are you looking for? Under the following link you will find information on the
- 2. You can then use the form at bto submit a flat request
- 3. Another option is to call the hotline **6**0800 290 3000 or send an e-mail to **a** vermietung@tag-ag.com
- 4. If you are unable to reach anyone by telephone, you can<u>arrange a call-back appointment</u> via the <u>website</u>
- 5. There are no office hours. The hotline is available 24 hours a day. Appointments on site are by appointment.
- 6. If you have any further questions, please fill out the Scontact form

♀ Friedenstraße 22, 15741 Bestensee

#### Wohnungsbaugesellschaft Königs Wusterhausen WobauGe

- 1. What kind of flat are you looking for? You can find<u>information on WobauGe's residential areas</u> at 😧
- 2. You can find information on WobauGe's new-build projects at the following  $\bigcirc$  link
- 3. To apply for flats, you must register at with the Immomio interest portal
- 4. Available flats are displayed in an account according to your details
- 5. You will find online tips for online registration





- If you have not received an offer after a long wait, you can arrange a personal appointment with the lettings department at <u>0337525900</u>. You will find <u>further contacts</u> on the WobauGe website.
- 7. As soon as you have found a flat, WobauGe will need from you
  - a completed self-disclosure form
  - 3 current proofs of income, your pension certificate or your notice of approval from the job centre or social welfare office
  - Confirmation from the current landlord that the rent has been paid on time and in full

#### **P**<u>Fontaneplatz 1, 15711 Königs Wusterhausen</u>

#### Geschäftszeiten:

Montag: 8:00 - 15:00 Uhr Dienstag: 8:00 - 17:00 Uhr Mittwoch: 8:00 - 15:00 Uhr Donnerstag: 8:00 - 18:00 Uhr Freitag: 8:00 - 13:00 Uhr @vermietung@wobauge-kw.de

#### Wohnungsbau- und Verwaltungsgesellschaft Luckau

- 1. What kind of flat are you looking for? Under the following link you will find <u>information on</u> the residential areas
- 2. Under the following link you will find the Ocurrent flat offers
- 3. If you are interested in a flat, please complete the  $\bigcirc$  interest form
- 4. You can find more information about the Luckau housing construction and management company at the following link

#### PHauptstraße 24, 15926 Luckau

**Sprechzeiten:** Dienstag: 9:00 - 12:00 Uhr, 13:00 - 17:30 Uhr Donnerstag: 9:00 - 12:00 Uhr, 13:00 - 16:00 Uhr 0354450100 @info@wobau-luckau.de

You can search for a vacant flat at these housing associations :

#### Wohnungsgenossenschaft Königs Wusterhausen

- 1. What kind of flat are you looking for? Under the following link you will find the<u>co-operative's</u>
- 2. If you are interested in a flat, please complete the  $\bigcirc$  enquiry form
- 3. After making an appointment in advance at 0337524160, a personal meeting can take place on site
- 4. You can find an <u>overview of contact persons</u> online at 😔
- 5. Further information on the Königs Wusterhausen housing association can be found at the following <u>Olink</u>

♥ Heinrich - Heine - Straße 38a, 15711 Königs Wusterhausen
Sprechzeiten:





Dienstag: 9:00 - 12:00 Uhr und 13:00 - 18:00 Uhr Donnerstag: 9:00 - 12:00 Uhr @info@wg-kw.de

#### Wohnungsgenossenschaft Wildau

- 1. What kind of flat are you looking for? Under the following link you will find the <u>Sflats of the</u> <u>Wohnungsgenossehschaft Wildau</u>
- 2. Under the following link you will find the Ocurrent rental offers
- 3. If you are interested in a flat, please fill out the Deplication form
- 4. You can find more information about the housing association at the following  $\bigcirc$  link

Schillerallee 3, 15745 Wildau
03375583270
@info@wg-wildau.de

#### Important abbreviations:

Whg. = flat, App. = flat, WG = shared flat, Zi. = room, ZKB = room-kitchen-bathroom, EG = ground floor, 1. OG = first floor, Wohnfl. = living space, DB/D`bad = shower room, EBK = fitted kitchen, teilmbl. = partly furnished, available immediately = immediately available, incl. = inclusive; MM = rent per month, NK = service charges, HK = heating costs, Kaut. = deposit

**Social flats** are flats for people with little money. Many people want to move into these flats, which is why there are special regulations. You also need a certificate of eligibility. It can take a long time to get a council flat. That's why you have to search the housing market intensively for a flat.

You can apply for a **housing entitlement certificate** at the <u>local authority or municipal</u> <u>administration</u> where you would like to live.

Application for a certificate of eligibility

# Deposit, initial furnishing and redemption

The deposit is a security for the landlord. The maximum amount for the deposit is 3 basic rents. If you move out of the flat, you will get the money back. Important: You must not leave any damage behind when you move out of the flat.

As soon as you are recognised as an **asylum seeker**, you must move out of the shared accommodation or decentralised accommodation. You must find your own flat. As long as you do not have a job and therefore do not earn any money, the job centre will pay your rent. However, only if you are in need of assistance. The job centre will only pay the rent if it is not too high. You can find the maximum rent limits here: <u>KdU 2023.pdf</u>.

It is very difficult to find a flat in the Dahme-Spreewald district. There are too few flats and most of them are very expensive. For this reason, recognised asylum seekers have so far been allowed to stay in their accommodation in exceptional cases and on application until they have found a flat. However, you should still register as looking for accommodation.





**Important:** If you have found a flat and are receiving benefits from the job centre, you must not sign the tenancy agreement straight away. The job centre must check and approve the tenancy agreement before it is signed.

The following points must be included in the tenancy agreement:

- The amount of the basic rent or also the rental costs for the living space per month.
- The ancillary costs or operating costs such as stairwell cleaning, rubbish charges, caretaker costs, cable connection.
- The heating costs. These are the costs for heating and hot water. Please note: electricity costs must always be paid by you!
- The size of the flat, the number of rooms, the address, the landlord.
- Is the rented flat a social housing flat and do you need a residence entitlement certificate (WBS).

Many landlords also require the tenant to have liability insurance.

#### Living guide

Have you rented a flat? Then there are many things you need to consider. You will find a lot of information in this flyer.

If you are not sure about some of the new things, please contact your landlord.

housing guide for refugees german 0.pdf.

housing guide for refugees english.pdf

Shousing guide for refugees arabic.pdf

Shousing guide for refugees farsi.pdf

Shousing guide for refugees russian.pdf

housing guide for refugees somali.pdf

Observe the second s

housing guide for refugees urdu.pdf

#### Waste separation and recycling

Separating different types of waste is important for the environment – it allows the raw materials to be reused. Depending on what it is made of, you need to dispose of different types of waste in different ways.

Paper and cardboard go in the blue bin, organic waste (raw vegetables and fruit) in the brown bin and residual waste (e.g. leftover food, nappies and similar) in the black bin. Depending on the city or municipality, plastic goes into the yellow bags or yellow bins. Glass must be disposed of in special bins. Bring bulky household items or hazardous waste to a recycling collection site (Wertstoffhof).

You can find a detailed explanation of what goes in which bin <u>here</u> in various languages:





It is very important that you separate the rubbish properly and place the bins and bags in front of the house on the right days. If you do not, the waste disposal service will not take it with them and you will have to pay for a special pickup yourself.



# Living in Germany

If you would like to live in Germany permanently, it is important that you are familiar with the basic rules of living together. This is the only way to truly integrate successfully. You can find important information about this on the following pages.

#### **Politics and society**

**In Germany, we have a Basic Constitutional Law (Grundgesetz)**. Every person has to respect it. Here you will find information on the Basic Law in Germany:

<u>German</u> <u>Arabic</u> <u>Turkish</u>

One section of the constitution is the 19 <u>basic rights</u>. Fundamental rights in Germany include, for example, equal rights for men and women, the secrecy of correspondence, the right to life and 16 other rights. Every person in Germany has these rights.

**Germany is a democratic state**. Translated literally, the word "democracy" means "rule of the people". In Germany, citizens aged 18 and over can exercise this right indirectly by voting for politicians who will represent their interests. Germany is governed by the Federal Government with the Federal Ministers and currently the Federal Chancellor Olaf Scholz at the top. The Federal Chancellor is the most politically powerful person in Germany. It is elected by the Bundestag and determines the federal ministers as well as the policy guidelines of the German Federal Government. The head of state is the president. The current Federal President is Frank-Walter Steinmeier.

**Germany is a federal state** consisting of 16 federal states. Each federal state has its own regional government and capital. The state capital of Brandenburg is Potsdam. The federal government is responsible for issues that affect the whole country, such as defence and international policy. The state governments are responsible for things such as schools, universities and the police.

Every city or village elects its own political representatives. These people are known as city or municipal councillors. They are led by a mayor. Counties such as Dahme-Spreewald also have a district administrator and a district council that are responsible for the entire district. Our district





administrator is called Sven Herzberger.

**Germany is a welfare state.** This means In principle, all citizens should provide for their own livelihood through work. However, the state helps people who cannot or can only partially secure their livelihood themselves.

<u>Here</u> you will find various explanatory videos about the **German legal system** in different languages.

#### **Equal rights**

The topic of **equal rights** is very important in Germany. Here in Germany, men and women have the same rights! Women and men work and provide for the family. Men can take parental leave and stay home for a period of time to take care of their children. Every person is allowed to go where they want on their own and take part in social life.

In this video, the topic of equal rights is explained in in German, English and Arabic.

#### Support groups

There are volunteer supporters for migrants in various places in the district of Dahme - Spreewald. They want to help you integrate in the district. They accompany you to the authorities and help you read letters and fill out forms. Many also help with learning the German language and offer regular lessons.

If you would also like to help on a voluntary basis, you can get in touch with the <u>Commissioner for</u> <u>Migration and Integration</u> or contact a helper group directly.

#### VHS - Volunteer portal

The portal for volunteers helping refugees offers information and materials for working with refugees. There you will find important information to help you support refugees.

https://vhs-ehrenamtsportal.de

#### **Volunteer support services**

@willkommen-in-kw@web.de

#### Initiative WIND

Der **Quasselclub** in Zeuthen trifft sich immer Wednesdays from 6.30 pm. **P**<u>Forstweg 30 in Zeuthen</u>





#### Initiative Neue Nachbarn Wildau

The **Kulturcafé** invites you to a social get-together every 2nd Wednesday of the month from 3.30 pm. Here you can exchange experiences and do handicrafts together. Drinks and snacks are also available. We are also happy to help with any questions about school, looking for accommodation and finding a job.

The **Repair Café** is held every last Sunday of the month from 3-6 pm. Volunteers are on hand with help and advice and help with all kinds of repairs free of charge. Tools and materials are available to work with.

AWO Treff **Q** Karl - Marx - Straße 123 in Wildau

<u>ekontakt@neue-nachbarn-wildau.de</u>
 <u>https://www.facebook.com/kulturcafewildau/</u>
 <u>http://neue-nachbarn-wildau.de/</u>

#### Quartier\*53 - Luckau

The clothing store is always open on Tuesday and Thursday from 3.00 - 5.00 pm.  $\mathbf{Q}$  Lindenstraße 66, 15926 Luckau

Consultations are always possible on Tuesdays from 5.00 pm. Quartier\*53 **Q**<u>Am Mühlberg 53, 15926 Luckau</u>

Only by appointment in advance!

@info@mensch-luckau.de
@www.mensch-luckau.de

#### Support group for refugees - Wernsdorf und Wildau

Every fortnight on Thursdays, 3.00 - 5.30 p.m. Play and creative activities outside the hall of residence Wildau. **@**derunterstuetzerkreis@gmx.de **01624665582** 

We meet every Monday to play, meet each other and learn German. **Q** in the rooms of the church parish Eichwalde **S**<u>https://www.neukoelln-evangelisch.de</u>

# Freiwilligenzentrum in Königs Wusterhausen

The Freiwilligenzentrum in Königs Wusterhausen provides information and advice on volunteering opportunities and offers a range of support services.





Bahnhofstraße 4, 15711 Königs Wusterhausen
 Mrs Heide Michaelis
 03375213364
 Wednesdays from 9.00 a.m. to 12.00 p.m. and by appointment

# WELTLADEN Lübben

Meeting place with **consultation café** and a range of fair trade products. There are weekly meetings. Everyone is welcome who would like to play together, do handicrafts or socialise. Wednesday - Friday 10.00 - 18.00 Saturday 10.00 - 13.00 **P**oststr. 3a, 15907 Lübben (Spreewald)

# Online services

You need an appointment for many consultations. You can often book this appointment online. You often need one or more forms for the appointment. You can also find many forms online.

Do you already know which authority you need to go to? On this page you will find a list with the relevant links.

You can make appointments there, fill in forms online and submit applications.

# **Immigration office**

You can submit or complete the following applications online at 🚱 <u>Forms</u>:

Residence permit:

- for training
- for gainful employment
- for family reunification

There are also

- the application for an accelerated procedure for skilled workers
- the amendment of the ancillary provisions under residence law. These are additional rules for residence.
- the application for a settlement permit.
- the residence of citizens from the European Economic Area and the European Union. This also applies to their families.
- You can find the application for <u>naturalisation</u> here.

You can request appointments for the following consultations online at 🚱 <u>Termine</u>:

- for permission of residence and toleration
- for permission to stay





- for authorisation to settle
- · Freedom of movement for EU citizens
- for the free movement of British citizens and citizens from Switzerland
- to the declaration of commitment
- to collect residence permits

# Job centre

You can submit the following applications online at 🚱 Forms:

- to apply for citizen's allowance online
- to **extend** citizen's allowance online
- to notify changes online
- to use the post box service

You can make an appointment at the Job Centre at 🚱 Appointments.

#### Vehicle registration authority

You can make appointments online for these topics at 🚱 <u>Termine</u>:

- for the new registration of vehicles
- for re-registration with change of keeper
- · for re-registration without change of keeper from other districts
- · for re-registration with change of keeper
- for re-registration without change of keeper
- · for technical modifications and registration of a vehicle
- for the issue of replacement documents
- for re-labelling
- for the immobilisation of vehicles
- for changes of address or name

Haven't found the right form here? You can find more applications and forms from the district here: <u>Forms</u>

