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Vocational training, university study and work

General information on training, work and study

Would you like to work in Germany? Then you need to know: How can I work in Germany? And where can I get help? Everything you need to know about work and jobs can be found here: [Access to the labour market](#)

Have you already completed a degree abroad? Such as a school-leaving qualification or a professional qualification? Then you need to get your qualifications recognised here in Germany. Further information can be found on the page [Recognising foreign qualifications](#).

Do you want to learn a trade? There are over 400 different professions in Germany. Then you will find a list of recognised training occupations [here](#).

Do you want to study? Then you will find information about the [degree programme](#) here. And you will see the people you can contact.

Still not sure what you want to do for a living? Then you can get advice [here](#).

Vocational training (dual and full-time)

Training has many advantages. You earn more money if you have completed an apprenticeship. You are less likely to be unemployed. You do not receive fixed-term employment contracts as often.

In Germany, there are different options for training

- dual training
- school-based training and
- the dual study programme



You can find an overview of current apprenticeships in Lower Saxony [here](#).

Dual training

In a dual training programme, you work in a company. At the same time, you go to school. This way you learn theory and practice. You spend two thirds of your time working. You spend one third of your time at school. An apprenticeship lasts 3 years. Depending on the profession, it may take a little longer. If you have an Abitur, you can complete the apprenticeship more quickly.

Depending on the type of occupation you would like to learn in a dual training programme, your vocational training will either take place at the

HWK: Chamber of Crafts Braunschweig-Lüneburg-Stade

 [Friedenstraße 6, 21335 Lüneburg](#)
 [+49 \(0\) 41317120](#)

@info@hwk-bls.de
<http://www.hwk-bls.de>

or at the

IHKChamber of Industry and Commerce Lüneburg-Wolfsburg

[📍 Volgershall 1, 21339 Lüneburg](#)
[☎ +49 \(0\) 41317420](#)
@service@lueneburg.ihk.de
[🌐 http://www.ihk-lueneburg.de](http://www.ihk-lueneburg.de)

registered.

Both chambers also offer an apprenticeship exchange on their websites.

[Here](#) you can find the apprenticeship exchange of HWK.

[Here](#) you can find the apprenticeship exchange of IHK.

💡 The Chamber of Commerce is responsible for skilled trades. This is about professions such as baker, bricklayer or painter.

💡 The Chamber of Industry and Commerce is responsible for professions in industry, trade and services. This includes, for example, plant mechanics or management assistants in wholesale and foreign trade.

Full-time training at a vocational school

There is also full-time training at a vocational college. Vocational schools provide completed vocational training in theory and practice outside the dual training system (without an apprenticeship in a company). It usually lasts two to three and a half years. Lessons take place full-time. In addition to vocational subjects, it also includes general education subjects. The vocational schools differ greatly in terms of their training programmes, admission requirements, duration of training and further education options. You should therefore speak to the school you are interested in. There are two vocational schools at Heidekreis . The two schools offer different specialisations.

BBS SoltauVocational school Soltau

[📍 Winsener Straße 57, 29614 Soltau](#)
[☎ +49 \(0\) 51919710](#)
@verwaltung@bbsoltau.de
[🌐 https://www.bbssoltau.de/](https://www.bbssoltau.de/)

Branch office:

[📍 Winsener Straße 107, 29614 Soltau](#)
[☎ +49 \(0\) 5191971250](#)
@nebenstelle@bbsoltau.de
[🌐 https://www.bbssoltau.de/](https://www.bbssoltau.de/)

BBS Walsrode: Vocational school Walsrode

📍 [Am Bahnhof 80, 29664 Walsrode](#)
☎ [+49 \(0\) 51616060](#)
✉ @bbs@bbs-walsrode.de
🌐 <https://www.bbs-walsrode.de/>

Dual study programme

A dual study programme combines the best of training and study. You learn the practical part of your training in a company. The theoretical part takes place at a university. For the dual study programme, you need at least an advanced technical college certificate.

The special thing about the dual study programme is definitely the double degree. At the end, you will have completed vocational training and a Bachelor's degree.

Would you like more information on the various options for completing an apprenticeship? You can find it [here](#).

Heidekreis training association

The Ausbildungsverbund Heidekreis is a project at the adult education centre. The project is subsidised by the European Social Fund. Training places are available here for disadvantaged young people.

They are looking for a training place and

- have a learning disability,
- You are socially disadvantaged,
- You have a migration background or
- Have you fled your home country?

Then contact us:

Rainer Kossel | Projektleitung

📍 [Moorstraße 16-18, 29664 Walsrode](#)
✉ @info@vhs-heidekreis.de
☎ [+49 \(0\) 5161485613](#)
🌐 <https://www.vhs-heidekreis.de/projekte/ausbildung...>

Jutta Biermann | Projektmitarbeiterin

📍 [Poststraße 15, 29614 Soltau](#)
✉ @info@vhs-heidekreis.de
☎ [+49 \(0\) 51916233862](#)
🌐 <https://www.vhs-heidekreis.de/projekte/ausbildung...>

Studies

General information about studying

General information

There are over 420 different universities in Germany.

Most types of universities are

- Universities
- Technical colleges
- Universities of applied sciences (this is known as a "Hochschule" in German)

There are:

- state universities
- private universities and
- ecclesiastical universities.

The private universities are not necessarily better. However, you often have to pay high tuition fees there.

Important: New providers are constantly appearing on the education market where it is not immediately clear whether a state-recognised (higher education) qualification can be obtained. If this is not the case, it can lead to problems when starting a career and using an academic title. In case of doubt, the science ministries of the federal states can provide you with information on recognition.

On the website [Studienwahl.de](https://studienwahl.de) you will find a lot of information about studying.

Study programmes

Over 400 universities, universities of applied sciences, colleges and vocational academies in Germany offer 21,500 degree programmes. There are around 9,900 Bachelor's degree programmes. There are more than 10,000 degree programmes for a Master's degree (source: hochschulkompass.de). That's a really big selection!

Further information

Further information on studying in Germany can be found here and on the following websites:

-  [Employment Agency](#)
-  [Study in Germany](#)

What do I need to study?

You need an **authorisation for admission to the university (HZB)**

This is a school-leaving qualification that entitles you to study. This can be, for example, the Abitur, the higher education entrance qualification or the entrance qualification for

universities of applied sciences.

You did not graduate from school in Germany? Then you need to check whether this foreign school-leaving qualification is recognised for studying in Germany.

Information on this can be found on the [Anabin](#) website. You can also find a lot of information on the website of the [German Academic Exchange Service DAAD](#).

Further information on the university entrance qualification (HZB) can be found [here](#).

You need a good to very good **knowledge of German**. Many degree programmes are taught in German. Find out more about this at the university where you would like to study.

Many universities also offer counselling.

Important: There are deadlines for applying to a university. These deadlines are called application deadlines. Please note these application deadlines. If the deadline has expired, an application for the start of the degree programme is only possible again later. You may even have to wait a whole year before you can apply again.

Without a university entrance qualification

You do not yet have a university entrance qualification for Germany? But you could study in your home country with your school-leaving certificate?

You can attend a preparatory college (Studienkolleg) to get your university entrance qualification. Studienkollegs are specifically intended for university applicants from other countries. They prepare you for university study in Germany. You must take an entrance examination for admission. In any case, you need a good knowledge of German, corresponding to language level B1. You can find information about the Studienkolleg [here](#).

Financing and Scholarships

As a student, you can receive financial support in Germany. This is possible via the Federal Training Assistance Act (BAföG). The office pays the BAföG monthly. In the best case scenario, you will be given funding throughout your studies. The monthly amount of the BAföG can be between 534 euros and 992 euros. You must repay half of the BAföG-Amount after your studies. The exact conditions for BAföG change regularly. You will find detailed information under the following link:

🔗 [Website BAföG for refugees and migrants](#)

As an alternative to the BAföG you can apply for a scholarship. Usually, you do not have to pay back a scholarship. Good grades are important in order to get a scholarship. The organisation providing the scholarship will also assess your voluntary work. You normally receive the same amount of money as BAföG. There is also additional "Büchergeld". This is a monthly book allowance of up to €300.

There are certain foundations which offer scholarships. Scholarships are given to people with lots of potential. These foundations are called "Begabtenförderungswerke" in German. The following foundations offer programmes, among other things, especially for refugees. The websites tell you how you can apply. They also explain what the foundations expect from you.

🔗 [Friedrich-Ebert-Stiftung \(FES\) - Scholarships for Refugees](#)

🔗 [Böckler Action Education of the Hans Böckler Foundation](#)

🔗 [Konrad-Adenauer-Stiftung \(KAS\) - Scholarships for Refugees](#)

🔗 [Villigst - Our scholarship for refugees](#)

[Bread for the World - Refugee scholarship programme](#)

The Otto Benecke Foundation's guarantee fund is an exception. The programme is aimed at young, new immigrants. Do you want to get your university entrance certificate in Germany? Do you want to study in Germany? Do you want to work in academia? Then you can apply for a scholarship. There is also the "Deutschland-Stipendium" scholarship. This provides financial support of €300 a month. The Deutschland-Stipendium is awarded through the respective universities.

[University Guarantee Fund of the Otto Benecke Foundation in Bonn](#)

[Germany Scholarship: Become a scholarship holder](#)

Recognition of foreign qualifications

Certificates play an important role in Germany. This applies to school, university and work. They show what you have already learnt and achieved.

Certificates are a decisive prerequisite for a job, an apprenticeship or a place at university.


Have you already gained a qualification at school, in an apprenticeship or a degree programme abroad? Then it makes sense to have your certificates recognised in Germany. This means that it will be checked what your certificates qualify you for in Germany.

Recognising professional qualifications is not easy. There are many factors to consider. The best thing to do is to seek advice.


In the district of Heidekreis, you can contact the advice centre for the recognition of foreign professional qualifications or degrees. You can find this at the:


Adult Education Centre Heidekreis gGmbH

Lisa Eggert | Beraterin

 [Poststraße 15, 29614 Soltau](#)

 [@leggert@vhs-heidekreis.de](mailto:leggert@vhs-heidekreis.de)

 [+49 \(0\) 5191968716](tel:+49(0)5191968716)

 Monday to Friday from 08:00 to 12:00

 Appointments are also possible in Walsrode: [Quintusstraße 35, 29664 Walsrode](#).

Legal information about work

Employment contract

If you have a job, you will receive an employment contract. It governs the most important conditions of your work. It explains when you work, How much holiday you get, And how much you are paid. Both sides – workers and employers – must abide by these agreements. When

you sign the contract, it becomes legally binding. Do not sign it until you have fully understood the contents.

Types of contracts:

Permanent job contract (Unbefristeter Arbeitsvertrag)

Usually, there is a probationary period of three or six months. During this period, employment can be terminated within two weeks. The employer may terminate the contract. You as an employee can also resign. At the end of the probationary period, permanent employment begins. This gives you longer protection against dismissal. Working hours are usually up to 40 hours a week.

Fixed-term employment contract (Befristeter Arbeitsvertrag)

The employment ends at the agreed time, without the need for notice of resignation.

Mini job

The maximum earnings per month are 538 Euro and is tax-free.

Labour law:

There are numerous laws that govern and safeguard the rights of employees in Germany. These include:

- Regulation of [working hours](#)
- [Minimum wage](#)
- [Holiday entitlement](#)
- [Protection against dismissal](#)
- Representation of interests in the workplace (Works council)
- Trade union labour regulations

and a few more.

Taxes and social security contributions (Sozialabgaben):

Every employee in Germany pays a portion of their salary as [tax](#). The federal, state and local authorities use it to finance their expenditure. Employers are obliged to pay social security contributions for their employees. These social security contributions fund the German social system. The system guarantees that you will receive money from the state if you are out of work.

Tax ID number:

The tax numberID is an 11-digit number and is used for income tax (Einkommenssteuer). The number applies throughout your life. The number allows the authorities to identify you at all times. Your employer needs this number. Do you not have this number in any of your documents? You can obtain these in person from your [local residents' registration office](#) (Einwohnermeldeamt) at your [place of residence](#). Or by form at the [Federal Central Tax Office](#).

National insurance number (Sozialversicherungsnummer):

For a job, you need a social security number. You can obtain this from your health insurance company (for example AOK, DAK).

Illegal work:

You have a job that is paid. But this work is not registered with the tax office and the health insurance company. You therefore pay no taxes and social security contributions. That is **illegal**. It can be punished with fines and prison! Do you receive social benefits (social benefits) or unemployment benefit (unemployment benefit)? But you work anyway? You have given this to the [Sozialamt](#) the [Agentur für Arbeit](#) or the [JobCenter](#) not told? That is also **illegal**. It means you are wrongly receiving state benefits, even though you are in paid employment.

Working times

According to the Working Hours Act, you may not work more than 8 hours a day.

In exceptional cases, the working time can be extended to up to 10 hours if the average daily working time does not exceed 8 hours within 6 months.

You are entitled to breaks:

- from 6 hours you must take a break of at least 30 minutes
- from 9 hours you are entitled to at least 45 minutes break.

Overtime

You may only be required to work overtime if this is stipulated in your employment contract.

Important: Overtime must also be paid. Instead of a payment, there is also time off in lieu. This must be contractually regulated or you as an employee must agree to it.

💡 Always document your working hours every day! So you can always prove how much overtime you have worked.

Salary statement

If you work and are employed, you will receive a payslip after the first month. Some bosses give you this statement every month. Others only do this if something has changed in the month.

The payslip must state:

- Name and address of employer
- Name, address, date of birth of the employee
- Employer's insurance number
- Date of beginning the employment
- Tax class and tax identification number
- Accounting period
- Gross salary - i.e. your salary without deductions

-
- Type and amount of surcharges or bonuses
 - Type and amount of deductions

Taxes and social security contributions

Every employee in Germany pays a portion of their salary as taxes and social security contributions. Self-employed persons must also pay taxes.

Income tax

Income tax contributes to the financing of federal, state and local government expenditure. Tax money is used, for example, to build roads and schools or finance social benefits.

- If you are employed, you will receive the net amount of your salary from your employer, i.e. your taxes have already been deducted
- If you are self-employed, you have to pay tax on your income yourself

Tax identification number (IdNr)

All employees are given a number when they start work. This number is for tax purposes and is valid for life. Children in Germany receive their number by letter within three months of birth. It is required for child benefit, for example.

If you work in Germany, you will often need this number, for example for your employer. If you do not know the number, you can obtain it from the tax office.

Tax return

In your annual tax return, you can claim various expenses from the tax office as tax-reducing. This may result in either refunds in your favour or additional payments to the tax office. Many people are required to submit a tax return, so it is best to enquire at the tax office whether this applies to you.

If you need help with your tax return, it is best to contact your local income tax association. The tax office can also help you with further questions.

Social security contributions

Social security contributions are social insurance contributions that are deducted from your gross salary. This is required by law and is automatically calculated by the employer. The employer also pays part of the social security contributions.

These contributions finance the social security system in Germany. They help if you are out of work or can no longer work by covering the basic cost of living. For example, you receive unemployment benefit if you become unemployed and have previously paid into unemployment insurance. You also secure a state pension for your old age by contributing to pension insurance.

Social security contributions are made up of contributions for the following:

-
- Pension
 - unemployment
 - sickness
 - nursing care

The amount of social security contributions depends on your income. The contributions are automatically deducted from your gross salary.

To obtain a permanent residence permit, you must have paid into the pension insurance scheme for at least 60 months. This also applies to self-employed persons, but there are exceptions.

National insurance number (SV-Nummer)

The [German Pension Insurance](#) will automatically send you your national insurance number by post when you take up your first job in Germany.

💡 If you lose your number, you can ask for it to be sent to you again:

☎ +49 (0) 80010004800 (free of charge from a German landline)

Holiday

You are entitled to at least 24 working days' holiday per year. Working days are from Monday to Saturday. If you work less than 6 days a week, your holiday must be reduced.

In other words:

- if you work 5 days a week, you have 20 days holiday
- if you work 4 days a week, you have 16 days holiday
- if you work 3 days a week, you have 12 days holiday

Labour exploitation

In Germany, there are strict laws against any form of exploitation. The rights and dignity of every person are paramount. Exploitation occurs when people have to work under unfair conditions.

Forms of exploitation are punishable by law. This includes, for example:

- no payment of wages despite work performed
- longer working hours without additional pay
- Non-payment of additional wages, such as in the event of illness or paid holiday.

Forced labour is prohibited in Germany.

Human trafficking is a serious crime that is severely punished. People are often put in bad situations through lies or violence. They can barely escape and are exploited. The victims have to work under very poor conditions. Nobody should be forced into sex work!

Accident at work

If you have an accident during work or on your way to work, this is defined as an accident at work.

In this case, you are covered by accident insurance through the company.

Before seeking medical treatment, please make sure you state that it is an accident at work. The treatment is then not paid for by the health insurance company, but by the employer's accident insurance. You can find out the name of the accident insurance company from your employer.

If you have an accident at work and

- are unfit for work for more than one day or
- require medical treatment for longer or
- get sick again at a later date

you must consult a so-called transit doctor (Durchgangsarzt) doctor. [Here you](#) can search for a transit doctor in your area.

Further information can be found on the website of the [German Social Accident Insurance](#).

Illness

If you are working, doing an internship or attending a German course and are ill, you must call in and report sick. As a rule, your doctor must certify that you are not able to work (Arbeitsunfähigkeitsbescheinigung).

Ask your employer or the language course provider when you need to submit a certificate of incapacity for work.

If you are ill, you will receive your salary or wages for 6 weeks. If you are ill for a longer period of time, you will be given a cash allowance from the 7th week. Week sickness benefit from the health insurance fund, which is 70% of your salary or wage.

Important: Illness is not a form of protection against dismissal!

Handing in your notice

If you wish to resign from your job, you must send your notice in writing, preferably by post, to your employer.

If you have been dismissed and want to do something about it, you only have 3 weeks to do so. If necessary, contact a lawyer specialising in labour law.

Important: The notice period for employers is normally 4 weeks to the end of a month.

The deadline for employees depends on the duration of the employment relationship:

- Within the probationary period, which may last a maximum of 6 months, the notice period is 2 weeks

-
- If the employee has been with the company for 5 years, the notice period is 2 months.

Minimum wage

There is a statutory minimum wage in Germany. It is raised regularly.

The minimum wage must not be undercut. Not even if someone works longer than their contract states without receiving more money. Employers must always pay the minimum wage, no matter how long you work.

The minimum wage does not apply to:

- Young people under the age of 18 without completed vocational training
- Apprentices
- Long-term unemployed
- Interns in certain types of internships
- volunteers
- Self-employed

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

Mini job

The maximum earnings from a mini-job are 538 Euro per month and are tax-free. You do not have to pay contributions to statutory health insurance or unemployment insurance.

You must take care of your own health insurance. It is best to seek advice from a [statutory health insurance company](#).

A mini-job only gives you very limited entitlement to a later old-age pension. You can also apply to be exempted from the pension insurance obligation. In this case, only 4 months will be credited to your pension account for 12 months of work in a mini-job.

💡 Important to know: You may risk losing your entitlement to a basic pension. You need at least 33 years of insurance to qualify for the basic pension. If you have an accident, you may risk losing your entitlement to a reduced earning capacity pension.

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

Works council and trade unions

In Germany, employees have the right to stand up for their interests:

- at the workplace,
- in the company,
- in the economy as a whole.

Works council

The works council represents all employees in a company. The works council is elected by the company's employees. The works council exists from a certain number of employees in a company. In the public sector, the works council is called the "Staff Council".

Trade unions

A trade union is a group of employees with the same profession from different companies. They stand up for their interests at work. The same applies to employers. They can join together to form an association. The association is called an "employers' association".

There are 8 different trade unions in Germany. They cover all professional sectors.

- They advise their members on labour law issues.
- They advise their members on social law issues.
- They negotiate collective labour agreements.
- They support works councils.

Membership of a trade union is not free.

The German Trade Union Confederation is the umbrella organisation for all trade unions in Germany.

🗺️ You can find out more about trade union membership [here](#).

Unemployment

What does unemployment mean?

You are unemployed if you **do not earn any money to live on**. This is also known as unemployment. As Germany is a welfare state, it helps people who cannot or can only partially support themselves.

But: In principle, everyone should earn their own living by working.

Unemployment benefit

You will receive unemployment benefit if you lose your job. You must have worked in Germany **for at least 12 months** in the last **30 months**. There are other conditions under certain circumstances.

The [Federal Employment Agency](#) will decide whether you receive unemployment benefit.

1. register as a jobseeker

You have been made redundant, you have given notice or your temporary employment contract is coming to an end. The Employment Agency will support you in your search for new employment. They will also work with you to determine whether you are entitled to financial support.

It is **IMPORTANT** that you register **as a jobseeker immediately**. Register as a jobseeker **at least 3 months** before the end of your employment relationship. If you only find out later, register as a jobseeker no later than 3 days later.

You can do this in various ways:

- [On site](#) at your local employment agency,
- by telephone at ☎ +49 (0) [+45 \(0\) 55500](#) (toll-free),
- or [online](#).

2. register as unemployed in person

You must register as unemployed in person at your local employment agency on your first day without work at the latest. This is the prerequisite for receiving unemployment benefit.

3. complete the application for unemployment benefit

Apply for unemployment benefit online. Alternatively, you can obtain an application form from your local employment agency to submit the application in writing.

You can obtain further information [here](#).

Citizen's income

You can receive citizen's allowance (Bürgergeld) from the job centre if you meet certain requirements.

These are

- You can work and are entitled to assistance
- You live in Germany
- You can work at least 3 hours a day
- You or your family need support because there is not enough money.

In need of assistance means that your family's or community's money is not enough to pay for the basic necessities of life. This means that you are unable to support yourself.

Able to work means that no illness or disability prevents you from taking up work.

You will receive

- a standard rate
- Housing and heating costs
- Health insurance and nursing care insurance
- Initial equipment for housing and clothing
- Integration into the labour market

Contact the [job centre](#) if you have any further questions.

You can apply for citizen's allowance online [here](#).

Support services

Access to the Job Market

You are an EU citizen

Do you now live in Germany? And would you like to work? Then it's easy for you to do so. As an EU citizen, you are authorised to work in Germany. Without any restrictions.

You are an asylum seeker and in possession of a proof of arrival (Ankunftsnachweises) or a residence permit (Aufenthaltsgestattung)

Then you must note the following:

- 3-month ban on working
- Do you not come from a safe country of origin? Did you make your asylum application after 31 August 2015? The [foreigners authority](#) (Ausländerbehörde)
- Do you not come from a safe country of origin? Did you make your asylum application after 31 August 2015? Or has your asylum application been rejected as being without reason? Then you have the right to work after 9 months.
- The priority check is not applicable. However, the Federal Employment Agency (Bundesagentur für Arbeit) checks the working conditions.

You are tolerated and in possession of a [toleration permit](#) (Duldung)

The [foreigners authority](#) always decides whether you are allowed to work. So you must submit an application to the Immigration Office. The Bureau for Foreigners (Ausländerbehörde) can impose a general work ban on you. There are certain rules you must follow.

You are recognised and in possession of a residence permit:

If you have been recognised by the BAMF have been recognised as a person entitled to asylum, refugee status or subsidiary protection, the [immigration authority](#) will issue you with a residence permit. This entitles you to do any kind of job and therefore also gives you full access to the job market.

Important: Different rules apply to self-employment!

Finding work in the Heidekreis district

Finding a job is not always easy. The [job centre](#) and [employment agency](#) at Heidekreis can help you with this. They will support you in all aspects of your job search.

On the [JobZentrale](#) website, you can find vacant jobs and apprenticeships in the region.

Job applications and interviews

Would you like to start professional training or get a job in Germany? Then you need to make a written application.

Many companies place job advertisements. Either in newspapers or online. It means they are looking for new staff. The job advertisement describes what type of work or professional training it involves. It also explains what the company expects from the employee. There you will find information on where and how to apply.

Have you been invited to a job interview (Vorstellungsgespräch) invited? Then the company is interested in you. The job interview is a chance for you to get to know each other. Please give yourself enough time to get to the interview. It's crucial that you arrive on time. It's best to prepare for the interview in detail beforehand. This might include finding out important information about the company. Visit the website and read through the company's history. Find out about their products or services. Do you want to show that you're interested in the job? Then you should ask questions during the interview. This will show that you are familiar with the company. And it will show that you are motivated.

An application usually consists of three parts:

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

Curriculum vitae (Lebenslauf): The CV lists all your experience. It is structured in the form of a large table. Write when you started and stopped working at each company. Include where you undertook training or a course of studies. Specify where you went to school and what type of qualification you left with. You do not have to include a photo in your CV, but many companies prefer it if you do. You can create a CV on the [Europass website](#). The website is available in lots of languages. You enter your details. You add your experience. Then it will create a CV for you. CVs look different in each country. It's important to use the format used in Germany. You can choose this in Europass.

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

Please note how you should apply. You will find this information in the job advert. Please read it carefully.

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

E-mail: These days, many applications are sent by email. Bring your covering letter, your CV and your certificates and references together into a single PDF file. Add the PDF file as an attachment to the email. Write a short text in the email to the person who will receive your application.

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

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

📍 [Europass](#) is a multilingual online portal (over 20 languages) that helps migrants to visualise their skills and knowledge. It offers a free online tool for creating a “language passport” or CV (see above). You can also find important tips on writing good applications on Europass.

📍 At [Bewerbung.net](#), [StepStone](#) and [CV2go](#) you can have a CV and cover letter created free of charge. You may also be able to import your data from Xing or LinkedIn. It is also possible to write your own text within the template or import files.

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

[Application2go](#), [Application knowledge](#), [Career bible](#)

Language practice

📍 On the [VHS-Lernportal "Ich will Deutsch lernen"](#) and the page of the [Goethe-Instituts "Deutsch für dich"](#) you will find exercises on the subject of job applications and the world of work in general. You can learn more about the professional world and improve your German language skills.

LINA- Long-term integration - sustainable work support for refugees



Have you fled your home country? Then LINA is the right place for you. The project offers you personal, free and long-term counselling on many topics. For example, support in your search for:

- Language courses
- Internships
- apprenticeships
- further education programmes
- the right job
- new paths

LINA is also helpful with

- applications
- recognition of professional and academic qualifications.

The LINA project is also available in the districts of Celle, Lüneburg and Harburg. You can find more information about LINA [here](#).

Uta Paschke-Albeshausen | Projektleitung

📍 [Rosenstraße 14, 29614 Soltau](#)

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☎ [+49 \(0\) 5191968278](tel:+49(0)5191968278)

💡 Appointments are also possible in Walsrode: [Lange Str. 34, 29664 Walsrode](#).

Feray Dera | Projektmitarbeiterin

📍 [Rosenstraße 14, 29614 Soltau](#)

✉ [@fdera@vhs-heidekreis.de](mailto:fdera@vhs-heidekreis.de)

☎ [+49 \(0\) 5191968275](tel:+49(0)5191968275)

📷 Appointments by appointment.

IQ Mentoring Heidekreis



The IQ Mentoring project helps international skilled workers. The project helps you if you want to enter the German labour market.

The programme lasts six months.

You will be assigned a mentor. The mentors accompany you and support you.

These are your advantages:

- You receive personalised support.
- You receive personalised advice.
- We support you with your career goals.
- You will receive practical help and tips on job applications.
- We provide you with contacts to important networks.
- We organise workshops and training courses on the following topics: Work, job applications and language.

Are you interested? Then sign up.

Start your professional future in Germany.

These are your contact persons:

👤 Lija Weber

📍 [Poststraße 15, 29614 Soltau](#)

☎ [051916233875](tel:051916233875)

@

lweber@vhs-heidekreis.de

👤 Kateryna Smirnow
📍 [Poststraße 15, 29614 Soltau](#)
☎ [051916233876](tel:051916233876)

@

ksmirnow@vhs-heidekreis.de

👤 Uwe Mylius
Project management

Counselling on the subject of training, studying and working

Training network Heidekreis

The training network Heidekreis is a project at the adult education centre Heidekreis (VHS). The project is subsidised by the European Social Fund (ESF). Training places are available here for disadvantaged young people. They are looking for a training place and

- have a learning disability
- You are socially disadvantaged
- You have a migration background or
- You have fled your home country?

Then contact the training association Heidekreis at VHS:

👤 Jutta Biermann
👤 Rainer Kossel
📍 [Poststraße 15, 29614 Soltau](#)
☎ [+49 \(0\) 51916233862](tel:+49(0)51916233862)
📍 [Kleiner Gaben 22a, 29664 Walsrode](#)
☎ [+49 \(0\) 5161485613](tel:+49(0)5161485613)
@ info@vhs-heidekreis.de
🌐 [Ausbildungsverbund Heidekreis](#)

Education navigator

The education navigator at Heidekreises provides an overview of the many educational programmes and projects. It also provides information about the educational institutions at Heidekreis. You can also find out about support programmes. You will also find information on

- political, cultural and vocational education
- environmental education
- Education for new immigrants

and much more. You can find the education navigator [here](#).

Educational counselling

The educational counselling service Heidekreis provides individual advice on questions about

- Career and the world of work
- Education and further training
- professional reorientation and reorientation

 Jutta Meyer-Kranz

 [Quintusstraße 35, 29664 Walsrode](#)

 [+49 \(0\) 1705209106](#)

 [@bildungsberatung@vhs-heidekreis.de](mailto:bildungsberatung@vhs-heidekreis.de)

 <https://www.bildungsberatung-heidekreis.de/>

Coordination centre for women and business:

Women are counselled here. This involves counselling on questions relating to

- returning to work
- Job placement opportunities
- setting up a business


and much more.

Counselling is free and confidential. You can find information [here](#).

 Verena Baden

 Lena Heß

 [Harburger Straße 2, 29614 Soltau](#)

 [+49 \(0\) 5191970612](#)

 [@info@koostelle-heidekreis.de](mailto:info@koostelle-heidekreis.de)

Youth Employment Agency (JBA):

The JBA helps you with many questions in the area of "transition from school to work". Are you aged between 14 and 24? You need help and counselling because you

- would like to do an apprenticeship
- want to take up a job
- want to continue school
- want to start studying
- or don't yet know what you want to do?

Then you can contact one of the two youth employment agencies at Heidekreis.

You can find JBA at the vocational schools in Soltau and Walsrode. You can find more information about the youth employment agencies [here](#).

Youth employment agency Heidekreis at the vocational school Soltau

📍 [Winsener Straße 57, 29614 Soltau](#)

☎ [+49 \(0\) 8000001478](#) from Monday to Friday from 8 a.m. to 2 p.m.

@ jba@heidekreis.de

🌐 <https://www.jba-heidekreis.de/>

🕒 Mondays from 7.30 a.m. to 1.30 p.m.

Youth employment agency Heidekreis at the vocational school Walsrode

📍 [Am Bahnhof 80, 29664 Walsrode](#)

☎ [+49 \(0\) +00 \(0\) 01478](#) Monday to Friday from 8 a.m. to 2 p.m.

@ jba@heidekreis.de

🌐 <https://www.jba-heidekreis.de/>

🕒 Tuesdays from 7.30 a.m. to 1.30 p.m.

Project LINA - Long-term integration - sustainable work support for refugees

Are you a refugee? Then LINA is the right place for you. The LINA project offers you personal, free and long-term counselling on many topics. For example, support with

- Language courses
- Internships
- apprenticeships
- further education programmes
- the right job
- for new paths

LINA is also helpful with

- applications
- recognising professional and academic qualifications.

The LINA project is also available in the districts of Celle, Lüneburg and Harburg. You can find more information about LINA [here](#).

👤 Uta Paschke-Albeshausen (Projektleitung)

📍 [Rosenstraße 14, 29614 Soltau](#)

☎ [+49 \(0\) 5191968279](#)

@ upaschke-albeshausen@vhs-heidekreis.de

👤 Susanne Schulze

📍 [Rosenstraße 14, 29614 Soltau](#)

📍 [Lange Str. 34, 29664 Walsrode](#)

☎ [+49 \(0\) 5191968278](#)

@ ssschulze@vhs-heidekreis.de

👤 Feray Dera
📍 [Rosenstraße 14, 29614 Soltau](#)
☎ [+49 \(0\) 5191968275](#)
✉ [@fdera@vhs-heidekreis.de](mailto:fdera@vhs-heidekreis.de)

📅 Appointments by appointment.

Trade fair work + life



work+life is a training and skilled labour fair. Over 160 companies present themselves. Also represented: Institutions, training organisations, guilds and schools. Insights will be provided into a wide range of sectors. Your questions on professional topics will be answered. You can have a brief chat or get comprehensive advice. Pupils and people at all stages of their professional life are very welcome.

💡 If you have difficulties with the language during the fair and need language mediation, come to stand no. 3. We have language mediators who will support and accompany you. This is free of charge for you.

📅 Fair times

- Thursday, 25 September 2025, 08:30 to 13:30
- Friday, 26 September 2025, 08:30 to 13:30
- Saturday, 27 September 2025, 10:00 a.m. to 3:00 p.m.

Admission is free of charge.

📍 [Soltau Str. 39 in 29683 Bad Fallingbommel](#)

🌐 <https://www.workandlife-heidekreis.de/>

Welcome Centre



The Welcome Center Heidekreis is the central point of contact for international skilled workers and trainees. It supports them if they want to work and live at Heidekreis.

The Welcome Center provides advice on many topics:

- Starting out in the region
- Working
- authorities
- visas
- Questions about residence
- integration
- Language courses
- Housing
- culture
- Education
- Recreation

The Welcome Center also provides support on these topics:

- Do you have questions about the [recognition of professional qualifications?](#)
- Are you looking for a job?
- Are you looking for an apprenticeship?

The Welcome Center makes it easier to arrive and integrate.

At the same time, it strengthens the regional market for skilled labour. Companies also benefit from the programme.

The Welcome Center supports companies with integration in the following areas:

- familiarisation
- legal issues relating to work
- legal issues relating to residence
- with intercultural training
- with Feel Good Management

📍 [Poststraße 15, 29614 Soltau](#)

☎ [051916233861](tel:051916233861)

@ welcome@vhs-heidekreis.de

🌐 <https://www.welcome-heidekreis.de/>

Independence

Self-employment is also called gainful employment.

You **cannot** be gainfully employed in Germany if:

- You are still in the asylum procedure
- your application for asylum has been rejected or

-
- you are in possession of a tolerated stay permit (Duldung).

If you would like to become self-employed, get good advice on [setting up your own business](#) at Heidekreis.

You can find further helpful information under the following links:

 [Business start-up portal](#)

 [Homepage of the IQ office - we start up in Germany](#)