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Welcome to

Welcome to the district Warendorf

In the Integreat app, you can now find everything you need to know about arriving and living in the district of Warendorf - in eleven different languages!

To the questions: How do I find a flat? How is the school system in Germany organised? How do I find a job? and many more can now be answered quickly.

Information about Integreat

The Municipal Integration Management of the district of Warendorf has created this app with information - also specifically for the district of Warendorf - as orientation and support for all people with a history of immigration, professionals and volunteers. Integreat is a guide to support you in your everyday life. You will find **important addresses, contact persons and tips and tricks** to help you find your way around.

You can download and share important information in the web app as PDF. In the mobile app, you can share interesting content directly, for example via WhatsApp, Facebook or e-mail.

The content of the Integreat app can also be read aloud. To do this, the read aloud function must be switched on in the smartphone settings. This works in all languages.

We very much hope that we can make your life in Germany easier with this app.

The municipal integration management team in the district of Warendorf welcomes feedback and will be happy to help with any questions.

Kind regards

Team Integreat app for the district Warendorf

Contact:

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02581/534512

@m atthias.niemann@kreis-warendorf.de

The district of Warendorf



Welcome to the district of Warendorf!





The district of Warendorf is as diverse as its 13 towns and municipalities and is embedded in the charming Münsterland park landscape. Over 280,000 people live in the district.

Beelen The smallest municipality has just under 6,300 inhabitants, while the largest town, Ahlen, has almost 52,000. A healthy economic structure characterised by medium-sized companies, affordable building land, good transport connections, a wide range of leisure activities and an intact environment are unifying factors. All in all, they ensure a high quality of life.

84 per cent of people like living in the district of Warendorf. This was the result of a broad-based survey on the WAF 2030 district development programme in 2013. The district has become increasingly attractive to tourists thanks to a high-quality range of cycle paths and bridleways. Locals also benefit from this.

The area of the district is largely flat Münsterland parkland, with the highest elevations being the Beckumer Berge with the 173 metre high Mackenberg in Oelde and the 173 metre high slag heap in Ahlen.

The largest rivers in the district are Ems, which flows through the district in an east-west direction, and Lippe, which forms the southern border of the district at Ahlen and Wadersloh.

The district Warendorf has existed in its current form since 1975. During the municipal reorganisation, it emerged from the old districts Beckum and Warendorf as well as parts of the districts Münster and Lüdinghausen.

The homepage of the district Warendorf can be found here:

District administration Warendorf: Homepage

The homepages of the 13 towns and municipalities can be found here:

City Ahlen

www.ahlen.de

Town Beckum

ww.beck um.de

Municipality Beelen

ww.beel en.de

Town Drensteinfurt

ww.dren steinfurt.de

City EnnigerIoh

ww.stad t-ennigerloh.de

Municipality Everswinkel

ww.ever swinkel.de

Town Oelde

ww.oeld e.de

Municipality Ostbevern

www.ostb evern.de





Town Sassenberg

ww.sass_enberg.de

City Sendenhorst

ww.send enhorst.de

City Telgte

ww.telg_te.de

Municipality Wadersloh

ww.wade rsloh.de

Town Warendorf

ww.ware_ndorf.de

Asylum and migration

Information on the asylum procedure

Registration

If you come to Germany as an asylum seeker, you must first register. Without registration your stay is illegal. After registration, your proof of arrival will be issued. They are then taken to an initial reception centre. From there, you will be transferred to your final place of residence. You can either live in shared accommodation or in decentralised accommodation.

Dublin procedure

The Dublin procedure uses an electronic data comparison to determine which country is responsible for processing the asylum application. As a rule, it is the country (EU countries, Norway, Iceland, Liechtenstein, Switzerland) where you were registered for the first time.

If it has been determined that Germany is not responsible, you will be sent to the responsible country. If you do not agree with this, seek legal advice (from a lawyer) as to whether you want to take legal action in the administrative court. If you have already been granted protection in one of these countries, you can no longer apply for asylum in Germany. Then you must return to this state.

Asylum application and BAMF

At your first appointment at the Federal Office for Migration and Refugees (BAMF) you submit an application for asylum (1. Interview). The date and the responsible BAMF office are stated on your proof of arrival. A few days before your appointment to apply for asylum (1. Interview) or your hearing (2. Interview), please present your documents to the social welfare office. After the 1. Interview, you must report to the Foreigners' Registration Office.

With the 2. Interview, the actual hearing takes place. This BAMF will decide on your asylum application and send you a decision. If this decision is negative and you wish to appeal, seek legal advice immediately.





Children born in Germany

If you have a child in Germany during the asylum procedure, you or the immigration authority must inform the BAMF. The application for asylum for the child is then automatically deemed to have been made. You can put forward your own reasons for asylum for the child. If you do not do this, the same reasons apply as for the parents. If you have already been recognised, the child will receive your protection status or its own protection status through family asylum. Children born in Germany are not German citizens.

Registration with the foreigners authority

You must register your new place of residence with the <u>Foreigners' Registration Office</u>. Contact the Foreigners' Registration Office as soon as you have submitted your asylum application to the Federal Office for Migration and Refugees (BAMF) have submitted your asylum application. You will be given an ID card there, which you must always carry with you for checks. However, if you have school-age children, you must register with the Foreigners' Registration Office before the counselling appointment with the Education Authority. Only then can your child be registered for school. Please bring all your papers and all the people listed on your proof of arrival to the immigration office.

The Foreigners' Registration Office is also responsible, for example, for issuing ID cards, applying for work permits, residence permits, special travel permits and other matters.

If necessary, please take an interpreter with you who can translate your request into German.

Residence status and documents

Everyone in Germany has an identity card. This ID card helps to identify people. As an asylum seeker, you also need an identity card. This allows the authorities to recognise your status.

Depending on your residence status, there are different rules as to whether you are allowed to work. You can find a detailed explanation here.

Proof of arrival

You will receive proof of arrival when you register in Germany. This document used to be called "Certificate of registration as an asylum seeker" (BüMA). The proof of arrival is initially your identity document in Germany instead of your passport. All the people who belong to you and your family, for example your children, are entered on the proof of arrival.

You will find the date for applying for asylum at the Federal Office for Migration and Refugees on the proof of arrival (BAMF) . If this date is missing, please ask the carers at your accommodation.





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Residence permit

If you have submitted your asylum application (1. Interview), you will receive a residence permit on paper. This applies until a decision has been made on your asylum application.



Residence permit

Only in very few cases is asylum actually granted. It is more likely that refugee status (residence permit for 3 years) or subsidiary protection will be recognised. You will then receive an electronic residence permit in the form of a cheque card.



Tolerance

If your application for asylum is rejected and you are not granted refugee status or subsidiary protection, you must leave Germany. However, there may always be reasons why you can stay longer (for example, due to health problems). You will then receive a tolerated stay permit, which looks very similar to a residence permit.







Important

· Always carry your current ID with you!

• There is always a validity period on the ID card (regardless of the type). Remember to have it extended in good time at the <u>immigration office!</u>

Residence obligation, residence requirement and application for redistribution

Information can be found in the <u>living</u>area.

Family reunification and family reunion

Family reunification with beneficiaries of protection

If you live in Germany and already have a residence permit, you can bring direct family members (parents, children, spouse) from abroad.

To do this, you must file a complaint within 3 months of receiving your decision from the BAMF. The period of 3 months does not apply to minors.

In addition, your family members must submit a visa application to the German diplomatic mission (embassy or consulate) in their home country.

The procedure for family reunification is explained in several languages on the homepages of the Federal Foreign Office or the BAMF.

You can also obtain further information from the relevant immigration office.

Family reunification

Family reunification allows people who have fled or immigrated to Germany to bring family members to join them. One prerequisite is that the family's livelihood is secured. Sufficient living space must also be available.

The residence permit also plays a major role in the decision. Likewise, where the family members are located and their living situation. Family reunification is not always possible.

If your family lives in another district, you can apply for a change of residence. If the application is approved, you will be allowed to move.





Further information can be found in the section <u>Obligation to reside at your place of residence</u> and residence requirement.

Tracing service

The Tracing Service is a centre for people who do not know where their loved ones are. The Tracing Service supports people who have been separated involuntarily. It helps to bring people together again. He will advise you on all matters relating to family reunification.

You can find search services here:

- Tracing service at the German Red Cross
- International Tracing Service Red Cross / Red Crescent Soc.

Unaccompanied minor foreigners (umA)

Unaccompanied minor foreigners are persons under the age of 18 who are in Germany unaccompanied by an adult responsible for them.

These young people are reported to the <u>youth welfare office</u>. The youth welfare office talks to the young people and establishes their age. The age assessment decides whether the youth welfare office will take care of the minor (under 18 years of age) and place him or her in accommodation specifically for young people (taking into care).

If the youth welfare office says that the person is of legal age (18 years or older), the person receives a rejection notice and is treated as an adult. The youth welfare office will bring an interpreter to the interview.

If the person on the proof of arrival is not yet 18 years old, but the Youth Welfare Office issues a rejection notice, the Youth Welfare Office must enter a new date of birth on the notice. Only then can you have the documents changed at the <u>immigration office</u>.

Some minors (persons under the age of 18) travel without their parents, but with relatives (for example with an uncle or aunt, with cousins or with older siblings). Your accommodation will report this to the Youth Welfare Office after your arrival. The youth welfare office talks to the minor and the relatives and checks whether the minor can stay there.

The youth welfare office also decides whether a guardian is appointed. The youth welfare office will bring an interpreter to the interview.

The adult relatives can also apply to the family court for guardianship themselves.

What do guardianship and guardian mean?

With guardianship, a person is given full responsibility for the minor instead of the parents. This person is then the guardian of the minor.





Information for refugees from Ukraine

Information for persons already in possession of a residence permit

For refugees from Ukraine whose residence permit was valid on 01.02.2024, the duration of the residence permit is automatically extended until 04.03.2026. No new document needs to be issued.

Information from the Federal Foreign Office and the Federal Office for Migration and Refugees

You can find up-to-date information on the websites of the <u>Federal Foreign Office</u> and the <u>Federal Office for Migration and Refugees (BAMF)</u>. Entry regulations and visa requirements can also be found on the website. We have included the most important questions and answers here:

I am in Germany without a visa. What options do I have now?

Many people from Ukraine do not need a visa to enter Germany for the first time. You can legally stay in Germany for up to 90 days from the date of entry .

During the 90-day visa waiver period, you can consider whether you would like to stay in Germany for longer. You can use the following options for this:

- You can apply for a residence permit in accordance with Section 24 of the Residence Act
 within 90 days of entering Germany for the first time. This provision specifically regulates the
 situation for war refugees from Ukraine based on the EU decision.
- You can apply for a residence permit for a different purpose, for example to study or work, within 90 days of your first entry into Germany.
- Or you can apply for asylum. However, this option is not recommended due to the less favourable legal consequences (such as the restriction on taking up employment and the obligation to live in an initial reception centre).

What happens after entry? Where can I register in Germany and where can I get accommodation and catering?

The procedure is divided into four consecutive steps:

- Registration
- (if receiving social benefits) Distribution to a place of residence
- · Registration of the residential address at the destination
- Applying for a residence permit



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Can I work in Germany with a residence permit for temporary protection?

Yes, that is possible. However, gainful employment must first be authorised by the <u>foreigners</u> <u>authority</u>. The immigration authority will note that gainful employment is permitted when issuing the residence permit.

The foreigners authority will issue a fictitious certificate as soon as an application is submitted (Fiktionsbescheinigung) issued. This is valid until the actual residence permit can be issued and granted. Also in the Fiktionsbescheinigung the foreigners authority will enter "Gainful employment permitted". Already with this Fiktionsbescheinigung can therefore already be used in Germany.

Special requirements for access to the profession apply to refugees from Ukraine as well as to all others. However, the <u>procedures for recognising foreign professional qualifications</u> are also open to those affected.

People with a residence permit for temporary protection in Germany can also receive counselling from the <u>employment agency</u>.

Help for refugees from Ukraine

<u>MapaHelp</u> collects places where refugees from Ukraine can get help in difficult situations. This aid consists of accommodation, food, psychological and medical help or transport.

Information portal of the German government

You can find more information about living and working in Germany (also in Ukrainian) here: Germany4Ukraine

If you have any further questions, you can also contact the Embassy of Ukraine in Berlin.

Albrechtstraße 26, 10117 Berlin

****03028887128

@emb_de@mfa.gov.ua

EU immigration

Citizens of the EU, the EEA (European Economic Area) and Switzerland are entitled to freedom of movement with their families. That means: You can enter Germany without a residence permit or visa. You can live and work here.

Who has the right to freedom of movement?

- Employees, self-employed persons, trainees and students
- Jobseekers (for a period of up to 6 months)





- people not in employment with adequate health insurance cover and sufficient financial resources for living expenses
- · EU citizens or family members with a permanent right of residence
- · Family members if they accompany or join the EU citizen

During your first two weeks in Germany, you must register with the <u>registration office</u> of the city or municipality in which you live. You will need your passport or identity card for this.

Do you live in a rented flat? Then you need a landlord's certificate from the landlord. You do not need a work permit. If you are self-employed or self-employed, you must register with the Trade Licensing Office.

Family members (spouses, registered partners, children under 21 years of age) are also entitled to freedom of movement.

Are the family members from a third country and do not live in the Schengen area? They then need a visa and a residence card from the immigration officeto enter the country.

After 5 years, they can apply for a permanent residence card. You must be able to prove that you are a member of the same family. You will need documents for this. For example, a marriage certificate or a birth certificate.

These must be international documents. Or they must be translated into German and notarised by a sworn interpreter.

Important information about your stay (in several languages) can also be found here:

www.eu-gleichbehandlungsstelle.de

www.make-it-in-germany.com

Citizenship/naturalisation

If you live in Germany permanently, you can be naturalised under certain conditions.

You must submit an application for this. From your 16th birthday, you can submit this application yourself. For children and young people under 16, their parents must submit the application.

You can obtain the application forms from the town hall in your place of residence. The <u>Kreis</u> Warendorf will then decide on your application.

General information on naturalisation can be found here.

You can find the naturalisation office in your place of residence here:

Ahlen

Q Westenmauer 10, 59227 Ahlen

02382/59255

@meldeanfrage@stadt.ahlen.de





- Beckum
- **Q** Weststraße 46, 59269 Beckum
- 02521/293310
- @standesamt@beckum.de
- Beelen
- Warendorfer Str. 9, 48361 Beelen
- <u>02586/88711</u> oder <u>02586/88712</u>
- @meldeamt@beelen.de
- Drensteinfurt
- QLandsbergplatz 7, 48317 Drensteinfurt
- ****02508/9950
- @standesamt@drensteinfurt.de
- **Ennigerloh**
- Marktplatz 1, 59320 Ennigerloh
- ****02524/289160
- @standesamt@ennigerloh.de
- Everswinkel
- Am Magnusplatz 30, 48351 Everswinkel
- 02582/88112
- @ordnungsamt@everswinkel.de
- Oelde
- Ratsstiege 1, 59302 Oelde
- 02522/72201
- Standesamt@oelde.de
- Ostbevern
- **Q** Am Rathaus 1, 48346 Ostbevern
- 02532/8282
- @buergerservice@ostbevern.de
- **Sassenberg**
- Schürenstraße 17, 48336 Sassenberg
- **Q**02583/3090
- @kockmann@sassenberg.de oder rabe@sassenberg.de
- **Sendenhorst**
- **♀**Kirchstraße 1, 48324 Sendenhorst
- 02526/3030
- @piechotka@sendenhorst.de oder weikert@sendenhorst.de





Telate

Paßfeld 4-6, 48291 Telgte

\standesamt@telgte.de

@025204/13221 oder 02504/13222 oder 025204/13223

₩adersloh

Q Liesborner Straße 5, 59329 Wadersloh

02523/9501280

@tatjana.reichel@wadersloh.de

Warendorf

♀Lange Kesselstraße 4-6, 48231 Warendorf

****02581/540

@teambuergerbuero@Warendorf.de

Naturalisation costs 255 euros per person. Minor children who are naturalised together with their parents have to pay 51 euros. Minors who are naturalised without their parents also have to pay 255 euros.

If you earn very little or if several children are naturalised (together), the fee can be reduced or payment in instalments can be agreed.

Living

How do I find a flat?

Where can I search for a flat?

You can easily search for flats on the Internet. For example, enter "flat" and your desired place of residence in the search.

You can often not only search for flats on internet portals, but also publish your own search queries.

You can also often find offers from housing associations and co-operatives on their websites.

Posting notices in shops or placing an advert for a flat in an advertising journal can be useful.

It may also be worth asking friends and acquaintances. Perhaps someone knows of flats that are becoming vacant for which "new tenants" are being sought.

Internet

You can search for flats on the Internet at the following addresses, for example:

WG-Gesucht

Immowelt





housing exchange classified adverts

Local newspapers

Flats are advertised here, especially at weekends. You can look in the following newspapers, for example:

Westfälische Nachrichten

The Bell

Rent and rental agreement

Tenancy agreement

Once you have found a suitable flat, you will need to sign a tenancy agreement.

The tenancy agreement is very important; once it has been signed, it cannot be cancelled so quickly.

The amount of rent is agreed in the tenancy agreement. If the tenant signs this, he or she also agrees to pay the rent. The rent is made up of basic rent (basic amount), ancillary costs (rubbish collection, operating costs) and heating costs. The tenancy agreement stipulates when the rent is to be paid. If the rent is often not paid on time or not paid at all, this can lead to cancellation of the tenancy agreement.

You usually pay a deposit when you move in. The amount of the deposit is agreed in the tenancy agreement, but may not exceed three basic rents. You will get the money back if you leave everything tidy when you move out.

The tenancy agreement also specifies a notice period (e.g. three months). If you want to move out and have a notice period of three months, you must give three months' notice, for example.

Rent - what does it include?

- Basic rent: The rental costs for the living space per month
- Service charges: (also operating costs) such as stairwell cleaning, rubbish charges, caretaker costs and so on.
- Heating costs: Costs for heating and hot water
- Electricity: Attention electricity costs must always be paid by you!

<u>Important</u>: The warm rent is made up of the above-mentioned items. It is therefore significantly higher than the basic rent.

Cancellation

There are rules for cancelling a tenancy agreement. These rules apply to tenants and also to your landlord or landlady.

A tenancy agreement cannot be cancelled overnight. You must inform your landlord or landlady at least three months in advance. In some cases, the notice period is shorter.





Always give notice of cancellation in writing. Always ask your landlord or landlady to confirm the cancellation.

Handing over the flat

When the flat is handed over, the current condition of the flat, which and how many keys you receive and the current meter readings for electricity and water are recorded in a handover protocol. Any defects or damage in the flat before you moved in, such as broken doors, windows or mould, should be noted and possibly even photographed. A handover protocol is signed by the landlord and the tenant. Only sign it once you have checked everything and received the keys.

Help and advice

If you have problems with your landlord or landlady, for example if the service charge bill is incorrect or defects in the flat have not been rectified, the Mieterverein:

Mieterverein Münster und Umgebung e.V.:

District office Warendorf



Lange Kesselstr. 4-6, 48231 Warendorf. Zimmer 43

<u>0251/414500</u>

@i nfo@mie terverein-muenster.de

Counselling hours

14:00 - 16:00 every 2nd and 4th Tuesday of the month.

Counselling by appointment only!

Tenants' Association OWL e.V.:

Office Ahlen



Oststraße 12, 59227 Ahlen

02382/7600997

@a hlen@mi eterbund-owl.de

©Opening hours

Monday 9 to 12 o'clock

Tuesday 9 to 12 and 13 to 17

Wednesday 9 am to 1 pm

Thursday 2 to 5 pm

Friday 9 to 12 and 13 to 17 o'clock

House rules





In cities, several people often live in one house. Rules are needed so that they can live well together. These rules are laid down in the house rules. The rest period is particularly important in Germany. Have a look at your house rules to see what time it has to be quiet. This is often the whole Sunday. On the other days this is often from 10 pm. Be careful not to be too loud. People in the neighbourhood are too loud? Then talk to them. Ask them to turn down the music or television.

Residents' Registration Office

If you are moving to Kreis Warendorf, you must register with the residents' registration office. This also applies if you move within the Warendorf district. You have two weeks to do this. The deadline begins on the actual day you move in. You should register in person. You will find the residents' registration office in the town hall of your place of residence. You can find the opening hours on the homepages.

If you wish to be represented when visiting the authorities, you will need a power of attorney.

This also applies to citizens from the EU who are travelling here to live and work as part of their freedom of movement.

You will need the following for registration:

- Your identity card, passport or residence permit (also for your relatives)
- For asylum seekers: Your permit or tolerated stay permit
- A landlord's certificate of residence (you will receive this from your landlord)

A landlord's confirmation of residence is not required when you move out.

You can find the contact details of the residents' registration office in your place of residence here:

- Ahlen
- Westenmauer 10, 59227 Ahlen
- 02382/59255
- @meldeanfrage@stadt.ahlen.de
- Beckum
- Weststraße 46, 59269 Beckum
- 02521/293333
- @buergerbuero@beckum.de
- Beelen
- Warendorfer Straße 9, 48361 Beelen
- 02586/8870
- @meldeamt@beelen.de
- **⊕**Drensteinfurt
- QLandsbergplatz 7, 48317 Drensteinfurt





- ****02508/9953333
- @buergerbuero@drensteinfurt.de
- Ennigerloh
- Marktplatz 1, 59320 Ennigerloh
- 02524/289999
- @buergerservice@ennigerloh.de
- Everswinkel
- Am Magnusplatz 30, 48351 Everswinkel
- 02582/880
- @ordnungsamt@everswinkel.de
- Oelde
- Ratsstiege 1, 59302 Oelde
- ****02522/72120
- @buergerbuero@oelde.de
- **Ostbevern**
- Am Rathaus 1, 48346 Ostbevern
- **\$\.02532/8282**
- @buergerservice@ostbevern.de
- Sassenberg
- Schürenstr. 17, 48336 Sassenberg
- ****02583/3090
- @rabe@sassenberg.de oder kockmann@sassenberg.de
- Sendenhorst
- **Virchstraße 1, 48324 Sendenhorst**
- **Q**02526/3030
- @mail@sendenhorst.de
- **Telgte**
- Paßfeld 4, 48291 Telgte
- 02504/130
- @buergerbuero@telgte.de
- **₩adersloh**
- Q Liesborner Straße 5, 59329 Wadersloh
- 02523/9502222
- @buergerservice@wadersloh.de





Warendorf

Lange Kesselstraße 4-6, 48231 Warendorf

02581/541333

@teambuergerbuero@warendorf.de

Housing benefit

What is housing benefit?

Housing benefit is financial help to enable people to pay for suitable accommodation. Housing benefit is available as:

- · "Rent subsidy" for tenants
- "Lastenzuschuss" for owners of their own home/apartment

How much is housing benefit?

The amount of housing benefit depends on

- · how many people live in the household
- how much money the household earns in total
- how high the rent or costs for the flat are (very high costs are not taken into account)
- whether someone in the household has a severe disability or is in need of care

From when and for how long is housing benefit paid?

Housing benefit is only paid on application. It starts on the 1st of the month in which the application is submitted (the date of receipt stamp of the responsible housing benefit office or the city or municipal administration is decisive). It is usually granted for 12 months.

Who receives housing benefit?

- People with a low income
- If you already receive other so-called transfer benefits (e.g. citizen's allowance, basic income support in old age and in the event of reduced earning capacity, social assistance), you will generally no longer receive housing benefit.

Where can I apply for housing benefit?

You can submit your application in writing or online.

If you would like to submit an online application, first use the <u>housing benefit calculator</u>, followed by the online application.

You can also obtain applications for housing benefit from the town hall of your local authority. You can also hand in the completed applications there.



Westenmauer 10, 59227 Ahlen





- 02382/59468
- @wohngeld@stadt.ahlen.de
- Beckum
- **Q** Weststraße 46, 59269 Beckum
- ****02521/295036
- @may-neitemann@beckum.de
- Beelen
- **Q** Warendorfer Straße 9, 48361 Beelen
- **_**02586/8870
- @buergerdienste@beelen.de
- Drensteinfurt
- **Q**Landsbergplatz 7, 48317 Drensteinfurt
- <u>02508/9951309</u>
- @wohngeldstelle@drensteinfurt.de
- **Ennigerloh**
- **Q** Marktplatz 1, 59320 Ennigerloh
- ****02524/289180
- @wohngeld@ennigerloh.de
- Everswinkel
- Am Magnusplatz 30, 48351 Everswinkel
- <u>02582/88115</u>
- @ordnungsamt@everswinkel.de
- Oelde
- Ratsstiege 1, 59302 Oelde
- ****02522/72107
- @michaela.schroeter@oelde.de oder margarethe.combrink@oelde.de
- **Ostbevern**
- Am Rathaus 1, 48346 Ostbevern
- 02532/8282
- @buergerservice@ostbevern.de
- Sassenberg
- Schürenstraße 17, 48336 Sassenberg
- 02583/3093110
- @freye@sassenberg.de





- Sendenhorst
- **Q** Kirchstraße 1, 48324 Sendenhorst
- 02526/303117
- @sewing@sendenhorst.de
- **⊘**Telgte
- Paßfeld 4-6, 48291 Telgte
- \bigcirc 02504/13321 oder 02504/13270 oder 02504/13230
- @wohngeld@telgte.de
- **€** Wadersloh
- QLiesborner Straße 5, 59329 Wadersloh
- 02523/9501230
- @helmut.hoffmeister@wadersloh.de
- **₩arendorf**
- Q Lange Kesselstraße 4-6, 48231 Warendorf
- ****02581/541640
- @teamsoziales@warendorf.de

Housing entitlement certificate

Many towns and municipalities have social housing. These are subsidised by the state and are only rented to people with a certificate of eligibility for housing.

If you have a prospect of social housing, the following applies: You must apply for a housing entitlement certificate from your local authority or the district of Warendorf.

You must apply for a certificate of eligibility for housing from the district of Warendorf if you have the prospect of a flat in the following locations:

- Beelen
- Drensteinfurt
- · Ennigerloh
- Everswinkel
- Ostbevern
- Sassenberg
- Sendenhorst
- Telgte
- Wadersloh

For the places <u>Ahlen</u>, <u>Beckum</u>, <u>Oelde</u> and <u>Warendorf</u> the respective municipalities are responsible.

Emergency housing assistance





The guide to emergency housing assistance in the district of Warendorf is designed to help people who have no home or could lose their home. It shows what help is available to keep a flat or find one again. The guide is organised according to different problems. For each topic there are brief explanations and important contact addresses in the district of Warendorf.

You can find the "Guide to emergency housing assistance in the district of Warendorf" here.

Residence obligation and residence requirement

Residence obligation

Residence obligation means that people who apply for asylum are only allowed to stay in a certain area. This area is stated in their papers. This applies for the first 3 months after they have applied for asylum. They are not allowed to leave the area without permission. The authorities can extend this rule for a further 3 months.

If you have appointments outside the area, for example with a doctor or a refugee organisation, you need permission from the immigration authorities. It is often helpful to present an invitation in writing.

In the first 3 months after applying for asylum, people who are waiting to be granted asylum or who have a tolerated stay permit must only stay in the specific area stated on their papers.

They may not leave the specified residential area without authorisation from the immigration authorities.

The residence obligation ends after 3 months. The foreigners authority can extend the residence obligation.

Am I allowed to leave the designated area for appointments, travelling, visits?

You do not need permission to leave the area for appointments with authorities and courts. But for other things, such as a wedding or a funeral, you must get permission from the immigration authorities.

It may help if you can show a written invitation from the person you wish to visit.

You are not allowed to leave the designated area without permission. Otherwise you could be fined.

Applying for reallocation

If you fulfil certain conditions, you can apply to move to another city in North Rhine-Westphalia (NRW). This can happen if you want to meet your wife, husband or children. Or if there are other important reasons that have to do with making you feel better.

To apply for the move, you must submit an application to the Arnsberg district government.

If you want to move to another federal state, you must submit the application directly to the competent authority in that federal state.





Competent authorities of the federal states

Residence requirement

The residence requirement means that you may only live in the place that has been assigned to you. You can move freely within Germany, but you must live where it is specified.

The residence requirement applies to:

- People with a residence permit who no longer live in accommodation for refugees and cannot earn their own money.
- People with a protection status (refugee status, subsidiary protection or deportation ban).
 The residence requirement is determined by the foreigners authority together with the residence permit.
- People with a tolerated stay permit who cannot earn their own living.

If you have been recognised as a refugee since 01/01/2016, you must live in the assigned location for 3 years. The Arnsberg district government usually issues the order for the residence requirement together with the decision from the BAMF.

Application to change the residence allocation

If you have been assigned a specific place of residence and would like to move within North Rhine-Westphalia (NRW) or from NRW to another federal state, you can submit an application to the Arnsberg district government to have this residence assignment cancelled.

At least one of the following criteria must be met for your application for cancellation or change of residence allocation to be accepted:

- You have a job that is subject to social security contributions (at least 15 hours per week and a net income of €810 or a living wage).
- You are in training or studying.
- You are taking part in an integration course, a professional language course, a qualification measure to recognise your profession or a further training measure.
- Your spouse or underage children live elsewhere.
- There are important reasons or circumstances relating to integration (hardship case).

Persons with a tolerated stay permit must apply for a change of residence at the foreigners authority responsible for them.

Information for refugees from Ukraine

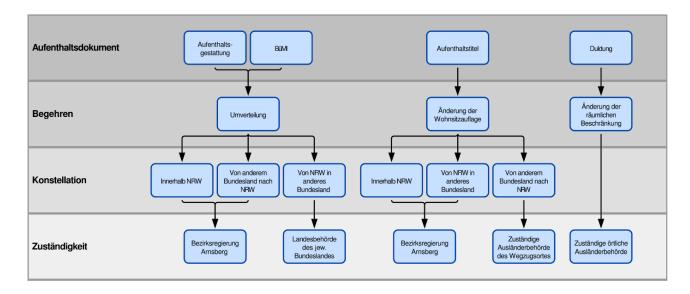
Until further notice, refugees from Ukraine will only receive a residence requirement for NRW. As a result, they can move within NRW without authorisation and also receive social benefits. However, moving to another federal state still requires the cancellation or amendment of the residence requirement, which must be applied for at the Arnsberg district government.

Responsibilities for cancelling the residence requirement



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Save energy

You have to take care of electricity and gas yourself. You will need to sign a contract for electricity and possibly also gas.

Normally, electricity is paid every month. A check is made once a year: How much electricity have you used? Perhaps you have used more electricity than you have paid for. If so, you still have to pay the difference. Have you used less electricity? Then you will get money back.

You are free to choose your electricity provider and can switch after a cancellation period of normally two weeks. The best way to get an overview of providers and price comparisons is to visit the independent energy consumer portal.

Not paid your electricity bill?

Then the electricity provider can switch off the electricity. It costs around €200 for the electricity provider to switch the electricity off and on again. You will then have to pay the money. That's why it's important to pay your electricity bill. You can't pay? Then say so. A solution can be found in a counselling session.

Save energy

You can save money by saving energy, for example. That way you will have lower costs:

- Switch off all appliances when you are not using them. For example: television. The TV consumes a lot of electricity.
- Is your heating not working? Tell your landlord or landlady. Heating with electrical appliances or the oven is very expensive.
- Flushing the toilet uses the most water. The toilet doesn't work? Is water constantly running? Tell the landlord or landlady immediately. You will have to pay for the water.
- If you open windows, switch off the heating. In winter: Always open the windows fully for five minutes. This allows fresh air into the flat. This is important. Otherwise there will be mould in the home.
- Furniture in front of the heating is not good. Then the heating cannot heat well.





- Do you feel cold air when the doors or windows are closed? Tell your landlord or landlady. Heat is escaping through the holes. That costs a lot of energy.
- To prevent high additional heating bills, turn the heating down at night and also when you leave the house!
- Dress warmer in winter: Wear long-sleeved jumpers, long trousers/skirts and socks indoors! Carpets keep you warm from underneath.

The consumer advice centre provides information here in <u>multilingual videos (with subtitles)</u> on how you can save energy in your home:

German, English, Arabic, Dari

In this <u>multilingual brochure</u>, the consumer advice centre provides information on tips for correct heating and ventilation, hot water and saving electricity.

German, English, Ukrainian

You can order from the consumer advice centre in <u>Ahlen</u> and <u>Warendorf</u> to make an appointment for energy advice (telephone or video advice is also possible).

Ahlen

Q Westenmauer 10, 59227 Ahlen

02382/9613105

Warendorf

Südstraße 10 a, 48231 Warendorf

<u>02581/531313</u>

Waste separation and deposit

Waste separation means that different types of waste are collected and recycled separately. In Germany, waste separation begins directly with the consumer. This means that every household has to sort its own waste and throw it into different bins and containers. The majority of waste in Germany is recycled and composted, which conserves resources and protects the environment. Basically, avoiding waste is still the easiest way to do something about the growing mountains of rubbish.

If you throw something in the wrong bin, the employees or sorting facilities at the recycling centres have to sort it out. If we all sort correctly, we can avoid this effort, reduce costs and do something for the environment.

What goes in which bin?

Waste bins in Germany come in different colours. The colours show you which waste can go in which bin. In large cities, the bins are often located right next to the house. In the countryside, you may have to drive to a recycling centre or recycling yard to find all the bins. Or you can wait for the next collection date for certain rubbish. In the meantime, you can store the rubbish in your garage or cellar, for example. You can find out when which waste is collected in the so-called "waste calendar", which you can find in your letterbox every year or collect from the town hall.





Only certain rubbish may be thrown into each bin!



What is bulky waste and how is it disposed of?

Bulky waste refers to large or bulky items that do not fit into the regular rubbish bin due to their size, weight or shape. This usually includes old furniture, mattresses, carpets, household appliances and other large items that are no longer needed.

The towns and municipalities in the Warendorf district are responsible for the removal of bulky waste. Each town and municipality has different rules. Please enquire locally.

Alternatively, you can often take your bulky waste to a recycling centre yourself.

You can find a list of all recycling centres in the Warendorf districthere.

Do I have to separate waste?

Yes, waste separation is mandatory in Germany. Everyone must separate their waste correctly and put it in the right bins. If you do not comply with the rules on waste separation, your landlord or landlady can give you a warning. If you do not change your behaviour, you may even lose your flat. Your landlord or landlady will also charge you for the costs incurred as a result of incorrect waste separation. If you own your own home, incorrect waste separation will increase your waste disposal bill. Incorrect waste separation is also an offence. If you are caught, you will have to pay a fine. If you repeatedly fail to separate waste or separate it incorrectly, this fine can even amount to several hundred or thousand euros.

What do I need to know about "deposits"?

In Germany, there is a so-called "deposit obligation" for certain beverage containers. If you buy plastic and glass bottles or drinks cans in the supermarket, you pay a few cents more for them. If you return them empty later to the empties collection point in a supermarket (usually a vending machine), you get this money back. This is called a "deposit". There are two different types of these special bottles:

• On disposable bottles (which are recycled) you will find a square sign with a can and a bottle surrounded by an arrow. This is the logo of Deutsche Pfand-System GmbH. You will receive a





25 cent deposit back on bottles or cans with this symbol.

• On returnable bottles (which are washed and refilled) you will either find no labelling at all, a "blue angel" or the words "returnable (bottle)", "returnable bottle" or "deposit bottle". You get a 15 cent deposit back for returnable bottles. For beer bottles it is 8 cents.

Beverage cartons are deposit-free.

Broadcasting fees

What are licence fees?

Germany has independent radio, television and online offerings from ARD, ZDF and Deutschlandradio. They report free from economic and political influences. Everyone pays money for this together. This is called the licence fee.

The law stipulates: One person pays one licence fee per home. However, only one person per home has to pay the licence fee. This costs €18.36 per month and must be paid to the ARD, ZDF and Deutschlandradio contribution service.

Further information can be found in the following <u>Information sheet</u> (<u>here</u> also in English, French, Arabic, Spanish, Chinese and Russian) and on the <u>Website</u> of the licence fee.

Do I also have to pay?

Some people can be exempted from payment. For example, if you receive benefits under the Asylum Seekers' Benefits Act or other social benefits (e.g. citizen's allowance). An application must be submitted for exemption from the licence fee.

You can find the application for exemption here.

Language and translations

Language levels

There are six levels of language competence: A1, A2, B1, B2, C1 and C2. The six levels mean in detail:

A1: Beginner

You can understand and use simple words and sentences.

You can introduce yourself and others.

You can ask questions about yourself.

You can answer questions.

A person speaks slowly and clearly. You can converse with them.

A2: Basic knowledge

You can understand sentences and frequently used words.

You can communicate in simple, everyday situations. You can describe your background, education and environment.





B1: Advanced use of language

You can understand a lot. You can say something about familiar topics and personal interests. You can talk about experiences and events, dreams, hopes and goals. You can give brief reasons or explanations for plans and opinions.

B2: Independent use of language

You can understand the most important content of complex texts on concrete and abstract topics. You can also understand specialised discussions in your field of specialisation. You can communicate fluently and spontaneously. You can justify a point of view on a topical issue with advantages and disadvantages.

C1: Specialised language skills

You can understand a lot of demanding, longer texts. You can also grasp implicit meanings. You can express yourself clearly, in a structured and detailed manner on complex issues.

C2: (Near) native speaker level

You can understand practically everything you read or hear with ease.

You can summarise information from different written and oral sources. You can give reasons and explanations in a coherent presentation. You can express yourself spontaneously, very fluently, precisely and with nuance.

Integration courses and educational institutions

General integration courses

The integration course comprises 700 teaching units. It consists of a language course and a "Living in Germany" course.

After 600 teaching units there is a language test ("Deutschtest für Zuwanderer"). At the end of the integration course there is then the "Living in Germany" exam.

The BAMF issues the "Integration course" certificate. Both exams must be passed (B1 level in the German test).

The integration courses are free of charge for refugees and other target groups who receive social benefits.

The job centre, the social welfare office or the immigration authority can oblige or allow people to take part in an integration course. Anyone who is not obliged or authorised but would like to attend can apply to the BAMF for the integration course. The migration advice centres can help with the application.

You can find more detailed information on the conditions \Rightarrow here.

There are various educational organisations in the district of Warendorf. These offer integration courses:

- Bildungsinstitut Münster e.V.
- · Netzwerk Beruf und Bildung
- SBH West GmbH
- VHS Ahlen





- VHS Beckum-Wadersloh
- VHS Oelde-Ennigerloh
- · VHS Warendorf
- · WeBiKul e.V.

It is also possible to search for a course in your area on the BAMF homepage ⇒ BAMF.

The educational institutions also offer other courses (beginners' courses "A1" or <u>literacy</u> <u>courses</u>). Ask the education provider in your municipality: When does which course start?

Special courses (literacy course, second language course, geringliteracy course)

Integration courses with literacy training

The literacy course helps people who want to learn to read and write for the first time. In this course, participants learn the Latin alphabet and the German language at the same time.

Further information on the integration course with literacy can be found here.

Integration courses for second language learners

People who have learnt to read and write in a non-Latin writing system can attend the integration course for second-language learners. In this course, the Latin alphabet is taught first and then the German language.

Further information on the integration course for second-language learners can be found here.

Integration courses for low-literate learners

The course for low literacy learners is for people who have come to Germany and already know the Latin alphabet but have little practice with reading and writing.

Their reading and writing skills are often so poor that they have great difficulties in a society in which much is done via texts.

In contrast to people who have learnt a different script (e.g. Arabic or Cyrillic), they can basically read and write the Latin script, but find it very difficult to work with texts.

The course is designed to better cater to their personal learning requirements and offer precisely tailored language support.

You can find more information on the integration course for low-literacy learners here.

There are various educational institutions in the district of Warendorf that offer the above-mentioned specialised courses. It is best to find out directly from the educational institution about the courses taking place:

- · AWO Bildung und Lernen
- Bildungsinstitut Münster e.V.





- Netzwerk Beruf und Bildung
- SBH West GmbH
- VHS Ahlen
- VHS Beckum-Wadersloh
- · VHS Oelde-Ennigerloh
- VHS Warendorf

It is also possible to search for a course in your area on the BAMF homepage ⇒ BAMF

ALFA telephone

People who have difficulties reading and writing can call the free ALFA telephone. Those affected can ask questions, get help or simply talk to someone about their problems without shame.

The service is free and anonymous.

The website has a read-aloud function.

It is also possible to get in touch by email: info@alfa-telefon.de or WhatsApp: 0160953333445. Nobody needs to be afraid of making mistakes. Questions will always be answered within three days.

60 8005333 4455

Professional language courses

Vocational language courses (DeuFöV)

The vocational language course builds on the integration <u>course</u>. In the integration course you will learn everyday German. The vocational language course prepares you for the labour market. You can find further information on the following websites:

- BAMF General information
- Federal Employment Agency

Who is the vocational language course for?

Immigrants (including asylum seekers and, if applicable, tolerated persons), EU citizens and Germans with a migration background who fulfil one of the following criteria:

- require a certain language level for a profession,
- · are in training or looking for training,
- are registered as jobseekers with the Federal Employment Agency or job centre and/or receive unemployment benefit or citizen's allowance,
- are currently going through the recognition procedure for your vocational qualification or training qualification,
- have a job but do not have sufficient German language skills.





What additional requirements must you fulfil?

- · Completed integration course or
- Certificate with language level B1 (exceptions are special courses for people who have not reached language level B1 after completing the integration course)

What types of language courses are available?

Depending on your language skills and needs, you can attend basic **courses** or **specialised** courses.

Basic courses

- You will learn how to communicate in the workplace and important words for the professional world.
- · You will learn how to write e-mails or letters.
- You will receive information on employment contracts or job interviews.

There are 3 basic courses:

- Language level B1 to B2
- Language level B2 to C1
- Language level C1 to C2

Specialised courses

- For people who wish to have professions in the fields of nursing and medicine recognised.
- For people who require specialised knowledge in the technical or commercial field.
- For people who have not reached language level B1 after the integration course. You can attend courses with language level A2 to B1 or A1 to A2.

What does the language course cost?

If you do not have a job and receive social benefits, the language course is free of charge for you.

If you are working, you may have to pay ≤ 2.56 per lesson. This applies to people in employment with a taxable income of more than $\le 20,000$ per year or more than $\le 40,000$ in the case of joint taxation (e.g. spouses).

When and where do the language courses take place?

Various types of professional language courses are offered:

- · Full-time courses
- Part-time courses
- · Online courses





You can find information about the current vocational language courses in your area via KURSNET.

How can I register?

If you have completed an integration course and receive benefits from the job centre, please contact them. The Job Centre will then decide on a case-by-case basis whether you can take part in the course.

There are many different applications for vocational language courses. Register for the course that applies to you. You can find the criteria and application forms here.

If you belong to one of the target groups listed below, you can send your application directly to the BAMF:

- You have a job and do not receive social benefits.
- · You are in training.
- You are having your foreign professional qualification recognised.

You can find <u>all applications</u> here. If you need assistance with your application, please contact an educational institution or advice centre.

Learn German yourself

You can learn German yourself on the Internet or via an app. The offers listed here are free of charge.

Overviews of various offers

- The Hesse IQ Network's <u>specialist centre for job-related German</u> has compiled a good overview with various links. <u>⇒ PDF "Learn German with your mobile phone and the Internet"</u>
- The <u>Municipal Integration Centre Bielefeld</u> has compiled a table with digital offers for newly immigrated young people and adults. ⇒ **Link list of online offers**





Literacy

Serlo ABC ⇒ to the Serlo ABC App website: With the free app - Serlo ABC - you can easily learn the Latin alphabet. The BAMF recommends the app as a supplement to literacy lessons.

Job-related language courses

Online exercises for communication in the profession, general exercises and exercises
according to professional fields.
 ⇒ German at the workplace (Goethe-Institut)

Learn German in general from A1 to C1

- <u>German Wave</u> ⇒ to the homepage: Deutsche Welle offers entire language courses for self-study on its homepage. Many educational videos and slowly spoken messages complete the offer, which can be translated into 29 different languages.
- The Goethe-Institut: On the website ⇒ "My way to Germany" you can practise your German. Here you will find films and exercises, games and apps. For example "Deutschtrainer A1 App". ⇒ to download. You can also test your German language skills and find out how good your German is. ⇒ Test your German
- The vhs learning portal ⇒ learning platform: The vhs learning portal is the free digital learning programme of the German Adult Education Association (Deutscher Volkshochschul-Verband e.V.). (DVV). Here you will find German courses (A1 to B2), exercises in writing, maths and preparation for the school-leaving certificate (Hauptschulabschluss). Registration is necessary.
- <u>German Academy</u> → to the website: Here you can learn German (A1 to C1) and select exercises according to level, textbook or grammar topics.
- Arrive app

 to the website and download link: Here you can learn German (from A1) and get information about the asylum procedure, work and training and life in Germany (in German, English, French, Arabic and Persian).

Services offered by the Municipal Integration Centre





GriffbereitMINI

The programme is aimed at families with young children aged 0 to 1 who do not yet have a place in a daycare centre. Multilingualism is encouraged in the groups. Finger plays, songs and books are performed in German and in the family language. The GriffbereitMINI group takes place with two trained parent counsellors. It is a parent education programme. This means that families receive educational suggestions on how they can support their children in the development process. The programme takes place once a week. It is free of charge for all families.

Contact person

▲ Dilek Ciftci

<u>02581534502</u>

@dilek.ciftci@kreis-warendorf.de

You can find more information **here**.

Griffbereit

The programme is aimed at families with young children aged 1 to 3 who do not yet have a place in a daycare centre. Multilingualism is encouraged in the groups. Finger plays, songs and books are performed in German and in the family language. The Griffbereit group takes place with a trained parent counsellor. It is a parent education programme. This means that families receive educational suggestions on how they can support their children in the development process. The programme takes place once a week in a daycare centre. It is free of charge for all families.

Contact person

♣ Dilek Ciftci

<u>02581534502</u>

@dilek.ciftci@kreis-warendorf.de

You can find more information **here**.

Rucksack Kita

The programme is aimed at families with children who are 3 to 5 years old and are looked after in a daycare centre. One group is made up of families who have German as a second language. The children's multilingualism is promoted by working with materials. Rucksack Kita is a programme for parents. This means that families receive educational suggestions on how they can support their children in the development process. The group is run by a trained parent counsellor. The programme takes place once a week at the daycare centre. It is free of charge for all families.

Contact person

Lilek Ciftci

<u>02581534502</u>

@dilek.ciftci@kreis-warendorf.de





You can find more information here.

Rucksack Schule The Rucksack Schule programme is aimed at parents with a migrant background and their children in the first to fourth school year, as well as the primary schools attended by these children. The Rucksack Schule programme aims to promote language education throughout the school year and addresses topics covered in classroom lessons. The children are supported in all subjects in German and in their home language lessons and by their parents in the family language. Rucksack Schule is also a parent education programme: parents learn how they can best support their children in their general and academic development. These home exercises are carried out specifically in the language of origin.

Contact

Claudia Dumschat

****02581534505

@claudia.dumschat@kreis-warendorf.de

Further information can be found here.

Mercator

The Mercator project is an additional free language support programme for pupils who want to learn German or further improve their German language skills. The lessons are held at schools in small groups by student teachers. The lessons take place for 2 - 4 hours per week for an entire school year. The Municipal Integration Centre coordinates the project in cooperation with the schools and the University of Münster.

Contact person

Legler Durdu Legler

C02581534503

@durdu.legler@kreis-warendorf.de

You can find more information here.

Azubi-Sprachförderung + (AS+)

In the AS+ programme, trainees receive individual lessons in German. The locations and times of the lessons are agreed between the participants and the teachers. Participants must pay a contribution of €18 per month. The training company must also contribute to the costs.

Contact person

Roland Stefani

4.02581534508

@roland.stefani@kreis-warendorf.de

You can find more information here.

Translations and interpreters





Pool of language mediators in the district of Warendorf

Volunteer language mediators are an important help for people who speak little or no German. For example, do you need help with counselling at your children's school or appointments with the authorities? Enquire at the Municipal Integration Centre.

Contact person:

- ▲ Lütfiye Karatas
- 02581534507
- @luetfiye.karatas@kreis-warendorf.de

You can find more information and the online enquiry form here.

Translation agencies and interpreters

If you do not yet speak German very well and have to go to a public authority, you will need an interpreter. An interpreter is also helpful when you go to a doctor. At parents' meetings at school or kindergarten, you will also understand better what people want to say to you with an interpreter.

Some authorities and organisations have their own interpreters. The authorities can use these in the discussions. You make an appointment. Please always ask whether an interpreter will be provided free of charge.

In Germany, official documents such as certificates, marriage certificates or birth certificates may only be translated by state-certified translators. These translations can be very expensive. It is best to check in advance whether you need a certified translation and compare the prices.

You can find an overview of authorised interpreters in Germany here.

Health

Emergency - SOS

Emergencies/emergency doctor (only in the event of an emergency or acute health threat outside medical opening hours)

Free dialling codes from all landlines and mobile networks:

• Police <u>110</u>

Fire brigade, rescue service, emergency doctor

The emergency numbers on mobile phones always work, even without credit on the prepaid card!





Important information for an emergency call:

Who is calling?

Where did something happen?

What happened?

How many injured or sick people are there? Are they children or adults?

What type of injuries or illnesses are present?

Always keep calm and speak clearly so that you can be understood.

Do not end the call. The emergency services / police will end the call when all the necessary information has been provided.

Medical emergency service

Are you ill and the doctors' surgeries are closed? Your illness is not life-threatening, but you can't wait until the next consultation time? Then general practitioners and specialists on the **medical on-call service** can help you. You can reach the service in the evening and at weekends on this telephone number:

116 117

Hospitals

Are you going to hospital? Don't forget your **ID card** or **proof of arrival**! Are you registered with a health insurance company? Bring your **insurance card** with you.

As an asylum seeker, you may only go to hospital in an emergency without a treatment voucher. You must then show your proof of arrival at the hospital. The hospital will then recognise that you are seeking asylum. The Sozialamt in Ihrem Wohnort bezahlt dann die Kosten für die Behandlung.

Do you not speak enough German? Ask someone for help!

Hospitals in the district Warendorf:

Josephs-Hospital Warendorf

Am Krankenhaus 2, 48231 Warendorf

<u>02581/200</u>

@info@jhwaf.de

Clinic for Geriatric Rehabilitation Maria Frieden Telgte

Am Krankenhaus 1, 48291 Telgte

<u>0250/4670</u>

@info@maria-frieden-telgte.de

Marienhospital Oelde





Spellerstr. 16, 59302 Oelde

02522/990

@info@marienhospital-oelde.de

St Elisabeth Hospital

PElisabethstr. 10, 59269 Beckum

Q02521/8410

@info@krankenhaus-beckum.de

St Francis Hospital Ahlen

Robert-Koch-Str. 55, 59227 Ahlen

****02382/8580

@info@sfh-ahlen.de

St. Josef-Stift Sendenhorst

Orthopaedic competence centre Rheumatological competence centre Northwest Germany Endoprosthesis Centre Münsterland

Q Westtor 7, 48324 Sendenhorst

02526/3000

@info@st-josef-stift.de

Rehabilitation centre at St. Josef-Stift

Westtor 7, 48324 Sendenhorst

****02526/3008000

@info@reha-sendenhorst.de

St Rochus Hospital Telgte

Specialist clinic for psychiatry, psychotherapy and psychosomatics

Am Rochus Hospital 1, 48291 Telgte

****0250/4600

@info@srh-telgte.de

Clinic Walstedde GmbH

Clinic for paediatric and adolescent psychiatry, psychotherapy and psychosomatics

Nordholter Weg 3, 48317 Drensteinfurt

C

02387/91944000

@info@klinik-walstedde.de

INTEGREA Great Integration

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Doctors

General practitioners and specialists

If you are ill, go to your family doctor. You can choose this yourself.

GP surgeries are often open all day on Monday, Tuesday, Thursday and Friday. Practices may be closed on Wednesday afternoons and Friday afternoons. GPs determine their own opening hours. You should therefore make an appointment if you need help from a GP.

GPs carry out important examinations and are your **first point of contact in the event of illness**. They decide what medication you need and whether you need to be examined by a specialist.

If necessary, your GP will refer you to a specialist who can carry out specialised examinations.

Almost all GPs and specialists in the northern district of Warendorf are organised in the Warendorf Doctors' Practice Network.

Select the town or speciality to find a doctor.

Paediatricians

Children are examined by paediatricians. Regular examinations and vaccinations at the paediatrician are important for the health of every child. These examinations are called "U examinations". They take place at certain times and are free of charge. Please ask your paediatrician when your child should have a U-examination. You can find more information on this in the Child health chapter.

Gynaecologists (gynaecologists)

It is important that women are regularly examined by a gynaecologist. This enables diseases to be recognised in good time. This is called **a check-up**. You can also discuss the topic of **contraception** there.

Dentists

If you have **a toothache**, go to a dentist.

Health insurance

Health care via asylum seeker benefits

Asylum seekers in the ongoing asylum procedure receive health care via the Asylum Seekers' Benefits Office at the **Social Welfare Office**.

You are entitled to:

- · basic medical care for acute illnesses and pain conditions
- · medical care during pregnancy
- · recommended vaccinations





medically necessary preventive medical check-ups

If you are ill, you must first go to the social welfare office and obtain a sickness certificate.

There is one sickness certificate for the family doctor and one for the dentist.

If you then need to see a specialist, you will need a **referral** from your family doctor.

There is a sickness certificate for each **quarter**.

A year has four quarters:

1. Quarter: January, February, March

2. Quarter: April, May, June

3. Quarter: July, August, September

4. Quarter: October, November, December

If an **operation** is necessary, ask your doctor to draw up a cost estimate for the operation and submit it to the social welfare office.

The operation must be authorised by the social welfare office, otherwise the costs will not be covered. The same applies to psychotherapeutic treatments.

As soon as you have a residence permit, you must register with a health insurance fund!

Health care via the health insurance fund

You can choose your own health insurance company. You will receive an **insurance card** from your health insurance company. Take these with you to your doctor's appointments. If you are insured through the health insurance fund, you are entitled to the same benefits as all other persons with statutory health insurance.

The basic medical care provided by the health insurance fund includes

- · Benefits for the prevention and alleviation of illness
- · Pregnancy benefits
- · Services for the detection of diseases
- · Benefits for the treatment of illnesses

Medication

If you need a medicine, you will receive an **e-prescription** from your doctor. You can redeem this with your electronic health card (eGK), via app or by printing it out at the pharmacy.





Pharmacies are open on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday. Opening hours vary depending on the pharmacy. If you urgently need a medicine outside of opening hours, you will find a sign at every pharmacy with the name and address of the pharmacy that is open for the **emergency service**. You can also find the pharmacy emergency service on the Internet: www.aponet.de/apotheke/notdienstsuche.

If you do not have a prescription and need a medicine, you must pay for it at the pharmacy. Some medicines **require a prescription**. This means that you cannot buy these medicines without a prescription, but need a prescription from a doctor.

As an asylum seeker, you will receive many medications without a co-payment. You should therefore ask your doctor about this. If you do not have a prescription, you will always have to pay for the medication.

Addictive disorders

An addiction is when you become dependent on certain substances (such as alcohol, drugs, nicotine or medication) or behaviour (such as gambling or shopping addiction). Anyone can become addicted.

The transition from "normal" use of a substance to addiction is dangerous and sometimes not easy to recognise. Therefore, if you have questions about addiction or need help, contact a counselling centre. It is not a sign of weakness to ask for help. When you are addicted, you think almost exclusively about the addictive substance and can no longer stop consuming it. Relationships and work often suffer as a result.

Counselling centres

Health authority: Social psychiatric service

Mental illness, emotional crises, conflicts or addiction can have a major impact on life. The Social Psychiatric Service offers counselling and support for those affected and their relatives in such situations.

Nadja Schlifka

Waldenburger Str. 2, 48231 Warendorf

02581/535341

@nadja.schlifka@kreis-warendorf.de

Health department - Ahlen branch

Von-Geismar-Straße 12, 59229 Ahlen

02581/535378

@gesundheitsamt@kreis-warendorf.de

Health department - Beckum branch

Palmerweg 77, 59269 Beckum

02581/535300

@gesundheitsamt@kreis-warendorf.de





• Health department - Oelde branch

Am Bahnhof 2a, 59302 Oelde

02522/2362

@gesundheitsamt@kreis-warendorf.de

Working group for youth and drug counselling in the district of Warendorf e.V.

♀Königstraße 9, 59227 Ahlen

02382/918690

@drobs@drobs-online.de

Drobs Mobile drug counselling:

Location Neubeckum: every Tuesday 13:00-14:30 (Freizeithaus Neubeckum) **Location Beckum:** every Tuesday 15:00-16:30 (at the Hindenburg car park)

Location Ennigerloh: every Monday 13:00 -15:00 (on the school path between Pestalozzi

School and the parish hall of the Church of Reconciliation)

Location Oelde: every Monday 15:30 - 17:30 (between the administration building and the

youth welfare office)

Location Freckenhorst: every Wednesday 15:30-16:30 (near the Aldi car park shopping

centre Industriestraße)

Location Telgte: every Thursday 12:30-14:30 (in the car park at the Planwiese/Emstor) **Location Warendorf:** every Thursday 15:00-17:30 (in the "Oberer Lohwall" car park at the Warendorf youth centre)

quadro - addiction and drug counselling Ahlen

Rottmannstraße 27, 59229 Ahlen

02382/893121

@h.wetterkamp@caritas-ahlen.de

quadro - Addiction and drug counselling Beckum

Paterweg 52, 59269 Beckum

02521/8401112

@stemick@kcv-waf.de

quadro - Addiction and drug counselling Oelde

Wibbeltstr. 2, 59302 Oelde

02522/83434710

@glaesmann@kcv-waf.de

• quadro - Addiction and drug counselling Warendorf

Q Kirchstraße 5, 48231 Warendorf

02581941010

@mail@skm-warendorf.de





Disability

Assistance for refugees with a disability

Refugees with disabilities often have many questions in Germany:

- How do I get support and help?
- What rights do I have to support and assistance?

The "<u>Crossroads</u>" project offers important information for refugees with disabilities in Germany. There are brochures in many languages on the <u>"Crossroads"</u> website. They explain, for example:

- · The first steps after arrival
- The support system for people with disabilities
- · Health, rehabilitation and care
- · Help for families with a child with a disability
- · Social participation and language courses
- · How to apply for and receive benefits

Supplementary independent participation counselling (EUTB)

The EUTB advice centres offer free and independent advice on issues relating to participation. They also provide support with applications for special benefits. You can find the contact details here: Participation counselling

ID card for people with disabilities

People with disabilities can apply for an ID card to make their lives easier. Application forms for this ID card are available from the <u>social welfare office of the district of Warendorf</u>. The social welfare office checks the disability and issues the ID card if necessary. The card is intended for people who live or work in Germany.

Advantages of the ID card

The ID card makes things easier, for example

- · Free travel by bus or train
- · Easier parking
- Tax concessions
- · Reduction in television licence fees
- · Reduced motor vehicle tax





Integration assistance - The process controller

The procedure guide is an independent person who is there for children, adolescents and young adults who have a physical, mental or psychological disability or may soon have one. He/she also supports their parents or the adults who are responsible for them.

He/she offers counselling, support and guidance when applying for integration assistance benefits.

All consultations are voluntary, free of charge and confidential.

What does a procedure counsellor do?

- They find out what help is needed and how support can be provided.
- They explain what help is available and how you can get it.
- They help with filling out forms or writing applications.
- They put you in touch with the right organisations and connect you with the right contacts.

Contact:

▲Stefan Lutterbeck

Responsible for the district of Warendorf with the exception of the towns of Ahlen, Beckum and Oelde

4+49 (0) 2581535269

@s tefan.l utterbeck@kreis-warendorf.de

▲ Merle Brockmeier

City of Ahlen

<u>+49 (0) 238259184</u>

@b rockmei erm@stadt.ahlen.de

▲Janna Ruhe

City of Beckum

4+49 (0) 15153432488

@r uhe@bec kum.de

Rafael Holtwick

City of Oelde

<u>+49 (0) 252272525</u>

@r <u>afael.h</u> oltwick@oelde.de

Body and sexuality

ZANZU My body in words and pictures

Zanzu is a homepage on the subject of health.

It offers information in thirteen languages on the following topics:

- Body
- Family planning and pregnancy
- infections





- sexuality
- · Relationships and feelings
- · Rights and laws

You can read this information yourself or have it read to you.

At the top right of the website you can change the language, e.g. to <u>English</u>, <u>French</u>, <u>Russian</u>, <u>Turkish</u>, <u>Arabic</u>, <u>Farsi</u>, <u>Bulgarian</u>, <u>Polish</u>, <u>Albanian</u>, <u>Romanian</u>, <u>Ukrainian</u> and <u>Dutch</u>.

Pregnancy and birth

Expectant mothers are under special protection in Germany. They are entitled to **medical care** and **counselling**.

Women who receive asylum seeker benefits or SGB II benefits from the job centre can receive **financial support** for new purchases for the child.

If you are pregnant, you must go to the gynaecologist. Have the check-ups carried out there. You will then receive a **maternity pass**. The maternity pass is a document containing important information about your pregnancy. It also contains information about your health and that of your child. **Always take your maternity record with you in case of emergencies.**

Pregnancy counselling

The staff are bound by confidentiality and will advise you regardless of your religious denomination or nationality. Counselling is **free of charge** and is available **until the** child **is three years old**.

Even if you are not sure whether you want to have the baby or if you have particular **difficulties**, the pregnancy counselling service can help you.

You can find the pregnancy counselling centres in the district of Warendorf here:

donum vitae Warendorf

Ostwall 35, 48231 Warendorf

02581/927370

@donumvitae@t-online.de

Gdonumvitae-kreiswaf.de

donum vitae Ahlen

Q Markt 6, 59227 Ahlen

<u>02382/783820</u>

@donumvitae@t-online.de

donumvitae-kreiswaf.de

Pregnancy counselling of the SkF Ahlen

SkF e.V. in the district Warendorf

Warendorfer Straße 8, 59227 Ahlen

<u>02382/8899680</u>

@kemper@skf-kreiswarendorf.de

Pregnancy counselling (skf-kreiswarendorf.de)





Innosozial Warendorf

Südstraße 12 b, 48231 Warendorf

02581/633257

@info@innosozial.de

Innosocial Warendorf

Innosozial Ahlen - Zeppelincarree

Q Zeppelinstr. 63, 59229 Ahlen

****02382/70990

@info@innosozial.de

Innosocial Ahlen

Innosozial Beckum

Q Linnenstraße 37, 59269 Beckum

02521/876399440

@info@innosozial.de

Innosocial Beckum

Innosozial Oelde

Am Bahnhof 2a, 59302 Oelde

****02522/838420

@info@innosozial.de

Innosocial Oelde

Diakonie Oelde

Obere Bredenstiege 4, 59302 Oelde

****02522/831720

@tanja.reckmann@diakonie-guetersloh.de

Odeine-diakonie.de

AWO Ahlen



Glückaufplatz 1, 59229 Ahlen



0173/2041515

@skb-ahlen@awo-rle.de

https://awo-rle.de/unsere-angebote/familien/berat...

AWO Warendorf

QLange Kesselstraße 3, 48231 Warendorf

****0172/2691005

@s kb-waf@ awo-rle.de

https://awo-rle.de/unsere-angebote/familien/berat...





Support from a midwife

Midwives help women and their families - from the beginning of pregnancy to the end of breastfeeding. They provide counselling during pregnancy and can help with the birth. Many midwives also come to your home after the birth. They will visit you there for a few weeks. They will answer your questions, examine you and your baby and answer your questions about breastfeeding. Every woman can seek help from a midwife. Most services are covered by health insurance. It is best to find a midwife as soon as you find out about your pregnancy.

Child health

Medical examinations are particularly important for the healthy development of your child. From birth until the age of 6, the child is examined for developmental disorders and illnesses at every **free check-up**, the so-called "U". Diseases can be recognised early and treated successfully.

There are a total of 10 preventive medical check-ups: The first is called U1 and is carried out in the first few hours of life, the last appointment is the U9 at pre-school age of $5\frac{1}{2}$ years.

At these appointments, the paediatrician will check, for example, whether all the organs in the body are functioning or whether your child's speech and mobility are developing well. All these examinations are **painless and uncomplicated**. They only take about **half an hour**in total.

You should definitely attend these examinations with your child:

111	directly after	r tha hirth	/ucually in	hacnital)
111	OHECHV AHE	n ine birin	HISHAHV IN	nosonan

U2 3. to 10. Day of life

U3 4th to 5th grade Week of life

U4 3. to 4. Month of life

U5 6. to 7. Month of life

U6 10. to 12. Month of life

U7 1 year and 9 months to 2 years

U7a 2 years and 10 months to 3 years

U8 3 years and 10 months to 4 years

U9 5 years to 5 years and 4 months

U10 7th to 8th Year of life

U11 9. to 10. Year of life

J1 13. to 14. Year of life

J2 16. to 17. Year of life

U examinations are important for monitoring child development and recognising problems in good time.





Discuss the **vaccination schedule**with your paediatrician. <u>Vaccinations</u> can protect against many infectious diseases.

Vaccinations

Vaccination can protect you and your children from many infectious diseases. Contagious means that one person can pass the disease on to another.

You can be vaccinated against several diseases. A vaccination is like a medicine to protect against diseases. Most vaccinations are given by a doctor in the form of an injection. Some diseases require several immunisations - this is the only way to protect against them.

Experts in Germany have drawn up a list. This list shows the most important vaccinations. Here they are:

- Corona virus
- diphtheria
- · Hepatitis B
- Hib (Haemophilus influenzae B)
- HPV (human papillomavirus)
- Whooping cough (pertussis)
- measles
- Meningococcus
- mumps
- Pneumococcus
- Polio (infantile paralysis)
- Rotaviruses
- Rubella
- tetanus
- chickenpox

All these vaccinations are normally **free of charge**. For some people, other immunisations are also important and cost nothing. **Some vaccinations must be repeated after a few years**. Only a few vaccinations provide protection for longer than ten years. It is best to ask your doctor.

The vaccinations are written in a **vaccination record**. This is a yellow booklet. You should keep this booklet in a safe place. This allows a doctor to see which immunisations you have had.

All children who go to a daycare centre or school must be vaccinated against measles. You must be able to show this in your immunisation record. People who work with children or have a medical profession must also be immunised. This is stated in the Measles Protection Act.

You can find more information on vaccinations here:

Handbook Germany: <u>Vaccinations for adults</u> (available in 9 languages)

Handbook Germany: Vaccinations for children and adolescents (available in 9 languages)





Vaccination calendar in 20 languages

Early cancer detection

The North Rhine-Westphalia Cancer Society has a project called "Easy Language". The aim of the project is to help people with language barriers and learning difficulties.

A YouTube channel offers explanatory videos in plain language on the subject of cancer prevention. You can find them here.

Further information on the project can be found here.

Mental illnesses

If you **feel unwell**, you may need psychiatric or psychotherapeutic help.

This may be the case, for example, if

- You have anxiety for a long time,
- · you feel very sad or depressed for a long time,
- · you have had a bad experience that you are not coping well with even after some time,
- or if you have the feeling or certainty that you have become dependent on alcohol, drugs or medication.

You can make an appointment at a psychiatric or psychotherapeutic practice without a referral. It makes sense to talk to your family doctor about your problem first. This is because your GP can assess whether **treatment** is necessary or whether a **visit to a counselling centre** is sufficient. Sometimes you have to wait a long time for an appointment with a specialist. It's good if you can get **help from your GP** in the meantime.

You can find a specialist doctor or psychotherapist on the website of the <u>Westphalia-Lippe</u> Association of Statutory Health Insurance Physicians, for example .

The **Social Psychiatric Service** offers counselling and support for those affected and their relatives.

Contact:

▲ Nadja Schlifka

Waldenburger Str. 2, 48231 Warendorf

02581/535341

@n <u>adja.sc</u> hlifka@kreis-warendorf.de

Social psychiatric service

Psychosocial trauma centre for refugees

The psychosocial trauma centre is aimed specifically at people who have fled to Germany from war zones or crisis areas.

Contact:





Innosozial Ahlen

Am Röteringshof 34-36, 59229 Ahlen

02382/7099594

@gehrcke@innosozial.de



Innosocial

Electronic patient file (ePA)

From **15 January 2025**, a new digital patient file called the **electronic patient file (ePA)** will be introduced in Germany. This file will store all important health data, such as what the doctor has found out about your health, what medication you are taking or what examinations you have had.

Everyone with statutory health insurance automatically receives this ePA. If you do not want this, you can object.

Doctors and patients can access health data quickly and easily via the ePA. But only people who are authorised to do so are allowed to see the data. This keeps the data secure.

How can insured persons refuse to set up an ePA? What deadlines apply?

If someone no longer wants to use the ePA at a later date, they can have it deleted. The aim is to enable doctors and patients to work together faster and better to improve health.

If someone wants to refuse the ePA, they must inform their health insurance company. If they do not do this, the EPR will be created automatically.

Important details about the EPC. What do you need to bear in mind?

Contents of the EPA:

- All important information from your visits to the doctor is automatically included in the EPR if it is available in digital form. This means, for example, that findings or diagnoses that the doctor writes down are transferred to the EPR.
- You can also upload information such as vital signs (e.g. your height or weight) or older medical documents to the ePA yourself.
- From 2025, there will be an automatic overview of all the medication you are taking. This will later be supplemented by a special medication plan.

Access rights:

- You can specify which doctors or hospitals are authorised to access your ePA. If you want to
 make changes, you can do this via the ePA app or contact the ombudsman's office of your
 health insurance company.
- If your health card is read at a doctor's surgery or hospital, they will have temporary access to your ePA for 90 days unless you object.

Use and accessibility:





- You can manage the ePA via a special app on your smartphone. Each statutory health insurance fund offers its own ePA app, which you can download free of charge from the App Store (for iOS) or the Google Play Store (for Android).
- If you do not have a smartphone, you can get support from pharmacies or special centres to access your ePA.

Legal regulations:

- The introduction of the ePA will initially begin in Hamburg and North Rhine-Westphalia. It will then be available throughout Germany from February 2025.
- Privately insured persons can also use an ePA, although this depends on the insurance company in question.

Advantages:

- The ePA facilitates communication between doctors, hospitals and other medical facilities. It gives you a better overview of your health data.
- The ePA also increases the safety and accuracy of medication.

Challenges:

- Not all documents, such as old paper medical reports, are automatically digitised. However, you can ask your health insurance provider whether they can take over digitisation.
- There may be technical difficulties at the beginning because some doctors have to adapt their practice software.
- Another problem is that there is no multilingual information, i.e. no translations into other languages.

The ePA is an important step towards digitalisation in the healthcare sector. It should improve medical care. It also provides a basis for research.

Would you like to find out more? You can find more information here:

- Questions and answers on the electronic patient file (ePA) by the KBV
- Information from the consumer advice centre about the ePA

Labour

General information

General Informationen

If you have completed a school-leaving qualification or learned a profession in another country, you can have your qualifications recognised in Germany. This means that it will be checked whether they are comparable with German qualifications. Recognition increases your chances of working here or starting an apprenticeship: Recognition of foreign school-leaving qualifications, recognition of professional qualifications.

The conditions under which you are authorised to work in Germany depend on your residence status. You can find basic information and the relevant contact persons for your job search





under When am I allowed to work?

There are more than 320 training occupations in Germany. If you are looking for vocational training, you will find further information and contacts under <u>Training - dual and school-based</u>.

If you work in Germany, you have certain rights that are regulated by law:

- You must earn at least 12.82 euros per hour. Less is not permitted.
- You will receive an employment contract. It states how much you work and how much money you receive.
- You have at least 20 days holiday a year (if you work 5 days a week).
- If you have an accident at work, you are insured. You don't have to pay for it, your employer does.
- Nobody is allowed to treat you unfairly, whether because of your gender, origin, religion or sexual orientation

When can I work?

Work permit and employment ban

In principle, people from other countries can only take up employment if they have a work permit.

- As a rule, people from the EU are allowed to work immediately and also become self-employed. The so-called free movement of labour applies here.
- If you come from a **third country** and have a residence permit, you are generally allowed to work unless a law explicitly prohibits it.
- As a **refugee**, the situation is somewhat more complicated. Whether you are authorised to work depends on your length of stay in Germany and your residence permit. The local immigration office will decide whether you are allowed to work or become self-employed.

Your residence permit and possibly also your supplementary sheet contain information on whether you are authorised to work. For example, it may say:

- Gainful employment permitted: You can work anywhere in Germany and also set up your own business.
- Employment permitted: You are allowed to work anywhere in Germany, but not to become self-employed.
- Employment only with the permission of the foreigners authority: You may not sign an employment contract without the approval of the Foreigners' Registration Office. You may only accept the job if they agree.
- Gainful employment is not permitted: They are not allowed to accept employment or become self-employed.

You are not allowed to work in the first three months after your registration as an asylum seeker.

Depending on your residence status, there are different rules:





- Asylumseekers from safe countries of origin (Albania, Bosnia, Herzegovina, Georgia, Ghana, Kosovo, North Macedonia, Montenegro, Republic of Moldova, Senegal and Serbia who applied for asylum after 31 August 2015) are prohibited from working.
- Recognised refugees, persons entitled to asylum and beneficiaries of subsidiary protection have full access to the labour market: You can work immediately and do not need a licence.
- Asylum seekers (with proof of arrival or permission to stay) and tolerated persons must submit an application for a work permit to the foreigners authority. A specific job must be available for this. You can find the form here: erklaerung-zum-beschaeftigungsverhaeltnis 2024.pdf. It must be completed by your employer.

The foreigners authority can issue a **ban on employment** for tolerated persons, for example because they have violated their obligations to co-operate in order to leave the country (in particular the presentation of identity documents).

The foreigners authority usually needs permission from the Federal Employment Agency. The latter checks the working conditions. After authorisation, temporary work (Leiharbeit) is also possible.

You can find out more about your rights at Ausländerbehörde des Kreises Warendorf.

Recognition of qualifications

If you have learned or studied something abroad and would like to work with it in Germany, it can help to have your qualification recognised.

There are various organisations that are responsible for this - it depends on your profession. You can find out who can help you on the internet at <u>anerkennung-in-deutschland.de</u>. Information is available there in 11 languages. You can also call the hotline <u>030/18151111</u>.

The nearest counselling centre is in Bielefeld and is called MOZAIK.

You can register for a counselling session <u>here</u>. You will then be notified of a group event at MOZAIK. This online event takes place every Wednesday and is free of charge. You will receive initial information about the recognition of foreign qualifications. The event is held in German, English, Russian and Turkish as required.

You can also take advantage of individual counselling afterwards.

You can also find a lot of important information on the <u>MOZAIK information sheet</u>, which is available in German, Arabic, English, Russian, Spanish, Ukrainian and Turkish.

You will need certain documents so that your qualification can be checked. If everything goes well, you will receive a "notice of recognition".

Please bring these documents with you to a counselling interview:

- · Your certificates
- Your curriculum vitae
- Letters or notifications if you have already tried to obtain recognition
- Work references
- Your identity card or passport





Please wait until an individual consultation has taken place before translating your documents.

Important information on the Internet:

- arbeitsagentur.de (German and English)
- anerkennung-in-deutschland.de (11 languages)
- netzwerk-iq.de (German and English)
- anabin.de

How do I find work?

Job search on the Internet

Employment Agency

(a) Job exchange platform of the Federal Employment Agency

The job exchange as an app

Other job platforms

There are many other job platforms on the Internet. For example:

- SKimeta.de
- Meinestadt.de
- StepStone
- • Jobbörse.de

Newspapers

Many regional newspapers regularly publish job adverts, both online and offline. For example:

- • Westfälische Nachrichten
- Die Glocke

Counselling and help

The Employment Agency and the Warendorf District Job Centre can help you find work or training. They will also help you with your application. The integration and migration advice centres in your area can also help.

To the advice centres

You can make an appointment with the Employment Agency <u>here</u> or via the QR code:







Kreishandwerkerschaft Steinfurt Warendorf (KH) also offers direct help for refugees.

Contact:

Amr Thomas Laukemper (transition pilot of the KH)

Kreishandwerkerschaft Steinfurt Warendorf

Schlenkhoffs Weg 57 59269 Beckum

<u>+49 (0) 597140036040</u>

@thomas.laukemper@kh-st-waf.de

The Münster Chamber of Crafts (HWK) also offers direct help for refugees.

Contact:

Amr Mustafa Schat (Welcome Guide of the HWK)

₩K Münster

Echelmeyerstr. 1-2

48163 Münster

****0251/7051175

@mustafa.schat@hwk-muenster.de

The IHK Nord Westfalen also offers direct help for refugees.

Contact:

Mrs Anke Leufgen (Welcome Pilot at the IHK)

♥IHK Nord Westfalen

Sentmaringer Weg 61

48151 Münster

0251/707411

@anke.leufgen@ihk-nordwestfalen.de

The Chamber of Agriculture (LWK) North Rhine-Westphalia also offers direct help for refugees.

Contact:

Amrs Hanna Schulze-Johannes (LWK welcome counsellor)

Q Landwirtschaftskammer NRW

Nevinghoff 40

48147 Münster





0251/2376471

@hanna.schulze-johannes@lwk.nrw.de

Internship

Many companies expect an internship. Only then do they offer a job or apprenticeship. They want to find out whether you are suitable for the position. It usually lasts 2-4 weeks, sometimes up to 3 months. Often there is no payment.

If an internship lasts longer than 3 months, the employer must pay the minimum wage.

It is important that you obtain the approval of the job centre (people with a residence permit) or the foreigners authority (people in ongoing proceedings and toleration) before starting the internship.

Searching for an internship

You can search for an apprenticeship or internship on the websites of the Employment Agency, the companies of the Chamber of Industry and Commerce, the Chamber of Crafts and the Steinfurt Warendorf District Craftsmen's Association.

- • Job exchange of the employment agency
- PIHK training place exchange
- SHWK training place exchange
- Pinternship exchange of the Kreishandwerkers chaft

You can make an appointment with the Employment Agencyhere.

The Steinfurt Warendorf District Craftsmen's Association also offers direct help for refugees:

Contact:

Mr Thomas Laukemper (transition pilot of the KH)

♥ <u>Kreishandwerkerschaft Steinfurt Warendorf</u> Schlenkhoffs Weg 57

59269 Beckum

4+49 (0) 597140036040

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48163 Münster

<u>0251/7051175</u>

@mustafa.schat@hwk-muenster.de

The IHK Nord Westfalen also offers direct help for refugees.





Frau Anke Leufgen (Willkommenslotsin der IHK)

QIHK Nord Westfalen

Sentmaringer Weg 61 48151 Münster

****0251/707411

@Anke.leufgen@ihk-nordwestfalen.de

The Chamber of Agriculture of North Rhine-Westphalia also offers direct help for refugees.

Amrs Hanna Schulze-Johannes (Welcome counsellor at the Chamber of Agriculture)

Q Landwirtschaftskammer NRW

Nevinghoff 40 48147 Münster

****0251/2376471

<u>hanna.schulze-johannes@lwk.nrw.de</u>

Application and job interview

If you have found an interesting job, you need to write an application.

Your application consists of three parts:

- Cover letter: This is where you introduce yourself and write why you are suitable for the
 vacancy. For example, describe what professional experience you have already gained and
 why you would like to work for this company. Find out more about the company and describe
 why you would like to work there. Your cover letter should fit on one page and be signed by
 you. Don't forget to include your personal details (address, telephone number, e-mail
 address).
- CV: The CV lists all your professional experience and is structured like a large table. Write
 from when to when you worked at which company, where and for how long you did your
 training or studies, where and for how long you went to school and what degree you
 obtained. You do not have to include a photo in your CV, but many companies like to see a
 photo.

You can create your CV online in different languages here: 🚱 europass.eu

• **Certificates:** It is very important that you include copies of your certificates. Certificates include your school-leaving certificate, your training qualification, your degree and references from previous employers. You should also include your certificate from your German course.

There are free templates available on the Internet. For example: karrierebibel.de

The type of application





The job advert describes exactly what is being sought and how you should apply.

- **In writing**: Buy a nice **application folder** and put your cover letter, CV and certificates in it. You can send the application folder by post or drop it off in person.
- **Email:** Many applications are sent by e-mail. In the e-mail, write a short text addressed to the person who will receive your application. **Combine** your cover letter, CV and certificates into **ONE PDF file** and send this as **an attachment to the e-mail**.

You can find a free programme here: "PDF Creator"

• **Online**: Large companies have their own applicant portal. You must register with your e-mail address and upload your application there.

You can also get advice on preparing your application documents from one of the <u>Integration and Migration advice centres</u>. As a customer of the job centre or employment agency, you can also ask for application training.

Employment contract and taxes

Employment contract

Anyone who starts a job is given an employment contract.

It regulates the most important conditions of an employment relationship. These include working hours, holiday entitlement, salary level and notice periods. Both sides - employee and employer - must adhere to these agreements.

The contract becomes valid when you sign it. You should therefore only sign it once you have fully understood the content.

Types of contract

Open-ended employment contract

There is usually a probationary period of 3 or 6 months. During this period, an employment relationship can be terminated at short notice by either party without giving reasons.

At the end of the probationary period, a permanent employment relationship begins with longer protection against cancellation.

Fixed-term employment contract

The employment relationship ends on the agreed date. A separate notice of termination is not necessary.

Mini job

The maximum earnings per month are € 556 and are tax-free.





Taxes and social security contributions

Every employee in Germany pays a portion of their salary as social security contributions and taxes. This is used to finance federal, state and local government expenditure.

Employers in turn have to pay 50% of the social security contributions for their employees. In the German social security system, this money is used to help people if they cannot find work or are no longer able to work.

The tax office may have received too much money from you. You can get this back by filing an income tax return. You can find more information here.

Tax identification number

The tax ID (tax identification number) is an 11-digit number and is used for income tax purposes. The place of work requires this number. If you do not have this number in your documents, you can ask for it in person at the registration office or in writing at the Federal Tax Office.

National insurance number

You will need a national insurance number for a job. You can obtain this from your health insurance fund.

Illegal work

Work is illegal in Germany and is referred to as undeclared work if

- it is not registered with the tax office and the health insurance fund and
- you do not pay taxes and social security contributions.

You could face fines and imprisonment!

It is also illegal employment if

- you receive social benefits or unemployment benefit AND
- you still work AND
- do not tell the social welfare office, the employment agency or the job centre.

You are wrongly receiving state benefits even though you are in paid work.

Minimum wage

In Germany, there is a minimum wage of €12.82 per hour. The minimum wage applies to all employees over the age of 18 in all sectors and for internships of 3 months or more.





There are exceptions for under-18s without a vocational qualification and the long-term unemployed in the first 6 months of employment. They are not entitled to the minimum wage.

You can find much more information in 12 different languages here.

Immigration of skilled labour

The Skilled Labour Immigration Act

There is a law in Germany. The law is intended to make it easier for skilled workers to come to Germany. In this case, the skilled workers have vocational training. They do not have an academic degree. There are already rules for immigration to Germany for these people. If you would like to know more about this, please contact the <u>Warendorf District Immigration Office</u> or regional advice centres.

You can also find this and further information on the <u>Make it in Germany</u> website (German, English, French, Spanish).

You can also take a quick test here to find out your options!

Independence

Who can become self-employed in Germany?

Is your application for asylum still being processed? Your application was rejected? Do you have a tolerated stay permit? Self-employed work is then prohibited. You do not belong to this group? Then you can set up a company in Germany.

Links with further information

<u>"Wir gründen in Deutschland"</u> (Arabic, Bosnian, Chinese, English, French, Polish, Persian, Russian, Spanish, Turkish, Ukrainian, Vietnamese)

Business start-up portal (German and English)

gfw in the district of Warendorf

Society for Economic Development in the District of Warendorf mbH

Vorhelmer Str. 81 59269 Beckum

<u>02521/85050</u>

@info@gfw-waf.de

www.gfw-waf.de

Labour exploitation





Labour exploitation is when unfair conditions prevail at work or the labour force is exploited without the consent of those affected. They receive no or too little money for their work. They have to work under poor or even dangerous conditions. They are threatened or experience violence.

- · Slavery and forced labour are prohibited in Germany.
- Human trafficking and forced sex work are prohibited in Germany.

Other forms of exploitation are also punishable by law:

- · No money for the work performed.
- Longer working hours for the same pay, even though the contract says otherwise (circumventing the minimum wage).
- · No money if you are ill or on holiday.

In the district of Warendorf, you can $\underline{\text{find}}$ help and counselling on site, also in Ukrainian and English.

If you are an EU citizen, you can also get help and advice in six languages here.

If you are a non-EU citizen, you can also get help and advice in four languages here.

Financial support in the event of unemployment

General information

You are unemployed if you do not have a job and earn money to live on. This is also known as unemployment. As Germany is a welfare state, it helps people who are unable to earn their own living or can only do so in part.

In principle, however, everyone should be able to support themselves by working.

If you apply for state support, you have to fill in forms, which are often not easy to understand in German. Here you will find tips on filling in the forms, brief information, explanations and examples of individual topics and forms in various languages.

Unemployment benefit

You will receive unemployment benefit if you lose your job. You must have worked in Germany for at least twelve months in the last 30 months. There are other requirements 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 three months before the end of your employment relationship. If you only find out later, register as a jobseeker no later than three days later.

You can do this in various ways:

• At your local employment agency (<u>Bismarckstraße 10 in Ahlen</u>, <u>Schlenkhoffs Weg 55 in Beckum</u> or <u>Südstraße 12a in Warendorf</u>)

_0800/4555500 (free of charge)

www.arbeitsagentur.de

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 <u>online</u>. Alternatively, you can obtain an application form from your local employment agency to submit the application in writing.

You can find more information here.

Citizen's allowance

Citizen's allowance instead of Hartz IV

From 1 January 2023, the citizen's allowance will replace the previous unemployment benefit II or "Hartz IV".

You will receive the citizen's allowance if you:

- · are fit for work, i.e. are able to work and are of working age
- your monthly income is less than the minimum subsistence level
- other, priority benefits (unemployment benefit I, housing benefit, child supplement and so on) are not sufficient
- do not have large assets

Are you allowed to earn extra money?

If you receive citizen's allowance, you are allowed to take on a job. You must report this to the job centre. The income will then be deducted from your citizen's allowance; there are allowances and special regulations so that you will always have more money available than without a job.

Please contact your job centre in individual cases.

Application

You can apply for Citizen's Allowance online.

To apply for the citizen's allowance, please contact your job centre (by prior appointment):





<u>Contact point Ahlen</u>

Raiffeisenstraße 11 59227 Ahlen

For Ahlen residents with the postcode 59229

@teamahlen1-jobcenter@kreis-warendorf.de

For Ahlen residents with the postcode 59227

@teamahle n2-jobcenter@kreis-warendorf.de

<u>Contact point Beckum</u>

Dalmerweg 77 59269 Beckum

@teambeckum-jobcenter@kreis-warendorf.de

<u>QContact point Beelen</u>

Warendorfer Str. 9 (Rathaus) 48361 Beelen

@teamwarendorf-jobcenter@kreis-warendorf.de

<u>QContact point Drensteinfurt</u>

Landsbergplatz 5 48317 Drensteinfurt

<u>@teamdrensteinfurt-jobcenter@kreis-warendorf.de</u>

QContact point EnnigerIoh

Clemens-August-Straße 28 59320 Ennigerloh

<u>@teamoelde-jobcenter@kreis-warendorf.de</u>

<u>Contact point Everswinkel</u>





Am Magnusplatz 20 48351 Everswinkel

@teameverswinkel-jobcenter@kreis-warendorf.de

QContact point Oelde

Am Markt 8 59302 Oelde

@teamoelde-jobcenter@kreis-warendorf.de

QContact point Ostbevern

Am Rathaus 1 (Rathaus) 48346 Ostbevern

@teamtelgte-jobcenter@kreis-warendorf.de

<u>QContact point Sassenberg</u>

Klingenhagen 18 48336 Sassenberg

<u>@teamwarendorf-jobcenter@kreis-warendorf.de</u>

QContact point Sendenhorst

Schlabberpohl 12 48324 Sendenhorst

<u>@teamtelgte-jobcenter@kreis-warendorf.de</u>

<u>Contact point Telgte</u>

Baßfeld 11 - 13 48291 Telgte

<u>@teamtelgte-jobcenter@kreis-warendorf.de</u>





<u>Contact point Wadersloh</u>

Liesborner Straße 5 59329 Wadersloh

<u>@teamwadersloh-jobcenter@kreis-warendorf.de</u>

<u>Contact point Warendorf</u>

Südstraße 10 a 48231 Warendorf

@teamwarendorf-jobcenter@kreis-warendorf.de

Labour advice centre

The impulse e.V. labour counselling centre offers support on the following topics:

- · Help against labour exploitation
- · Support in developing new career prospects
- · Information on retraining or qualifications
- · Information on labour market measures
- · Questions about a benefit decision
- Help with filling out forms from the Federal Employment Agency or the job centre
- · Support with job applications
- · Advice on opportunities for professional qualifications and further training
- Information on further offers

Do you have any questions or are you interested? Then please get in touch. Counselling is free of charge!

Location Warendorf

⊚Wed 09:00 - 14:00

©Thu 09:00 - 14:00

Daniel Schmidt | Beratungsstelle Arbeit

Splieterstraße 27, 48231 Warendorf

@schmidt@impulse-warendorf.de

+49 (0) 15560032466

https://www.impulse-warendorf.de/leistungen/berat...

Ahlen location

©Wed 09:00 - 14:00





©Fri 09:00 - 14:00

Vilina Tovstenko | Beratungsstelle Arbeit

Peckumer Str. 34, 59229 Ahlen

@tovstenko@impulse-warendorf.de

+49 (0) 17647613977

4+49 (0) 17647613977

https://www.impulse-warendorf.de/leistungen/berat...

Beckum location

©Wed 10:00 - 16:00

Thu 09:00 - 13:00

Claudia Breer | Beratungsstelle Arbeit

Südstraße 7, 59269 Beckum

@breer@impulse-warendorf.de

4+49 (0) 1743117545

https://www.impulse-warendorf.de/leistungen/berat...

Training and studies

Training - dual and school-based

There are more than 320 training occupations in Germany.

There is a distinction between school-based training and company-based training. In-company training takes place at school and in the company.

You usually earn more money with an apprenticeship. With an apprenticeship, you have a better chance of finding a good job.

You can find an overview of all training occupations on the website of the Federal Employment Agency. There is also helpful information on: Contents of the apprenticeship, prerequisites, application and so on:

⊗Berufenet

School-based and in-company vocational training

School-based training





The school-based vocational training takes place at a vocational college or a public school. In addition to school attendance, work placements take place in companies and organisations.

School-based training occupations include, for example, physiotherapist or occupational therapist, chemical-technical assistant or social worker.

No training salary is usually paid during the training programme. Some of these training programmes are also subject to a fee.

In-company vocational training = dual vocational training

In company-based training, the training takes place both in the company and at a vocational school. The training programmes last between two and three and a half years.

In order to complete dual vocational training, you need a training company that concludes a training contract with you. You will then also receive a training salary from this company.

Important: If you are currently in the asylum process or have a tolerated stay permit, you must send the training contract to the <u>Aliens' Registration Office</u>.

Trainee language support + (AS+) programme

In the AS+ programme, trainees receive individual tuition in German. The locations and times of the lessons are agreed between the participants and the teachers. Participants must pay a contribution of €18 per month. The training company must also contribute to the costs.

Contact person:

▲ Roland Stefani

02581/534508

@roland.stefani@kreis-warendorf.de

You can find more information about the programme here.

Entry qualification (EQ)

Improve your chances of finding an apprenticeship! Have you finished school but have not yet been able to find an apprenticeship? Would you like to have the chance to impress with your performance and not just be judged on the basis of your certificates?

Then the entry qualification programme (EQ) could be the right thing for you. In this long-term work placement, you will get to know the apprenticeship and the company in detail and can show what you are made of!

The aim of the EQ is for you to be offered an apprenticeship after completing the programme.

YOU SHOULD KNOW: You can take part if you have completed compulsory full-time schooling, have not yet found a training place and have not yet completed vocational training or a degree programme. EQ is a long-term internship and lasts from 4 to a maximum of 12 months. If you are required to attend vocational school, you must attend vocational school. If





you are not (or no longer) required to attend vocational school, it still makes sense to attend vocational school in order to gain a head start on your future training. The EQ usually takes place full-time, but can also be completed part-time if required.

Interested? Contact your careers advice centre or job centre to find out more about participating in the introductory training. They will be happy to support you in your search for an EQ position if you have not already found one yourself. You may also need authorisation from the immigration office.

For people who do not yet have German language skills at level B2, there is an entry-level qualification plus language (EQ + language). The internship is usually accompanied by a language course two days a week.

Make an appointment with the careers advice centre: here

or:



Please note: It is not possible to apply for a tolerated stay for training with an EQ!

Further information from the Federal Employment Agency can be foundhere.

Financing the training

Financial support - BAföG (=training support)

This BAföG is a monthly financial support:

- during school time from grade 10
- · during school-based vocational training
- · or during your studies

It does not have to be paid back.

For school education, you can apply for the "Schüler BAföG" for school education.

Each application is reviewed individually.

Who can submit an application?

- Recognised persons entitled to asylum
- Recognised refugees under the Geneva Refugee Convention
- Beneficiaries of subsidiary protection
- Tolerated persons who have been living in Germany for 15 months





Asylum seekers in the ongoing asylum procedure cannot receive BAföG receive asylum.

Further information can be found here.

Contact for the pupilBAföG at the district of Warendorf:

Sozialamt Kreis Warendorf

Waldenburger Str. 2 48231 Warendorf

Contact persons and further information on the BAföG office of the district of Warendorf can be found here.

Financial support - Berufsausbildungsbeihilfe (BAB)

The vocational training allowance is a monthly financial support during in-company vocational training and can be received from the Employment Agency under certain conditions.

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

Training authorisation

Training toleration (3+2 regulation)

Tolerated persons (people whose application for asylum has been rejected) receive a tolerated stay for the duration of their training. They are protected from deportation during their training.

You must apply to the <u>Aliens' Registration Office</u> for the Ausbildungsduldung. The most important thing is to clarify your identity.

The Foreigners' Registration Office always checks: Can a training authorisation be granted?

Further requirements:

- The asylum procedure has been completed.
- · You have a tolerated stay for at least 3 months OR
- You have started training while the asylum procedure is still ongoing (no waiting period in this case)
- Start at least 2 years of company or school-based training(<u>List of recognised training occupations 2025.pdf</u>) OR
- Start of assistant training or helper training, if this is followed by a 2-year training programme in a shortage occupation. You must have been accepted for a training place.

After the end of training:

If you are taken on by the company after





- · are taken on by the company and
- · work in the profession you have learnt,

you will receive a residence permit for 2 years. The residence permit can then be extended.

If you are not taken on by the company after completing your training, the tolerated stay permit will be extended by 6 months. You can look for work during this time.

Reasons for a rejection of the tolerated stay permit are, for example

- Failure to cooperate in clarifying your identity and obtaining a passport
- · a criminal conviction
- a deportation order

Important for companies: Cancellation of training must be reported immediately to the immigration authorities.

Further information:

- Federal Ministry of the Interior and for Home Affairs (in German and English)
- Network companies integrate refugees

Training residence permit

A new option has been available since 1 March 2024: the residence permit for training. The requirements are very similar to those for the Ausbildungsduldung. For the training residence permit, you must also be able to support yourself and fulfil the passport requirement.

You can find more information about the advantages of the training residence permit <u>here</u> and <u>here</u>.

Search for an apprenticeship

Search for an apprenticeship

Careers advice from the Employment Agency

You don't yet know which training occupation you would like to learn? Then seek advice from the Employment Agency.

You can make an appointment with the careers counselling service here:

- at your school
- <u>online</u>
- at the employment agency (\bigcirc <u>Bismarckstraße 10</u> in Ahlen oder \bigcirc <u>Schlenkhoffs Weg 55</u> in Beckum oder \bigcirc <u>Südstraße 12a</u> in Warendorf)





- at \(\sum_{0251/698111} \) or \(\overline{\overline{Q}} \) ahlen-muenster.berufsberatung@arbeitsagentur.de

Your careers adviser will also support you in your search for a training place.

You can find information on various professions here.

Careers advice from the job centre

Do you or your parents receive benefits from the job centre? Then you can also contact your counsellor there.

≜Contact us

Counselling from the Youth Migration Service (JMD)

Are you aged between 12 and 27? The Youth Migration Service advises young people on their educational and professional path.

Contact:

(IMD) <u>Münster/Warendorf</u> (Arabic, Bulgarian, German, English, French, Russian, Spanish, Turkish)

Chamber of Industry and Commerce (IHK), Chamber of Crafts (HWK) and Steinfurt Warendorf District Crafts Association (KH)

You can search for an apprenticeship or internship on the following pages . These are exchanges for training places:







They provide advice on various training occupations. They support you in your search for an apprenticeship.

KH Steinfurt Warendorf also offers direct help for refugees:

Contact:

▲Mr Thomas Laukemper (transition guide at the KH)

• Kreishandwerkerschaft Steinfurt Warendorf

Schlenkhoffs Weg 57 59269 Beckum

<u>+49 (0) 597140036040</u>

Othomas.laukemper@kh-st-waf.de

IHK Nord Westfalen also offers direct help for refugees:





Contact:

Frau Anke Leufgen (IHK welcome counsellor)

♀IHK Nord Westfalen

Sentmaringer Weg 61

48151 Münster

0251/707411

@Anke.leufgen@ihk-nordwestfalen.de

The Münster Chamber of Crafts (HWK) also offers direct help for refugees:

Contact:

Amr Mustafa Schat (Welcome Guide of the HWK)

PHWK Münster

Echelmeyerstr. 1-2

48163 Münster

_0251/7051175

@mustafa.schat@hwk-muenster.de

The Chamber of Agriculture of North Rhine-Westphalia also offers direct help for refugees:

Contact:

Amrs Hanna Schulze-Johannes (Welcome counsellor of the Chamber of Agriculture)

Q Landwirtschaftskammer NRW

Nevinghoff 40

48147 Münster

02512376471

@hanna.schulze-johannes@lwk.nrw.de

Chambers of Crafts (HWK) are responsible for skilled trades. This concerns professions such as baker, bricklayer or painter.

The Steinfurt Warendorf District Craftsmen's Association offers a free <u>training and internship</u> exchange.

The Münster Chamber of Crafts offers free counselling and a training placement service at www.hwk- muenster.de/lehrstellenboerse

Further information

Visit a training fair. Here you can talk to companies and trainees.

Further regional information, contact persons and dates of training fairs can be found here:

School - and then? (also available in Arabic, Bulgarian, Romanian, Russian and Turkish).

Vocational colleges in the Warendorf district





Are you over 15 years old? You no longer attend a general school? Then you have many options at the vocational college:

You can prepare for a career and complete any general school-leaving qualification.

Vocational colleges build on an intermediate level of education and aim to achieve an advanced vocational qualification or a university entrance qualification (university of applied sciences entrance qualification). Vocational colleges are available in the following areas:

- Technology
- · Economy and administration
- · Social pedagogy
- · Health and care
- · Housekeeping

In Germany, every person up to the age of 18 has the right to a health insurance. If you turn 18 in the current school year, you are required to attend school until the end of the school year. Unless you have an apprenticeship or have already successfully completed a full-time vocational college course. You can find more detailed information on compulsory vocational schooling --> here.

Vocational colleges in the Kreis Warendorf

In the Kreis Warendorf there are five vocational colleges, each with a different specialisation. At the three public vocational colleges, you can obtain all formal educational qualifications, vocational training or further education and training courses.

Public vocational colleges

Berufskolleg Ahlen des Kreises Warendorf

Im Pattenmeicheln 12, 59229 Ahlen

02382/98240

@verwaltung@berufskolleg-ahlen.de

Centre of gravity:

· Economy and administration

Berufskolleg Beckum des Kreises Warendorf

Phansaring 11, 59269 Beckum

02521/9120

@verwaltung@bkbeckum.de

Centre of gravity:

- Technology
- · Health and social affairs
- Nutrition and construction industry

Paul-Spiegel-Berufskolleg des Kreises Warendorf

Von-Ketteler-Str. 40, 48231 Warendorf

_02581/9250





@info@paul-spiegel-berufskolleg.eu

Centre of gravity:

- · Economy and administration
- · Health and social affairs
- Technology
- · Nutrition and home economics

Private vocational colleges

Berufskolleg St. Michael

- Warendorfer Str. 72, 59227 Ahlen
- **_**02382/91400
- @bk-st-michael@bistum.muenster.de

Centre of gravity:

- Economy
- · Health and social affairs

St. Vincenz Berufskolleg

School for curative education

- Robert-Koch-Str. 4159227 Ahlen
- <u>02382/858158</u>
- @info@vincenz-berufskolleg.de

Centre of gravity:

· Curative education care, social assistance

Recognition of foreign school-leaving qualifications

Certificates are very important in Germany.

If you want to start a new school or vocational training programme, you will need to show your certificate.

You must first have your certificate from abroad recognised.

What do I have to do?

1. get advice from the Youth Migration Service as to whether you need a translation and recognition.

Contact:

Syouth Migration Service (JMD) for the district of Warendorf

2. first look for a **professional** translator.

Here you will find an overview of interpreters who are authorised in Germany.

3. then you need an official certification of your certificate. These offices can do this: public authorities, for example city councils (town hall), district administrations, mayors and





notaries.

Important information on notarising certificates can be found here:

merkblatt.pdf

4 As a final step, you must submit an application and send the following documents with it:

- Copy of passport with residence permit
- · curriculum vitae
- · Certificate from abroad and translated certificate

Who are the responsible authorities?

Depending on the school-leaving qualification, different authorities are responsible for recognition:

1. secondary school leaving certificate (Mittlere Reife) and lower secondary school leaving certificate

Bezirksregierung Köln Zeughausstr. 2-10 50606 Köln

0221/1472048

Telephone consultation hours: 9:00-11:30 (Monday + Wednesday) and 13:00-15:00 (Tuesday + Thursday)

Visitors' day: Thursday 8:30-15:00

Application form and further information can be found \Rightarrow here (in German).

2. general university entrance qualification

Bezirksregierung Düsseldorf Am Bonneshof 35 40474 Düsseldorf

0211/4750

Application form and further information can be found \Rightarrow here

Study

Study

Study





In Germany, there are various professions (for example teacher, doctor and many others) for which you need a degree.

In Germany, you can study at a university of applied sciences or a university.

Universities of Applied Sciences (FH): Studying at a university of applied sciences is practice-oriented and fewer degree programmes are offered.

Universities (Uni): Studying at a university is more scientific, theoretical and research-orientated.

Prerequisites

If you want to study, you need a school-leaving certificate that qualifies you to study (a so-called "university entrance qualification").

There are three types of university entrance qualification:

- The general higher education entrance qualification (Abitur)
- The subject-restricted higher education entrance qualification (subject-restricted Abitur) or
- The entrance qualification for universities of applied sciences (Fachabitur)

The recognition of foreign school-leaving qualifications

You should therefore first check whether the higher education entrance qualification from your home country is recognised in Germany.

There are websites where you can check this yourself:

Database of the Central Office for Foreign Education (= ZAB). Enter the country in which you completed your school leaving certificate and find out whether your school leaving certificate is sufficient for the desired degree programme.

www.study-in.de (in German and English)

www.kmk.org (in German and English)

You can find more information on the topic of recognising qualifications here: Recognition of school-leaving qualifications

Semester fee

At state universities, every student pays a semester fee (a semester is 6 months). The amount depends on the respective university. Private universities have significantly higher fees than state universities.

I would like to study

Help with finding the right degree programme





Would you like to study later, but don't yet know exactly what? Then you can get advice - from the careers counselling service at the Federal Employment Agency.

You can make an appointment with a careers counsellor either at your school, at the employment agency (♥ Bismarckstraße 10 in Ahlen, ♥ Schlenkhoffs Weg 55 in Beckum or ♥ Südstraße 12a in Warendorf), at € 0251/698111, at @ ahlen-muenster.berufsberatung@arbeitsagentur.de or online.

Many universities and universities of applied sciences organise an "open day". Anyone can come along and find out about study programmes and the individual universities.

You can find information on study programmes here: Studienwahl.de

Application

To be able to study, you have to apply for the chosen degree programme.

The application deadlines, which each university publishes on its website, are important. It is best to obtain information directly from the university. You can also obtain information from the International Offices of the universities and universities of applied sciences.

Proof of German language skills

To study in Germany, you usually need a good knowledge of German - at least B2, C1 is better. This varies from university to university. Find out directly from the university. There are also degree programmes in English, but only a few. This applies in particular to internationally oriented Master's degree programmes.

You can find information about language courses and examinations here:

Goethe-Institut

German Academic Exchange Service DAAD

Without sufficient knowledge of German, you can only enrol on a few degree programmes in Germany.

What documents do I need to enrol?

If you receive an acceptance letter from a university, you must enrol there - this is called enrolment.

The following documents are required:





- · a valid identity card
- · Your school-leaving certificate (e.g. the Abitur)
- · a health insurance certificate
- · proof of your German language skills

Degrees

Possible degrees

Bachelor's degree

The duration of study is a minimum of 6 to a maximum of 8 semesters (3 to 4 years). You collect so-called ECTS points through various courses and examinations. To obtain a Bachelor's degree, you must have enough points and write a Bachelor's thesis.

Master

The Master's degree is a postgraduate programme after the Bachelor's degree. The Master's programme deepens the content and focus of the Bachelor's programme. The degree programme lasts 4 to 6 semesters (2 to 3 years).

State examination (Staatsexamen)

Degree programmes such as medicine, law, pharmacy and some food chemistry and teaching degree programmes are completed with a state examination. It is called the state examination.

Promotion

With a few exceptions, a doctorate is a prerequisite for an academic career. You have to write a doctoral thesis first.

Universities in Germany

Here you will find an overview of universities in Germany.

Many universities have an "International Office". It is responsible for semesters abroad and foreign students. You can get help and support there.

Here you will find further Information on study counselling in NRW.

Help with your studies

Help during your studies

Many universities have mentoring programmes. You can have someone from a higher semester assigned to you. Your mentor is a person from a higher semester and will help you with all questions relating to your studies.





Many universities have an "International Office". It is responsible for semesters abroad and foreign students. You can get help and support there.

Financing the study programme

Financial aid

BAföG (Federal Training Assistance Act)

BAföG is support from the state for students. It helps you if you do not have enough money due to part-time jobs or money from your parents.

During your studies, you will receive money every month. Later, you only have to pay back half of it. The BAföG office, which is part of your student union, will check whether you can receive BAföG.

You can find more information: here

Scholarships

There are many scholarships that you can apply for - not only at the beginning of your studies, but also later.

Examples:

- Scholarships from <u>organisations for the promotion of gifted students</u> or the Deutschlandstipendium scholarship
- The German Academic Exchange Service (DAAD) has information on other scholarships: Find scholarships.
- The advancement scholarship is for people with professional experience.
- The "International Offices" at universities can also advise you and award scholarships.

Kindergarten, school and education

Child day care

Your child can <u>attend</u> a childcare centre (Kita) from around 4 months before <u>starting school</u>. When they are one year old, they have a legal entitlement to a childcare place.

At Kita, with a childminder, your child can make friends, learn German by interacting with the carers, children and other parents and discover new things. Attending Kita is a very important and good preparation for school. Childcare gives parents the opportunity to attend a German course or go to work. Transport to the childcare centre must be arranged by the parents themselves. Parents pay a monthly fee, which is set by law and calculated individually.

In one **Kita** day care centre, children are looked after by two to three educational professionals in a group of 10 to 25 children until they start compulsory schooling.

Another form of childcare is **day care.** This is family-like childcare provided by childminders. A childminder looks after up to 5 children, usually up to the age of 3. Up to 3 childminders can also join forces and look after up to 9 children in total. The prerequisite for looking after children is a qualification as a childminder, child minder or educational specialist. You can find more information about day care here.





Most children start at Kita in August. Register your child as early as possible, preferably at least one year in advance. You can register for a childcare place in a daycare centre or childminder online via the Warendorf district's daycare portal.

Childcare exchange contacts:

- Frau Kathrin Springer
- ♣Frau Jennifer Dreher
- 02581/535141
- @kinderbetreuungsboerse@kreis-warendorf.de
- Warendorf district administration: Childcare exchange (kreis-warendorf.de)

The Office for Youth and Education is responsible for 10 municipalities in the district. The towns of Ahlen, Beckum and Oelde organise the registration process locally via their own youth welfare offices.

Ahlen:

Registrations for childcare at Ahlen must be made at the respective daycare centres. It is recommended that you register at several daycare centres. The selection of children is made by the respective day care centre, the youth welfare office has no influence on this. Further information can be found on the website: Ahlen: Childcare

Beckum:

In Beckum, parents can use the online system <u>"Kita-Navigator"</u> to register their children for childcare in a Beckum daycare centre. Registration is only possible online.

Oelde:

In Oelde, registration takes place via the online portal <u>BEPPO</u>, where all childcare options in daycare centres are presented in detail. You can obtain detailed information there and select your preferred centre.

You can then use BEPPO to reserve a place in a daycare centre online.

School

The school system in Germany

Compulsory schooling

Education is very important and a prerequisite for a regular job. **Compulsory education** is therefore **compulsory** in Germany. School attendance is free of charge.

All children from the age of 6 to 18. Children under the age of 18 must come to school every day from Monday to Friday. Exceptions are holidays and public holidays. The lesson time depends on the timetable.

If your child is **ill** and cannot go to school, the parents must inform the school and write an apology to the child. A doctor's certificate may also be required for longer illnesses. In principle, however, the following always applies: Parents call the school office in the





morning **on the first day of absence** and inform the school that the child will not be coming today. From there, the information is passed on to the teachers. If the school does not know where the child is, the school must look for the child, if necessary with the help of the police.

Regular **parent-teacher conferences** are organised for parents. Please take part in this event, where you can talk to the teachers and obtain important information.

At the end of the <u>day-care centre</u> there is the **primary school entrance examination**. A doctor from the <u>Warendorf health authority</u> will examine your child. They check whether your child is ready for school or needs special support.

Primary school

In primary school, your child will learn to read, write and do maths. Primary school lessons normally last until 1 pm. However, there are also **all-day primary schools** where children are looked after between 8am and 4pm. Lunch and afternoon activities are available here. Childcare is also often offered during the holidays.

Secondary school

After the fourth grade, primary school children move on to secondary school. You will receive support in choosing a secondary school from the teachers at your child's primary school. In the 4. In the second grade, the teachers offer discussions to inform you about your child's individual learning development. In most cases, they also make a recommendation on the choice of school type. In North Rhine-Westphalia there are the following types of secondary school:

- · Secondary school
- · Secondary school
- Grammar school
- Comprehensive school
- · Secondary school

General education/vocational schools

Pupils continue their general education in the **upper secondary school**. In North Rhine-Westphalia, the gymnasiale Oberstufe can be attended at a Gymnasium, a Gesamtschule or a vocational Gymnasium. At the end of the gymnasiale Oberstufe, the general higher education entrance qualification is acquired by passing the Abitur examination. With the Abitur it is possible to study at a university of applied sciences or a university.

Vocational schools offer various options for teenagers and young adults over the age of 15 if they no longer attend a general school. It prepares students for a profession and also offers the opportunity to obtain general school qualifications.

Special schools

Some children need special support due to a learning or developmental disorder or disability. These pupils are entitled to so-called "special educational support". This can take place at a mainstream school or at a special school. There are seven different funding priorities:





- Learning
- Language
- Emotional and social development
- See
- · Hearing and communication
- · Mental development
- · Physical and motor development

A summarised explanation of the school system in German, English, Arabic, Bulgarian, Persian, Polish, Romanian, Serbian and Turkish is available at the following link: Short film on the school system.

Under this link you will find a flyer about the German school system in different languages: "NRW school system - explained simply and quickly"

Initial school counselling

The **Municipal Integration Centre** (KI) helps newly immigrated parents and their children to find a school that suits them. It provides advice from primary school to secondary school.

During the **counselling session**, you will be informed about the school system. Your child's abilities will also be tested. A place at a suitable school will then be organised. Please make an appointment.

- Counselling for primary school and secondary school up to year 10:
 - Claudia Dumschat
 - **_**02581/534505
 - @c laudia. dumschat@kreis-warendorf.de
 - kreis-warendorf.de
- Counselling from grade 11 (general education schools / vocational colleges)
 - Florian Günther
 - 02581/534510
 - @florian.guenther@kreis-warendorf.de
 - & kreis-warendorf.de

School psychological counselling centre

The School Psychological Counselling Centre supports parents whose children have difficulties at school - for example with learning, dealing with other children or adults or with school anxiety. In many cases, the school itself can help. However, sometimes it makes sense to have someone else on hand. The school psychological counselling centre works closely with the school and parents.

How it works:

- · Voluntary: Counselling only takes place if it is requested.
- Free of charge: The counselling service is free of charge.
- Confidential: All counselling sessions are subject to confidentiality. Information is only
 passed on if this has been expressly agreed to.





Counselling can take place on the premises of the School Psychological Counselling Centre, directly at the school or via video call.

The office is open daily from 08:00 to 12:00. Otherwise, please leave a message on the mailbox.

02581534242

@schulberatung@kreis-warendorf.de

www.schulberatung.kreis-warendorf.de

Q Düsternstraße 55, Warendorf

Heritage language lessons (HSU)

Lessons in the language of origin (HSU) are an additional offer at schools for pupils who grow up bilingually in German and another language.

In HSU, children and young people learn to speak and write their home language better. They expand their language skills and learn new things.

The lessons are taught by qualified teachers.

HSU can be offered if

- · at least 15 pupils with the same language in primary school or
- 18 pupils of the same language in the secondary school

have been registered for it.

If you have registered, you must attend the lessons regularly.

An overview of the locations where HSU is currently offered can be found here.

Specialist counselling:

≜Udo Austermann

02581/534105

@Udo.Austermann@kreis-warendorf.de

School enrolment

How does my child get to school?

The <u>residents' registration office</u> (at the town hall) will tell you who is responsible for school enrolment in your area. The person responsible will tell you which school your child can attend.

In the second step, parents contact the school named and enrol their child directly at the school.

To enrol your child in a school, you will need the following **documents**:

- Your identity card, birth certificate or proof of arrival
- your registration certificate





- all documents relating to your child (ID/passport, birth certificate, school reports, medical certificates, etc.)
- Proof of a measles vaccination

Please take your child to the school for enrolment.

You can find an overview of all schools in the Warendorf district here.

If your child has never attended a school in Germany before, the <u>initial school counselling</u> will help you to find the right type of school.

Health examination

The school will arrange an **appointment** with the **Warendorf District Health Office for a medical examination** of the child and inform the parents. Please bring the **yellow medical check-up booklet**, your child's **immunisation record** and the completed **parental questionnaire** to the appointment. Further information can be found here.

If **assistance with translation** is required, the school or the health authority can apply for a language mediator free of charge from the Municipal Integration Centre.

Financial support

Education and participation package (BuT)

If you receive **social benefits**, it is possible to receive financial support for your child through the "**Education and Participation Package**" (**BuT**). This is possible for children up to the age of 18. Birthday.

Young adults up to the age of 25 Children from the age of 18 receive educational support if they attend school but do not earn any money as part of an apprenticeship. Support in the areas of leisure, culture and sport is only available up to the age of 18. Year of life.

The following subsidies are part of BuT:

- Children and young people up to 18. The children with a birthday each receive €15
 per month, for example for lessons, courses or leisure activities in the areas of culture,
 art, education and sport. This only applies to leisure activities.
- Costs for excursions and trips lasting several days with the school or day-care centre (travel costs, meals, admission) are covered.
- The **communal lunch** at school and at the day-care centre is **paid**in full.
- Schoolchildren receive € 195 per school year for school materials, photocopying and other teaching costs. The school fees are paid in two instalments: There is €130 for equipment for the first half of the school year and €65 for the second half.
- Schoolchildren can receive **learning support** (tutoring) under certain conditions. The school confirms in which subjects and to what extent learning support is required.
- In rare exceptional cases, travel costs for the journey to school can be subsidised.

Children and young people from families who





- Citizen's income (SGB II),
- · Social assistance (SGB XII),
- · Child supplement or housing benefit
- · Benefits for asylum seekers

refer.

How do I apply for BuT?

Depending on which benefits you receive, different authorities are responsible. Please enclose the current grant notice with your application for benefits from the BuT as proof of receipt of the social benefit.

1. Recipients of citizen's allowance can hand in their applications at the district job centre Warendorf job centre.

Contact:

Job centre district Warendorf Education and participation team

Südstraße 12, 48231 Warendorf

02581/535940

@but@kreis-warendorf.de

Warendorf district job centre: For parents (jobcenter-warendorf.de)

Important: You must always submit the application **before you pay anything yourself**. If you have already paid something, you will not get the money back from the Job Centre.

2. Recipients of housing benefit, child supplement, social assistance and basic security and asylum seeker benefits can submit their applications to the social welfare office in their local authority.

Student BAföG

You can apply for the "Schüler BAföG" (= Federal Training Assistance Act) for your **school education**. BAföG is a **monthly financial support** during the school years (from year 10). It **does not** have to be **paid back**.

The student BAföG application is submitted to the <u>social welfare office of the district of</u> Warendorf:

Waldenburger Str. 2, 48231 Warendorf

02581/535001

@sozialamt@kreis-warendorf.de

Learning opportunities on the Internet

Reading, audio books, dictionaries and educational games

There are **free offers** on the Internet and for mobile phones that can help with **learning at home**.





The following helpful websites are available on the Internet:

The mouse

The "mouse" is typically German and every child knows it. Why don't you take a look? ****The Mouse****

Aduis

On the **Aduis** website you will find **worksheets for German, maths** and some other school subjects.

www.aduis.at/arbeitsblaetter

Learning Apps

You can find many **tasks** for **learning German**on the Learning Apps website. There are also **games**, a **collection of puzzles** and cloze texts in various languages.

www.learningapps.org

Synonym dictionary

This website is a **dictionary of synonyms**. Here you can find other words for a source word and thus expand your vocabulary.

www.anderes-wort-fuer.de

mulingula-practice

On the website "mulingula-praxis.de" you will find **books** for primary school children to **read and listen to** in **seven different languages**. You can read the books yourself or **have them read to**you. There are also listening tasks for all books.

www.mulingula-praxis.de

Amira

On the Amira website you will find **stories to read and listen to** as well as **games for primary school**. The books are available in **9 languages** and can be downloaded.

www.amira-pisakids.de

Lingonet

On the website Lingonetz.de you will find **texts to read and listen to** and instructions for **experiments**. Many **beautiful photos** illustrate the page.

www.lingonetz.de/kids

Earca

On the Ohrka website you will find **many audio books in German** for **children** between the ages of five and eight. The **audio files** can be downloaded and transferred to mobile phones and tablets.

www.ohrka.de





The following helpful apps are available for mobile phones:

Dictionaries:

- In the "**LEO dictionary**" you can have words translated into different languages. There is also a **learning game** for playful vocabulary learning.
 - ⇒ d <u>ownload for Android mobile phone</u>
 - ⇒ for download for iPhone
- In the "dict.cc dictionary" you can have words translated into different languages.
 - ⇒ d <u>ownload for Android mobile phone</u>
 - ⇒ for download for iPhone

Vocabulary training:

- With the "Learn German" app, you can learn German vocabulary with the help of pictures and correct pronunciation. It is suitable for children and beginners.
 - ⇒ d ownload for Android mobile phone

Educational games and movement games:

- Learning German with Mumbro & Zinell is an **interactive learning game for children** of primary school age from "Planet Schule" by SWR (Süd-Westdeutscher Rundfunk).
 - ⇒ d <u>ownload for Android mobile phone</u>
 - **⇒** download for iPhone
- The "Kitu app: playing and moving together" brings fun, games and exercise for the whole family. Simple and effective movement exercises from the Kinderturnstiftung Baden-Württemberg and the Auerbach Foundation from around 4 years.
 - ⇒ d <u>ownload for Android mobile phone</u>
 - ⇒ download for iPhone

Audiobooks and radio

- With the **LibriVox Audiobooks** app, you can listen to over **24,000 audiobooks**. Volunteers read, not professionals. Many audiobooks are even available in over **30 languages**.
 - ⇒ d ownload for Android mobile phone
 - ⇒ download for iPhone
- With the ARD Audiothek app, you can listen to content from the radio programmes of ARD and Deutschlandradio. Audio books for childrenare available here. But there are also many offers for adults such as crime thrillers, podcasts, comedy, documentaries and much more.
 - ⇒ d <u>ownload for Android mobile phone</u>
 - **⇒** download for iPhone

Educational programmes for families

Offers of the VHS





Adult education centres (VHS) are institutions with educational programmes primarily for adults. However, there are also programmes and courses for families.

The programme of the adult education centres covers many topics, for example **culture**, **foreign languages**, **politics and society**, **jobs and careers**, **art and design**, **music**, **health and media**. You can take part in individual events or courses that run over several weeks.

If you want to take part in a course, you have to register and pay a fee. People who have little money usually receive a **discount**.

VHS Warendorf



Freckenhorster Str. 43, 48231 Warendorf



0258193840

@post@vhs-warendorf.de

VHS Ahlen



Markt 15, 59227 Ahlen



0238259436

@vhs@stadt.ahlen.de

VHS Oelde-Ennigerloh



Herrenstraße 7, 59302 Oelde



0252272722

@info@vhs-oelde-ennigerloh.de

VHS Beckum-Wadersloh







Antoniusstraße 5-7, 59269 Beckum



02521294206

@vhs@beckum.de

Family education centres

Family education centre Ahlen

Q Klosterstr. 10a, 59227 Ahlen

****0238291230

@fbs-ahlen@bistum-muenster.de

Family education centre Oelde

Carl-Haver-Platz 7, 59302 Oelde

****0252293480

@fbs-oelde@bistum-muenster.de

Family education centre Neubeckum

Robert-Koch-Str. 3, 59269 Neubeckum

025252955

@fbs-oelde@bistum-muenster.de

House of the Family Warendorf

Phohe Str. 3, 48231 Warendorf

****025812846

@fbs-warendorf@bistum-muenster.de

Children, young people and family

Family

Families in Germany look very different.

There are:

- Families where the woman and man are married and have one or more children together
- unmarried couples with children or families with only one parent (single parent)
- Families with same-sex parents (two women or two men) who have children
- Families in which the parents have children from a previous relationship (patchwork family) or have adopted children

Families in Germany enjoy many **benefits**. This includes family insurance and many favourable offers for the use of cultural, sports and leisure facilities. Families are also entitled to counselling and benefits within the framework of child benefit and parental allowance.

Financial support for families





Parental allowance

Parental allowance helps parents if they can work less or not at all after the birth and therefore have **less money**. Parents who live separately can also receive parental allowance.

How much parental allowance you receive depends on how much you earned before the birth. You can claim parental allowance if you have a **settlement permit** or **residence permit** in Germany.

You must apply for parental allowance at the **parental allowance office** of the district of Warendorf.

Contact:

Waldenburger Str. 2, 48231 Warendorf

Parental allowance

Child benefit

All parents with a **settlement permit** or **residence permit** in Germany are entitled to child benefit.

Child benefit is paid for every child from birth until at least the age of 18. Under certain conditions, child benefit can also be extended. You must apply for child benefit yourself at the **Familienkasse** Nordrhein-Westfalen Nord.

Contact:

Familienkasse Nordrhein-Westfalen Nord

Sismarckstr. 10, 59229 Ahlen

****0800/4555530

<u>@Familienkasse-Nordrhein-Westfalen-Nord@arbeitsage...</u>

Child supplement

If you receive child benefit and have a low income, you can receive child supplement.

<u>Find</u> out about the most important aspects of this benefit <u>here</u>. If you would like to find out in advance whether you are entitled to the child supplement, you can try out the <u>KiZ-Lotsen</u>.

Recognition of paternity, custody and maintenance

Recognition of paternity

If parents are **not married to each other** at the time of the birth of a child, a legal acknowledgement of paternity is important. The child's mother must consent to the acknowledgement of paternity. Recognition can also take place before the child is **born**. To do this, make an appointment at the **registry office** in your place of residence or at the responsible **Youth welfare office**. The parents must attend the appointment together and in person and bring the following documents with them:

a valid identity document/passport





 the birth certificate or certificate of parentage of both parents (if the child has already been born, also the child's birth certificate)

Declaration of joint parental responsibility

Recognition of paternity is the prerequisite for a joint declaration of custody. If the parents of a child are **not married to each other**, the mother usually automatically receives sole custody, unless the mother is still a minor. A joint declaration of custody must be signed so that the father also receives custody. This can be done at the **same appointment as the acknowledgement of paternity** and even before the birth. Custody leads to rights and obligations towards the child.

Maintenance of the child

Parents are obliged to support their children. This means that they also bear **financial responsibility** for their children. The maintenance obligation applies to each parent and continues to **exist even in the event of separation**.

If a parent who is not looking after the child is unable to pay maintenance, financial support in the form of **an advance on maintenance payments** can be applied for from the relevant youth welfare office.

Financial support during pregnancy

Additional pregnancy needs and initial baby equipment

If you receive benefits from the **job centre** (citizen's allowance) or the **social welfare office** (asylum seeker benefits), you can apply from the 13th week. You can apply for money for the **initial equipment** from the first week of pregnancy. To do this, submit an application for additional needs to your local job centre or social welfare office. You can use the extra money to buy clothes for the baby, a pram, a cot or something similar.

Important: Please apply to the job centre or social welfare office before you buy baby clothes, otherwise the costs cannot be covered!

The basic equipment for a child includes, for example

- · a safe nappy-changing area
- · a baby cot
- a pram/sling

You can also ask your midwife for information about useful basic baby equipment.

Support services

Multilingual learning and play groups





Ready to grasp

Parents and children discover play and language together. A programme for parents with toddlers from 1 to 3 years old

Rucksack-Kita

Rucksack-KiTa is a programme to improve children's language skills. Parents are important because they teach their children their first language. Parents, children aged 4 to 6 years and nursery teachers work together.

The programme lasts nine to ten months.

You can find more information on the "Griffbereit" and "Rucksack-Kita" programmes offered by the municipal integration centre <u>here</u>.

Youth welfare offices in the district of Warendorf

Youth welfare offices help children, young people and families in many areas and offer various services. They ensure that young people and their parents know their rights. They should also be able to make use of the appropriate programmes and services. Much of what the youth welfare office does is available free of charge. This includes counselling, support, early help and leisure activities. Everyone - children, young people, young adults, parents and other guardians - can turn to the Youth Welfare Office with their questions and problems.

General Social Service (ASD)

The General Social Service (ASD) is a part of the Youth Welfare Office that helps with problems. Specialists advise and support people in difficult situations. The help is confidential and anonymous. The ASD helps, for example, with

- · Personal crises
- · Problems with behaviour
- · Difficulties with parenting
- · Conflicts in the partnership
- Separation and divorce
- Custody disputes
- Neglect
- · Child abuse
- Sexual abuse
- · Endangering the welfare of the child

Early help

The "Early Help" department at the Youth Welfare Office offers support for families with children aged 0 to 3 and for pregnant women. They help with





- Questions about the child's development (for example, sleeping or crying)
- · Questions about parenting
- · Ways in which you can relieve yourself
- Medical questions

Youth welfare office Warendorf

The Warendorf Youth Welfare Office is also responsible for Beelen, Drensteinfurt, Ennigerloh, Everswinkel, Ostbevern, Sassenberg, Sendenhorst, Telgte and Wadersloh:

Waldenburger Str. 2, 48231 Warendorf

02581/535101

@Jugendamt@kreis-warendorf.de

Youth Welfare Office Ahlen

Westenmauer 10, 59227 Ahlen

02382/59244

@jugendamt@stadt.ahlen.de

The family portal of the city Ahlen: Familienportal

Youth Welfare Office Beckum

Q Weststraße 46, 59269 Beckum

02521/295101

@kinder-undjugendhilfe@beckum.de

The family portal of the city Beckum: Familienportal

Youth Welfare Office Oelde

Pahnhofstr. 29, 59302 Oelde

02522/72582

Family education centres

Family education centres are places where parents' cafés, courses, information events or playgroups are offered. You will also find advice on parenting issues there. Why not take your child to your nearest family education centre?

• Family education centre Ahlen

Sklosterstr. 10a, 59227 Ahlen

****0238291230

@fbs-ahlen@bistum-muenster.de





- Family education centre Oelde
 - QCarl-Haver-Platz 7, 59302 Oelde
 - 0252293480
 - @fbs-oelde@bistum-muenster.de
- Family education centre Neubeckum
 - Robert-Koch-Str. 3, 59269 Neubeckum
 - 025252955
 - @fbs-oelde@bistum-muenster.de
- House of the family Warendorf
 - Phohe Str. 3, 48231 Warendorf
 - <u>025812846</u>
 - @fbs-warendorf@bistum-muenster.de

Educational counselling centres/family counselling centres

If you have **problems** with your child or in the family, there is help available.

The counselling centres help with questions about family life. Raising children and living together as a family can be difficult and stressful. Parents or their children can feel overwhelmed or helpless. This is especially true for single parents and for families who are separating or have recently separated. Sometimes all it takes is a little help and advice from outside to be able to tackle difficult situations in a new way. You will be supported in finding new ways and developing solutions.

The help centres are there for parents, children, siblings and grandparents. They work with you to find new ideas and ways of dealing with your insecurities, conflicts, crises and emergencies.

Counselling is free of charge.

Ahlen:

- EFL Diocese of Münster
 - **Q** Dechaneihof 1, 59227 Ahlen
 - <u>023821004</u>
 - @efl-ahlen@bistum-muenster.de
- Diakonie Ruhr-Hellweg
 - Rlärweg 16, 59227 Ahlen
 - 023815440031
 - @blaumeier@diakonie-ruhr-hellweg.de
- Caritas educational counselling
 - Rottmannstraße 27, 59229 Ahlen





40 2382893 128

@erziehungsberatung@caritas-ahlen.de

• <u>Innosocial Ahlen</u>

♀Zeppelinstr. 63, 59229 Ahlen

****0238270990

Pi nfo@inn osozial.de

Beckum:

• EFL Diocese of Münster

♥ Clemens-August-Straße 17, 59269 Beckum

02521821742

@efl-beckum@bistum-muenster.de

• Diakonie family counselling

Q Vellerner Str. 5, 59269 Beckum-Neubeckum

****025252063

@Stephanie.Hartmann@diakonie-guetersloh.de

• Innosozial location Beckum

QLinnenstraße 37, 59269 Beckum

0252187639940

@info@innosozial.de

Beelen:

• Parents for Children Family Consultation Centre

Oelde:

• <u>Innosozial location Oelde</u>

Am Bahnhof 2a, 59302 Oelde

4.025<u>22838420</u>

@info@innosozial.de

EFL Diocese of Münster

Stromberger Straße 30, 59302 Oelde

025229379166

@efl-oelde@bistum-muenster.de

• Early help - Family office Oelde SkF

♥ Wibbeltstraße 2, 59302 Oelde

025228335779





@familienbuero-oelde@skf-kreiswarendorf.de

Sendenhorst:

- <u>Family counselling in the Warendorf district</u>: Wednesdays 14:30-16:00
 Sendenhorst Town Hall
 - **♀**Kirchstr. 1, 48324 SendenhorstRoom 001
 - **Q**025263030

Warendorf:

- Caritas counselling centre for parents, children and young people
 - **♀** Kirchstraße 6, 48231 Warendorf
 - ****02581636582
 - @erziehungsberatung@kcv-waf.de
- EFL Diocese of Münster
 - **Q** Geiske 4, 48231 Warendorf
 - 025819284391
 - @efl-warendorf@bistum-muenster.de
- Innosocial Warendorf
 - Südstraße 12b, 48231 Warendorf
 - 02581633257
 - @info@innosozial.de
- Social counselling SKM
 - **♥** Kirchstraße 5, 48231 Warendorf
 - @mail@skm-warendorf.de

Meeting places

The <u>multi-generation house Mütterzentrum Beckum e.V.</u> is a place where people of all ages can meet. The centre is barrier-free and open to all cultures. There are many leisure, counselling and support services on offer.

In the meeting point with café, visitors can exchange ideas, get free advice or take part in various activities. These include, for example

- · Meetings for single parents
- · Baby café
- · Repair café
- Playgroups for children with accompanying adults
- Handicraft meetings
- Meeting of the "New in Beckum" initiative



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Breakfast, cakes, pies and waffles are also available. If you like, you can simply spend time in the café or in the garden with playground. There is free WLAN and a book exchange centre. You don't have to consume anything at the meeting point.

The centre also hosts events, lectures, meetings of self-help groups, clubs and regulars' tables.

More information can be found on the website: https:// muetterzentrum-beckum.de/mehrgenerationenhaus.html

Café pram

The Café Kinderwagen is for all expectant parents and families with small children. It is free, without obligation and you do not need to register. There is sure to be a Café Kinderwagen near you. A midwife and a nursery nurse will welcome you there. They will be happy to give you helpful tips on caring for and feeding your child.

The Café Kinderwagen can be found in the following locations:

AlberslohWednesdays 9:00 - 10:30 a.m.

Social centre

- Sirchplatz 14, 48324 Sendenhorst-Albersloh
- Social Centre Albersloh
- BeelenWednesdays 10:00 11:30 a.m. Axtbachhalle
 - Gaffelstadt 8, 48361 Beelen
- **Drensteinfurt:** Thursdays 9:30-11:00 am Cultural centre
 - Pahnhofsplatz 2, 48317 Drensteinfurt
- **Ennigerloh**: Tuesdays 9:30-11:00 a.m. House Krift
 - Neustraße 10, 59320 Ennigerloh
- EverswinkelTuesdays 9:30-11:00 a.m. Weidenkorb day care centre
 - **Q** Kolpingstraße 32, 48351 Everswinkel
- FreckenhorstWednesdays 9:30-11:00 a.m.
 LVHS room Wichtelhöhle
 - **Q** Am Hagen 1, 48231 Freckenhorst





- Liesborn: Thursdays 9:30-11:00 a.m.
 - Gregor-Waltmann-Str. 2, 59329 Wadersloh-Liesborn
- Milte: Tuesdays 9:30-11:00 a.m. Wilhelm Achtermann School
 - Schulstraße 12, 48231 Warendorf-Milte
- Ostbevern: Fridays 9:00-10:30 a.m. OGS Franz-von-Assisi Primary School Schulstr. 15, 48346 Ostbevern
- **Rinkerode**Wednesdays 9:30-11:00 a.m. Upper floor youth centre
 - **Q** <u>Albersloher Straße 13, 48317 Drensteinfurt</u>
- SassenbergThursdays 9:30-11:00 a.m. Protestant parish hall Schückingstr. 2, 48336 Sassenberg
- Sendenhorst: Mondays 9:00-10:30 a.m. Martinus-Haus, above the library
 - **♀** Kirchstraße 13, 48324 Sendenhorst
- **Telgte**Thursdays 9.30-11.00 am (for children from 0-1 years), Fridays 9:30-11:00 am (for children aged 1-3 years) **DRK House**
 - Steintor 1, 48291 Telgte
- Wadersloh: Wednesdays 9:30-11:00 a.m. Villa Mauritz youth centre
 - Mauritz 11, 59329 Wadersloh
- WarendorfMondays 9:30-11:00 a.m. Phillip Melanchthon House
 - Pictoriusstraße 19, 48231 Warendorf
- WarendorfFridays 9:30-11:00 a.m. HOT youth centre
 - Zwischen den Emsbrücken 1, 48231 Warendorf



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Help for women and children

Crises and arguments happen in every family. However, if you argue very frequently and perhaps **violence** is also involved, you should definitely seek professional help. In Germany, everyone - including parents and spouses - is prohibited from physically or mentally abusing other people or sexually harassing and abusing them. There are centres that offer **free** counselling and where you can remain **anonymous**.

Immediate help:

Nationwide help hotline for violence against women $\underline{116016}$ or via the police emergency number $\underline{110}$

The help hotline of the Federal Office of Family Affairs and Civil Society Functions is also available as a **chat** and in **sign language** <u>here</u>.

Women's counselling centres

In difficult times, it is important to have a place where you feel understood and supported. The women's advice centre and the specialist centre against sexualised violence offer advice, information and support to all women* and girls* aged 16 and over.

The services are aimed at women and girls with and without disabilities, regardless of their age or religious affiliation.

Counselling is provided, for example, on life crises, conflict situations and general life issues. The counselling sessions are confidential, free of charge and can be anonymous if desired. An interpreter can be present if required.

Appointments are available at short notice for women affected by violence. Call or send an email to arrange a meeting.

*The term "woman" includes transgender people who tend to define themselves as "women" within the range of gender attributions.

- **Q** Warendorf Women's Counselling Centre
- 0258160975
- Thttps://www.frauenberatung-warendorf.de
- @info@frauenberatung-warendorf.de
- Frauen helfen Frauen Beckum e.V.
- 0252116887



https://www.frauenberatung-beckum.de

@info@fhf-beckum.de

The external consultation in Ahlen takes place on the premises of the <u>family education centre</u> in Ahlen.

The external consultation hours in Oelde take place on the premises of the Alte Post.





Please arrange appointments via the office in Beckum at <u>0252116887</u> or by email at info@fhf-beckum.de.

Women's shelters

The women's refuge is a place where women affected by violence and their children can find shelter, protection and support. At the women's refuge, you and your children can find peace and reorientation.

The women's refuge is available around the clock.

Admission is possible at any time.

The address of the women's refuge is secret.

You can find an overview of available women's shelters in NRW here.

Everyday life and mobility

Bank account

In Germany you need a bank account!

Having an account is important so that you can:

- · Receive wages
- · Execute transfers
- receive cashless payments
- · Set up standing orders
- participate in direct debiting
- Cashing cheques
- make cashless payments with your EC/Maestro card
- Withdraw cash at bank counters or ATMs and
- Print out your account statements.

If you still have a residence permit, the bank will often ask for authorisation from the social welfare office. The social welfare office will give you a form with which you can open an account. Make an appointment at a bank to open an account.

An account is not always free. Some banks charge an "account management fee". Withdrawing money from ATMs belonging to other banks also often costs fees. It is best to find out what fees apply before you set up an account.

Bring someone with you to help you if you do not yet speak German well.

<u>Important</u>: Always make sure you have enough money in your account! This is particularly important when you pay with your card. Debts can quickly arise.

You can obtain further information on the subject of debt from the <u>NRW Consumer Advice</u> <u>Centre</u>.





Important terms

What is an account statement?

An account statement gives you a good overview of your money. You can see how much money is in your account! You can have the account statement printed out at the account statement printer or directly at the bank. On the account statements you can see when and how much money you have paid or transferred with your bank card. You should print out your account statements regularly and always keep them in a safe place, preferably in a folder.

What is a bank transfer?

To pay an invoice, you must make a bank transfer. There are so-called remittance slips; this is a form that you have to fill out:

- · the account details of the payee
- · the amount of money
- a reason for payment (for example your customer number or invoice number).

Once you have submitted the form to the bank, your money will be transferred directly and the invoice paid. Nevertheless, check the bank statement two days later to see whether the money has been transferred.

What is a standing order?

If you have costs that you have to pay every month, such as the rent for your flat or a mobile phone contract, you can set up a standing order with the bank. Every month, the money is then automatically transferred to the landlord or landlady, for example.

What is a direct debit?

With a direct debit, you give a company your account details and they then debit money from your account. For example, if you order something online, you must enter your account details when ordering so that the money can be debited from your account. If you send something back, you will get your money back or a voucher.

Online banking

Almost every bank offers online banking these days.

What does that mean?

Banking transactions are carried out via the Internet. It is no longer necessary to go to the bank branch to make transfers or print account statements. Everything is done via computer or smartphone.

It is important to install security software on your computer or smartphone to protect your bank account! Without this security, your computer can be hacked so that your bank details can be





stolen by strangers.

You must register with your bank for online banking. Find out more about this topic at your bank branch and ask for advice.

Insurances

Insurance policies pay all or part of the costs in the event of damage or illness, depending on what is stated in the contract. Sometimes there is an excess rule. This means that the insured person must pay a certain amount themselves.

There is insurance for almost everything. Some are required by law, for example:

- · Health insurance for every person living in Germany
- Motor vehicle liability insurance for drivers
- · Unemployment insurance and pension insurance for employees
- Occupational accident insurance for salaried employees

Other types of insurance are usually voluntary. One of the best known is <u>private liability</u> <u>insurance</u>.

Liability insurance

Anyone who causes damage to others through a lack of caution must pay for it. Even if you cause damage without intention, you must pay compensation. This applies if people are injured or things are broken. For example, if you cause a road accident. It also applies if your child breaks a window pane with a ball.

You can take out personal liability insurance to cover this risk. You can decide for yourself whether you want to take out this insurance. However, we strongly recommend it.

There are many providers of private liability insurance. The differences in costs and benefits are considerable. You should therefore make a thorough comparison.

If you would like to find out more before taking out liability insurance, the website of the <u>consumer advice centre</u> is very helpful. The consumer advice centre is a non-profit and trustworthy organisation with no profit interests.

Health insurance

Information on health insurance can be found here.

Taxes and social security contributions

Taxes are important. They help the state to function. They provide the state with money for public spending. It can be used to build roads. It is used to pay teachers, police officers and finance many important things.

You have to pay tax on your income in Germany.





- If you are employed, you will receive the net amount of your salary from your employer each month by bank transfer, i.e. your taxes have already been deducted.
- If you are self-employed, you must pay tax on your income yourself.
- If you are employed, you <u>can</u> submit a tax return. If you are self-employed, you <u>must</u> submit a tax return.

Filing a tax return is no easy task and is often a bureaucratic challenge. You can submit your tax return online via the <u>ELSTER</u> internet programme, the official tax administration programme of the federal and state governments, also known as the "online tax office".

This can be worthwhile. The tax office may have received too much money from you. You can get this back with your income tax return.

In the <u>Handbook Germany</u> you will find information in nine languages on the question: How do I make a tax return?

You can also search for an income tax help organisation in your area.

If you have further questions, the local tax offices in <u>Beckum</u> and <u>Warendorf</u> can also help.

Anti-discrimination

Treating people unequally because of certain characteristics is prohibited in Germany. But still widespread.

Can I not join the club because I have a disability?

Did I not get the job because I wear a headscarf?

Will my children be treated less favourably at school because they speak little German? Do the police only check me on long-distance buses because I have a different skin colour?

Does the taxi driver refuse to give me a lift because I am transsexual?

Experiences like these lead to anger, powerlessness and a feeling of helplessness.

However, you do not have to simply accept discrimination. You have the right to defend yourself against this.

All people in Germany have this right.

Regardless of their origin or residence status.

This is enshrined in the German Basic Law as one of the human rights.

You can take legal action against the discrimination.

Was I discriminated against?

Sometimes you don't know exactly whether you have been discriminated against.

You are insecure because other people don't see a problem in an action or don't find the discrimination bad.

Counselling can help here.

The staff at the counselling centre take your experiences seriously.

They can tell you whether your experience is also legally considered discrimination and what legal options you now have. But even if your experience is not legally considered discrimination, the counselling centre can help you.

The employees can help you to come to terms with what you have experienced and develop strategies for the future.





The anti-discrimination centres support all people who have experienced discrimination and would like advice.

For example, you can obtain advice directly from the <u>Federal Anti-Discrimination Agency</u> by calling 0800/5465465.

The advice centre is open Monday to Thursday from 9 am to 3 pm. Counselling is free of charge and anonymous if desired.

Mobility

Public transport

Here you can find maps for all buses and trains in our region.

Here you will find maps for all trains throughout Germany.

<u>Here</u> you will find maps for buses for long journeys.

Ticket machines for buying tickets for buses, trams and trains are located at bus stops. You can also buy a ticket via an app on your mobile phone. This app is free and you can also find all the timetables there.

You need a valid ticket for every journey. If you travel without a ticket, this is called fare evasion (Schwarzfahren) and you will have to pay a fine of at least €60.

The Deutschlandticket was launched on 1 May 2023 - digital, valid nationwide and can be cancelled monthly. For €58 a month, citizens can use public transport throughout Germany. Regardless of federal state, transport association or fare zone.

The Münsterland districts of Borken, Steinfurt, Coesfeld and Warendorf offer a Deutschlandticket Sozial at a reduced price. It costs €48 per month and is valid on all local buses, trams and trains throughout Germany.

Additional information can be found here: www.rvm-online.de/deutschlandticket-sozial
You can buy the ticket, for example, if you receive benefits from the social welfare office or job centre.

Registering a car

What do you need to register a car?

- Identity card or passport
- Confirmation of motor insurance(<u>EVB number</u>: seven characters consisting of numbers and letters). You can find a comparison portal for car insurance e.g. here or here.
- Registration certificate part II (for used vehicles also part I)
- Proof of the last TÜV inspection. You can find a list of companies that carry out MOT inspections here.
- Direct debit authorisation for vehicle tax (with bank details)





• <u>Licence plate number</u>: If you would like a specific licence plate, it is possible to reserve one in advance.

What else is required when registering a car from abroad?

- CoC certificate (certificate of conformity) for a new vehicle with EC type approval
- An expert opinion on obtaining the operating licence (not older than 18 months) for vehicles without EC type approval
- · Original foreign vehicle documents
- · Foreign licence plate number

What additional documents are required if the car has not yet been registered in the EU / EEA (e.g. Ukraine)?

- Clearance certificate from customs (proof of customs clearance) when importing from a non-EU country
- Further information for Ukrainians can be found here.

If you have any further questions, please contact the <u>registration offices in Beckum or</u> Warendorf.

Driving licence and driving a car

Would you like to obtain a German driving licence? Or do you already have a driving licence from your home country? And would now like to convert it? Conversion means that the driving licence is also valid in Germany. We provide you with this information on this page.

Is my driving licence valid in Germany?

Would you like to drive in Germany yourself? Then you need a driving licence from Germany or another EU country. Driving licences from non-EU countries are only valid for six months in Germany. You may only drive in Germany with a driving licence from your home country for the first six months. The six months begin with your first police registration in Germany. You must always have your driving licence with you when you drive. You must also have a translation of your driving licence into German with you.

Would you like to continue driving after six months? Then have your driving licence transferred. If you are only visiting Germany, you may drive with your foreign or international driving licence.

During your asylum procedure, all your documents will remain with the Federal Office for Migration and Refugees (BAMF). They will normally only be returned to you once your asylum procedure has been completed. If you have handed in your driving licence to BAMF, you are not allowed to drive yourself.





How do I transfer my driving licence?

Report to the <u>driving licence office</u> in person before your six-month driving licence expires. You will need to present various documents there:

- · ID card or passport
- Confirmation of registration (police registration)
- Biometric passport photo
- Certificate of an eye test (from an optician, optometrist or ophthalmologist)
- · Confirmation of participation in a first aid course
- Your original foreign driving licence (an international driving licence is not sufficient). As a rule, you must also submit a certified German translation.
- a declaration that your foreign driving licence is still valid.

The driving licence office will then decide whether your driving licence can be transferred without a test. Otherwise, you must first take the theory test and practical test. This depends on the country in which you obtained your driving licence. You take the tests at a driving school. Consider taking a few driving lessons before the test.

Driving licence office

Waldenburger Str. 2, 48231 Warendorf

02581/533608

@f ahrerla ubnis@kreis-warendorf.de

Regulation for refugees from Ukraine

A current special regulation for persons with a protection status according to § 24 AufenthG stipulates that the driving licence is valid in Germany for the duration of the protection status. The driving licence does not have to be rewritten and you can use it to drive in Germany.

Initially, there was an exception for refugees from Ukraine when it came to registering their cars. They could also drive with a Ukrainian licence plate. Since 1 October 2024, all vehicles that have been in Germany for more than one year must also be registered in Germany and have a German licence plate.

How can I get a German driving licence?

To get a driving licence for the first time, proceed as follows:

- · Enrol at a driving school.
- Take part in a first aid course.
- · Have an eye test at an optician or an ophthalmologist.
- Have a biometric passport photo taken.

Can my driving licence be revoked?

If you disregard important traffic rules, you can lose your driving licence. A distinction is made between a driving ban and the withdrawal of your driving licence.





If you are banned from driving, you have to hand in your driving licence to the fines office for a few months. During this time, you are not allowed to drive yourself. After the period has expired, you can collect your driving licence again.

If your driving licence is revoked, it loses its validity. This means that you are no longer allowed to drive yourself and may not obtain a new driving licence for a certain period of time (suspension period).

Have you endangered road traffic? Have you been driving drunk? Have you collected too many penalty points? These are reasons to revoke your driving licence.

You receive penalty points for various offences, for example if you drive too fast. Penalty points are also known colloquially as "points in Flensburg".

Have you just obtained your driving licence? Then you are two years into your probationary period. Did you break the traffic rules during the probationary period? Then you will have to attend an advanced training seminar. You may also have to undergo psychological counselling. Your probationary period will also be extended by a further two years. You do not take part in the advanced training seminar and the counselling? Then your driving licence will be revoked. Examples of a traffic offence are, for example, driving through red traffic lights, driving at night without lights, driving drunk. Wrong parking is not a traffic offence. In this case, you only have to pay the fine.

Motor vehicle liability insurance

In Germany, anyone who owns a vehicle and wants to drive it (vehicle owner) must take out motor vehicle insurance. Without this insurance, the car cannot be registered. This covers any damage you cause to other vehicles or people. This also applies to motorbikes.

Volunteering

What is voluntary work?

Volunteering is **voluntary work without pay**. This means that people do this alongside their actual work in their free time without a salary. The help they offer is voluntary. Volunteers decide for themselves how and when they want to help other people. Please bear this in mind if the volunteer does not have time.

However, as the recipient of the help, you are also allowed to say if something is too much for you or if you would like to do something on your own in order to learn to stand on your own two feet in Germany. Everyone should **respect** others and speak up if something is causing problems.

Anyone who wants to can do voluntary work. Most people also do voluntary work in sports clubs, cultural organisations and mosque communities. Clubs and associations are very important in Germany. They bring together people with the same interests and hobbies. They offer people the opportunity to develop common goals.

People who volunteer often have different reasons for doing so:

- · Helping is fun and it makes you happy
- Volunteering gives you a sense of community





- · You can do something good for society
- · You can make contacts and even friendships can develop
- · It strengthens your self-confidence
- · You can improve your own social skills
- · You can gain experience and pass it on to others
- · Volunteering can also be very useful in your career
- If you do something good for people, you get a lot in return

This page lists initiatives that have given their express consent for publication. No claim is made to completeness. Please contact us if you would like to change or add a new initiative.

Ahlen

- Support organisation for refugees Ahlen e.V.
 - ▲Angelika Knöpker
 - Schillerstr. 30, 59227 Ahlen
 - @info@flüchtlinge-ahlen.de
 - ****02382/803800
- The International Women's Breakfast Ahlen

Family education centre

- **Variable Variable Variable**
- Laina Remer
- @lainaorbon@yahoo.com
- ****0151/28261139
- Rocio Siekaup
- @r.siekaup@yahoo.de
- ****0176/314744410

Beckum

Initiative Welcome to Beckum

Mothers' Centre Beckum e.V.

Wilhelmstraße 41, 59269 Beckum

- Brigitte Bublies-Tielker
- @Bublies-tielker@muetterzentrum-beckum.de
- 0175/3446538
- Dagmar Lange
- @lange@muetterzentrum-beckum.de
- 02521/824490131
- Caritasverband im Kreisdekanat Warendorf e.V.
 - Phans-Böckler-Str. 8, 59269 Beckum
 - AMagdalen Adlouni
 - @adlouni@kcv-waf.de
 - 02521/935571
 - **1**0151/11349360

Beelen

• Integration assistance Catholic parish of St Johannes Baptist Beelen

Osthoff 2, 48361 Beelen





Lelisabeth Wiengarten

@fuenf-wiengarten@t-online.de

****0151/70851570

Drensteinfurt

• German-Foreign Circle of Friends e.V. (DAF)

Mersch 21, 48317 Drensteinfurt

@info@daf-Drensteinfurt.de

▲Waltraud Angenendt

_0151/6071047

▲Karin Müller

****0178/4085883

©DAF consultation hours: Every Thursday from 17:00 - 19:30; Mühlenstr. 10, 48317 (Alte Küsterei)

• SV-Drensteinfurt e.V.

PErifeld sports centre

Ralf Popil (Football Department)

▲Thomas Volkmar (Boules department)

• Refugee Aid Drensteinfurt

Clothing store "Helping hands with a heart"

©Opening hours: Every Monday (except public holidays) from 15:30-18:00

≜Ute Eichmann, <u>01727395325</u>

• Bicycle workshop "bike repair"

©Every Monday from 15:30 to approx. 18:00 in the garage behind the Alte Feuerwache (Sendenhorster Str. 10). Bicycle distribution: 16:00 to 17:30

Ennigerloh

• Refugee aid Westkirchen

Meeting point Westkirchen parish centre

▲Gerda Beckmann

@gerdabeckmann@gmx.de

02587/764

Everswinkel

· House of Generations

Nordstraße 39, 48351 Everswinkel

<u>02582/8004</u>

Ostbevern

Wi(h)r e.V.

Am Friedhof 33, 48346 Ostbevern

@info@wihr-ev.de

****02532/9574995

Sendenhorst





- · German-Foreign Circle of Friends Sendenhorst e.V.
 - Placken 6, 48324 Sendenhorst
 - 02526/1384
 - Annette Dimmer-Deppe
 - @add@deppe-albersloh.de
 - ▲Theodor Lohölter
 - @lohoelters@t-online.de

Telgte

- Zib Together is better Association for international understanding Telgte e.V.
 - Münsterstr. 31, 48291 Telgte
 - @info@zib-telgte.de
 - 02504/7098784
 - <u>0176/66375588</u>

Wadersloh

- Municipality of Wadersloh
 - **Q**Liesborner Straße 5, 59329 Wadersloh
 - ▲ Denis Winkelhorst
 - @denis.winkelhorst@wadersloh.de
 - ****02523/9501260
- · Wadersloh clothing store
 - Opiestedder Str. 39, 59329 Wadersloh
 - Alexandra Essel
 - 02523/2712
 - ▲ Maria Bouschery
 - ****02523/7111
- Wadersloher Lädchen
 - Mühlenfeldstraße 2, 59329 Wadersloh

Counselling centres and offers of help

Which advice centre is responsible for whom?

There are various counselling centres in the district of Warendorf. They help people who have immigrated to Germany. These centres offer different types of support. They are independent.

- The <u>refugee counselling</u> service advises people who have applied for asylum.
- The <u>migration counselling</u> service <u>for immigrants (MBE)</u> advises people who have a right of residence in Germany. The counsellors look after people aged 27 and over.





- The Youth Migration Service (JMD) offers counselling and support for people aged 12 to 27.
- Kommunale Integrationsmanagements (KIM) offers support regardless of residence status.
- <u>Departure counselling</u> offers support with all questions relating to returning to the country of origin. It advises all immigrants. Residence status does not play a role here.

Contact persons in the municipalities

After your arrival in the district of Warendorf, you will usually have a contact person at the refugee social work centre in your place of residence immediately. You can often find this person directly in the town hall.

They will be able to help you with these and many other issues:

- How can I find my way around my new surroundings and participate in the community?
- · Where can I find a flat?
- · Where can I find a childcare place?
- · Where can I find a place at school?
- Who can help me find a job?
- Where can I find an integration course?
- Who can help me contact the authorities?
- How can I get in touch with people who can support me in my integration process?

Please get in touch if you need help or have any questions.

The aim of the support is your social integration and independence in Germany. Counselling usually takes place during official office hours in the town hall of your place of residence.

Contact persons in the towns and municipalities

Ahlen

Amr Altan Bas

Q





Südstraße 41, 59227 Ahlen



C

+49 (0) 2521295015



feile@beckum.de

Beelen

▲ Mrs Susanne Kutscha



Warendorfer Straße 9, 48361 Beelen

C

+49 (0) 258688716



kutscha@beelen.de

Drensteinfurt

Q Landsbergplatz 7, 48317 Drensteinfurt

C





+49 (0) 25089954444

@gefluechteten-sozialarbeit@drensteinfurt.de

Amrs Laura Kriewen



+49 (0) 25089951430



I.kriewen@drensteinfurt.de

Ennigerloh

QIm Drubbel 5, 59320 Ennigerloh

▲Mr Nikolaj Hergert

49 (0) 1721450475



hergert@muetterzentrum-beckum.de

Amrs Rita Husemann



+49 (0) 1721490869



husemann@muetterzentrum-beckum.de

Everswinkel

• Am Magnusplatz 30, 48351 Everswinkel

▲Mrs Carmen Lessing-Günnewig



+49 (0) 1742638657



<u>lessing-guennewig@muetterzentrum-beckum.de</u>





▲Mrs Antje Bremer +49 (0) 16093074153 @ bremer@muetterzentrum-beckum.de **Oelde** Ratsstiege 1, 59302 Oelde Amrs Tanja Woldach +49 (0) 252272108 @ tanja.woldach@oelde.de Ostbevern Am Rathaus 1, 48346 Ostbevern @ fluechtlingsbetreuung@ostbevern.de ▲ Mrs Verena Speicher +49 (0) 25328219 +49 (0) 151125896611 ▲ Mrs Daniela Große Hokamp





+49 (0) 25328225

4+49 (0) 15125148829

Sassenberg

- Schürenstraße 17, 48336 Sassenberg
- ▲ Mrs Nicole Palsherm



+49 (0) 25833092170



palsherm@sassenberg.de

Amr Rick Schulze

49 (0) 25833092171

@s<u>chulze@</u> sassenberg.de

Sendenhorst

▲Mrs Stefanie Rexeisen City of Sendenhorst



Kirchstraße 1, 48324 Sendenhorst



+49 (0) 25263031169

@rexeisen@sendenhorst.de

House Siekmann



Weststraße 18, 48324 Sendenhorst

Amr Abdel-Majid Obeidat



+49 (0) 1722524006







obeidat@awo-rle.de

▲Mrs Olga Bokova



+49 (0) 1624042517



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Telgte

Paßfeld 4-6, 48291 Telgte

▲ Mrs Marie Dietrich



+49 (0) 250413327



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▲ Mrs Martina Kantel



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▲ Mrs Tatjana Greiwe

****0250413279

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▲ Mrs Oxana Tchervonenko



+49 (0) 250413328



oxana.tchervonenko@telgte.de





Wadersloh

Q Liesborner Str. 5, 59329 Wadersloh ▲Mrs Lilija Kondrat +49 (0) 25239501277 @

Warendorf

lilija.kondrat@wadersloh.de

- Q Lange Kesselstraße 4-6, 48231 Warendorf
- ▲Mr Linus Tappe

+49 (0) 2581541643

@

<u>linus.tappe@warendorf.de</u>

Amrs Caroline Hagedorn

+49 (0) 2581541531

@

caroline.hagedorn@warendorf.de

Municipal integration management (KIM)

What is it about?

· Voluntary counselling service for people with a history of immigration





- Support from immigration to naturalisation
- · Co-operation with offices, authorities and municipalities

What is offered?

- Case managers are mediators who facilitate contact with various agencies (e.g. authorities, advice centres, schools, nurseries) and help people to apply for and make use of support services.
- Case managers help people to solve problems independently and develop prospects for their own future.

Who is supported?

· All individuals and families with a history of immigration who need support

What do we help with?

We think about it together with you:

- What is important to you?
- What do you want for the future?
- · What goals do you have?
- · What can you do to feel better?
- What support do you need in everyday life?

You can find the contact details of the contact persons in the multilingual flyer.

Migration counselling for adult immigrants (aged 27 and over)

The migration counselling service for adult immigrants (MBE) advises people with a secure right of residence. It provides counselling to adults aged 27 and over (including families, of course).

You will find advice and support for

Questions about language acquisition

Where can I learn German?

Questions about school and work

Which school can I attend?
Will my qualification be recognised?
Where can I find work?

Questions about housing

How can I find a flat? How much does a flat cost?





Questions about health

Do I need health insurance? Which doctor can I go to?

Questions about marriage, family and parenting

Who can help me during pregnancy?
Who can advise me on marital problems?

Here you will find an overview of the contact persons in the district of Warendorf: <u>Flyer</u> <u>Migration Counselling</u>

Youth migration service (12 to 27 years)

The Youth Migration Service (JMD) is responsible for teenagers and young adults aged 12 to 27.

You will find advice and support with

Questions about language acquisition

Where can I learn German?

Questions about school and work

Which school can I attend?
Will my qualification be recognised?
Where can I find work?

Questions about housing

How can I find a flat? How much does a flat cost?

Questions about health

Do I need health insurance? Which doctor can I go to?

Questions about marriage, family and parenting

Who can help me during pregnancy? Who can advise me on marital problems?

Here you will find an overview of contact persons in the district of Warendorf: <u>Flyer Youth</u> <u>Migration Service</u>

Refugee counselling

Refugee counselling focuses on the needs of refugees and covers a wide range of topics.

Who can get counselling?

- Refugees who are in the asylum process or have a tolerated stay.
- This also applies to unaccompanied refugee minors and their guardians
- Volunteers who are active on behalf of refugees in the district are also supported.
- · This also applies to institutions and initiatives that support refugees





- Professionals who work with refugees can also make use of this counselling service
- · Church communities

What topics will you be advised on?

- What do I need to know about asylum and residence?
- How do I liaise with the authorities?
- What prospects do I have for the future?
- · How do different cultures and religions live together in Germany?
- · What benefits are available under the Asylum Seekers Benefits Act?
- How can I get authorisation to take up work?
- · What options are there for applying for hardship cases?

Return counselling

Do you want to return to your country of origin voluntarily? The return counselling service supports you with

- · Information on the possibility of leaving the country
- Clarification of your personal and health situation
- · Support in obtaining documents
- · Applying for financial aid
- · Preparing and organising your departure

The counselling is:

- Voluntary
- · Open-ended
- Independent
- Confidential
- · Free of charge

Return counselling in the district of Warendorf is provided by Innosozial.

Counselling locations:

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QInnosozial Ahlen

Am Röteringshof 34-36 59229 Ahlen

PInnosozial Beckum

Linnenstraße 37 59269 Beckum

♀<u>Innosozial Oelde</u>

Am Bahnhof 2a 59302 Oelde



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The return counselling service of the <u>DRK Hamm</u> is also open to citizens from the district of Warendorf.

PDRK Hamm

Ostenwall 61 59065 Hamm

The BAMF is responsible for the design and implementation of programmes to promote voluntary return and reintegration. Information on the programmes and projects as well as contact persons can be <u>found here</u>. The content on the homepage is also available in English. There you will find, for example, an information sheet on voluntary return in many different languages.

Counselling centre for work (impulse e.V.)

The impulse e.V. labour counselling centre offers support on the following topics:

- · Help against labour exploitation
- · Support in developing new career prospects
- · Information on retraining or qualifications
- · Information on labour market measures
- Ouestions about a benefit decision
- · Help with filling out forms from the Federal Employment Agency or the job centre
- Support with job applications
- · Advice on opportunities for professional qualifications and further training
- · Information on further offers

Do you have any questions or are you interested? Then please get in touch. Counselling is free of charge!

Location Warendorf

©Wed 09:00 - 14:00

©Thu 09:00 - 14:00

Daniel Schmidt | Beratungsstelle Arbeit

Splieterstraße 27, 48231 Warendorf

@schmidt@impulse-warendorf.de

49 (0) 15560032466

https://www.impulse-warendorf.de/leistungen/berat...

Ahlen location

©Wed 09:00 - 14:00

©Fri 09:00 - 14:00





Vilina Tovstenko | Beratungsstelle Arbeit

Peckumer Str. 34, 59229 Ahlen

@tovstenko@impulse-warendorf.de

49 (0) 17647613977

49 (0) 17647613977

https://www.impulse-warendorf.de/leistungen/berat...

Beckum location

©Wed 10:00 - 16:00

Thu 09:00 - 13:00

Claudia Breer | Beratungsstelle Arbeit

Südstraße 7, 59269 Beckum

@breer@impulse-warendorf.de

<u>+49 (0) 1743117545</u>

https://www.impulse-warendorf.de/leistungen/berat...

Counselling and individual assistance for people with a migration background

We advise people with a migration background. And help with filling out forms or applications.

We take time for you. And listen to your problem.

Many of our employees have different language skills. So we can support you better.

Please register in advance by telephone.

Open consultation hours:

Tuesday: 14:30 - 16:30

and by appointment

https://innosozial.de/angebot/beratung-und-einzel...

Ergül Aydemir

QZeppelinstr. 63, 59229 Ahlen

49 (0) 17611106719





Sport and exercise

Swimming in the Warendorf district

Learn to swim! Swimming saves lives.

Every child should know how to swim, because swimming saves lives.

You can help your child learn to swim.

If possible, every child should learn to swim before starting school and improve their swimming skills at school.

Children must be supervised in the water!

- · Get your child used to the water. Go to the swimming pool with your child
- Always stay close to your child in the water
- Always check on your child. Do not allow yourself to be distracted (put your mobile phone away!)
- · Let your child have lots of experiences in the water

What do you need to do?

- · Visit one of the swimming pools in the Warendorf district with your child
- Penrol your child in a <u>swimming course</u>
- The costs for a swimming course can be financed via the <u>education and participation package</u> if the requirements are met

Swimming pools in the district of Warendorf

<u>Ahlen</u>

- Parkbad, Dolberger Str.66
- Outdoor pool, Bürgermeister-Corneli-Ring 46

<u>Beckum</u>

- Indoor pool, Paterweg 4
- Outdoor pool, Dalmerweg 44
- Neubeckum outdoor pool, Graf-Galen-Straße 120

Drensteinfurt

• Erlbad outdoor pool, Im Erlfeld 4

Ennigerloh

- Olympiabad, Berliner Str.35
- Natural outdoor pool, Am Freibad 1

Everswinkel





• Vitusbad, Alverskirchener Str. 29

<u>Oelde</u>

- Indoor pool, Am Weitkampweg 1
- Outdoor pool, Zum Mühlenteich 16
- Stromberg outdoor pool, Am Hang 20

<u>Ostbevern</u>

• Beverbad, Hanfgarten 22

Sendenhorst

• Indoor pool, Westtor 31

Telgte

• Outdoor pool, Waldweg 40

Warendorf

- Indoor swimming pool, von Ketteler-Str.32
- Bundeswehr indoor swimming pool, Dr Rau-Allee
- Outdoor pool, Breuelweg 5

Sports clubs in the Warendorf district

Here you will find an overview of the sports clubs in the district of Warendorf.

