

## Table of Contents

<b>Welcome to the district of Höxter</b>	<b>5</b>
Welcome	5
The District of Höxter	5
About Integreat	6
<b>Advice centres and support services</b>	<b>7</b>
consulting services for refugees	7
Overview of the consulting services in the District of Höxter	7
Migration Counselling Centres for Adult Immigrants	7
Youth migration service	9
Regional refugee counselling (asylum counselling)	10
Case Management	13
Helpers' circles - voluntary support	15
Advice on discrimination, racism and extremism	15
Regional school counselling centre	20
Family and life counselling	21
Family and life counselling	21
General Social Service (ASD)	22
Early help in the District	24
Counselling for women	25
Help with experiences of violence	25
Counselling for pregnant women	27
FGM – female genital mutilation	29
Self-help groups	30
Addiction Counselling	31
Health Counselling	32
Counselling for people with disabilities	32
Psychosocial Counselling (=PSZ in Paderborn)	33
Advice on old people and care	34
Counselling for vocational training and work	36
Youth Employment Agency in the District of Höxter	36
Advice centre for work and careers	37
Advice on the recognition of professional qualifications	38
Career Guidance	38
Consumer advice centre NRW in the district of Höxter	38
Debt counsellor	40
<b>Important authorities</b>	<b>42</b>
District administration (general information)	42
Municipal Integration Centre (KI) and Municipal Integration Management (KIM) District of Höxter	42
Federal Office for Migration and Refugees (BAMF)	44
Immigration Authorities (= Ausländerbehörde)	44
Town halls of the ten towns in the Höxter district	45
Social Services Department (= Sozialamt) of the respective towns	47
Residents' registration office	48
Standesamt (Registry Office)	48
Jugendamt Höxter (= The Youth Welfare Office) and General Social Service (=ASD)	50
Employment Agency	51
Youth Employment Agency in the District of Höxter	52
Jobcenter	53

Jobcentre - general information	53
Entry into working life - The Job-Turbo in Germany	54
Duty to co-operate	55
Absence	56
Chamber of Industry and Commerce (IHK) and Chamber of Crafts (HWK)	57
Fundamental values - "Living in Germany"	58
The basic rights in Germany (political and legal system)	58
German electoral law	59
Social rules	62
Children's rights and Child protection	63
Freedom of religion	64
Lesbian, gay, bisexual, trans*, queer and intersex* (LGBTQI*) people	64
Asylum and refugees	65
Residence status (Aufenthaltsstatus)	65
Registration and accommodation	68
Information about the asylum process	69
Naturalisation	71
Unaccompanied minors	72
Financial support	73
Payment card for refugees	73
Residence obligation and condition of fixed abode	74
Everyday life	75
Living Accommodation	75
Living Accommodation	75
Financial support for your own apartment	77
Save energy costs	79
House Rules	80
Subsidy for the initial furnishing of a flat	80
Broadcast licence fees	81
Culture, sports and leisure	82
Sport	82
Sportclubs and Sport offers	82
Membership of the HLC Höxter sports club	89
Sports guides - Mentoring program	90
Swimming lessons	91
Culture	93
Bicycle workshop	95
Holiday programmes in the district of Höxter	96
Travel and mobility	96
Travelling in Kreis Höxter	96
Traveling in Germany	98
Driving licence	98
Bicycle	100
Shopping	101
Waste separation and deposits (Pfand)	104
Debts	107
Insurances	109
Bank account	110
Houses of Prayers and Religious Communities	112
Public holidays and intercultural Calender	112
Repair Cafés of the Höxter District	112

Internet (Wlan) and mobile phone	114
Further links	115
Kindergarten (Nursery School), School and Education	116
Child Day Care (Kita)	116
KitaPlaner	117
Family Center	119
School	119
School system in Germany	119
Recognition for foreign school qualifications	120
How I organise a place in school for my child?	121
The "Parents' Guide to School"	122
Childcare at school	123
Enabling education	123
Education and participation package (BuT)	123
Support	125
Learning opportunities on the Internet	126
Vocational Training, Studies and work	128
Career Guidance	128
General information on career guidance	128
Open days	131
Parents are important	132
Vocational Training	133
General information	133
college-based vocational Training	133
In-company vocational Training (also called dual training)	134
Part-time training	134
Vocational training place with a tolerated status	135
Training social assistant for refugees	136
Vocational college (Berufskolleg)	137
How do I find an apprenticeship	139
Work	139
Entry into working life - The Job-Turbo in Germany	139
When am I allowed to work?	140
Recognition of foreign professional qualifications	141
How can I find a job?	144
Internship	145
Your application	145
Employment contract	146
Social security payments and Taxes	147
Minimum wage	148
Immigration of Skilled Workers	148
Self-employment	151
Studies (further education)	151
Further Education	151
I want to study	152
Possible Qualifications	153
Universities in the Höxter region	154
I am currently studying	154
Financial Support	154
The German Language	155
Integration courses and educational institutions	155

The vocational language courses (BSK)	158
German courses for beginners	160
Learn German yourself	161
Support and learning materials (libraries)	164
Translators and interpreters	167
Children, youth and family	169
Offers for children	169
Multilingual playgroups "Griffbereit"	169
Kulturrucksack NRW - Höxter District	170
Leisure activities	170
Offers by the Kinderschutzbund (Child Protection Agency)	172
Offers for young people	173
Youth Centre	173
KulturPass	177
Families	178
Offers for families	178
Marriage and relationships	179
Family benefits	180
Parental leave	180
Parental allowance and child benefit	181
Unaccompanied minor refugees	182
Counselling centres and support services	184
General Social Service (ASD)	185
Children's rights	187
Holiday programmes in the district of Höxter	188
Health	189
Health insurance	189
Doctors and pharmacies	190
Emergency	192
Health counselling	193
Vaccinations	193
Inclusion - Rights for people with disabilities	194
General information	194
Counselling for people with disabilities	195
Preventive medical examinations for children	196
FGM – female genital mutilation	197
Voluntary Work	198
What is voluntary work?	198
Geschäftsstelle Ehrenamt (Volunteer Office) in the district of Höxter	198
Help groups - Volunteering	200
MENToRee	205
Making Integreat better: Integreat Community	205
Information about Ukraine	206
Information on the war in Ukraine	206
Help for Ukrainians	208

## Welcome to the district of Höxter

### Welcome





### Welcome to the district of Höxter

To **help refugees and volunteers** find their way around, the Höxter Municipal Integration Centre has created this app with information about the Höxter district. This includes, for example, **everyday help**, information on **important documents** and **procedures** as well as overviews of counselling centres.

The **team of the Municipal Integration Centre** of the District of Höxter welcomes feedback and comments and will be happy to help with any questions.

### General information about life in Germany:

- The brochure "**Welcome to Germany**" in various languages can be found on the  [Internetseite des BAMF](#)
- At the **Handbook Germany** you will find answers about life in Germany in videos and texts in 9 languages  [zur Website](#)

Kind regards

Team Integreat app for the district of Höxter

### Contact:

Agnieszka Weisser

Phone: 052719653618

Email: [a.weisser@kreis-hoexter.de](mailto:a.weisser@kreis-hoexter.de)

### The District of Höxter

### The District of Höxter

The district of Höxter comprises **ten towns and 124 villages**. It is one of the largest districts in North Rhine-Westphalia in terms of area. Approximately **143,000 inhabitants** live on 1,200 square kilometres. The district of Höxter belongs to the administrative district of Detmold. The car registration number is HX and WAR for Warburg.

**Economically**, the region is characterised by small and medium-sized enterprises, many of which have been in family hands for generations. They provide a dynamic economy with highly qualified skilled workers. The encouraging labour and training market data confirm the good prospects.

The district of Höxter is located in the middle of Germany in the Weserbergland. The former Benedictine monastery and today's **UNESCO World Heritage Site Corvey** is one of the attractions of our district.

There are also many leisure activities, festivals and a great deal of voluntary work.

In many places there are meeting cafés and voluntary helpers you can turn to. In addition, there are social workers and counselling centres in every town that can help you.

### Helpful Information:

- **You will find an overview of the advice centres for refugees in all 10 towns ⇒ [Advice Centres](#)**

---

### Town map/ Where am I?

- **An interactive map for the District of Höxter will show you where you can find help and support ⇒ [interactive map](#)**
- There are **various free apps**, you can download there (for example google maps or maps.me)

### About Integreat

Integreat is a guide to support you in your everyday life. You will find important addresses, contacts and tips and tricks to help you find your way around.

This guide has several chapters. Each chapter deals with a different topic. Among other things, you will find information on doctors, schools, German courses and other institutions. There is also a chapter with ideas on what you can do in your free time. The information and leisure activities change. Your local authority updates them regularly. That's why it's a good idea to check your mobile app often. You will always be informed about current activities and events. You can rely on the information in Integreat.

Download Integreat from your [app store](#). You can also use this app offline if you don't have internet access. When you are back online, the app will update itself.

### Sharing information

Important information that you want to pass on, for example, can be downloaded as a PDF in the web app and shared. In the mobile app, you can share interesting content directly, for example via WhatsApp, Facebook or e-mail.

### The latest news

You can also receive push notifications with the Integreat smartphone app. You can agree to receive them in the app settings. Important or urgent information is sent to you via push notifications.

## Feedback

You can contribute to the further development of the Integreat app in your municipality. You can give feedback using the smiley icons. This feedback is sent to the people who create the content. You can praise or criticise. Write down as many details as possible for ideas or criticism.

## Read aloud function

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. Alternatively, the built-in read aloud function in Integreat can also be used via the menu.

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

## Advice centres and support services

### consulting services for refugees

#### Overview of the consulting services in the District of Höxter

### Consulting services for refugees

**In this PDF** you will find an **overview of the consulting services** with the most important **contact persons in all 10 cities**.

1. **Specialists in integration for each city (= Integrationsbeauftragte) and Case Management**
2. **Specialist in social services for each city (= Sozialarbeiter\*innen)**
3. **Refugee advice (= Flüchtlingsberatung)**
4. **Volunteering (= Ehrenamt) Consulting Services**

**At the moment a consultation is only possible by appointment.**

⇒ [Consulting Services \(pdf\)](#)

### Migration Counselling Centres for Adult Immigrants

### Migration Counselling Centres for Adult Immigrants (27 Years and Older)

The Migration Counselling Service (Migrationsberatung) supports all individuals with an immigration background who are older than 27 and have a permanent residence permit

(dauerhafter Aufenthaltstitel) for Germany, or the freedom of movement or a right of residence (keyword: recognised asylum seekers). The consultation is free of charge. There is help, support, information and education available on the following topics:

- Authorities, e.g. explanation of decisions/procedure
- Topics specific to foreigners such as right to residence and work permit
- Financial support, help with applications
- Integration courses/language courses (German)
- Recognition of school/university degrees from outside Germany (guidance/initial counselling)
- Educational and social insurance systems (information and education)
- Living and working in Germany
- Child and partner reunification, family reunification

For youth and young adults between the ages of 12 and 27 there is a separate counselling service: **Youth Migration Services (Jugendmigrationsdienst).**

## Migration Counselling in the district of Höxter

### Caritasverband für den Kreis Höxter e.V.

#### Make an appointment:

**Contact:** Ewa Sczesny

☎ 05272 377 23 or 05272 37700

@ [e.sczesny@caritas-hx.de](mailto:e.sczesny@caritas-hx.de) or [info@bz-brakel.de](mailto:info@bz-brakel.de)

⇒ **Website Caritasverband Kreis Höxter**

⇒ **Online-Counselling: [www.beratung-caritas.de](http://www.beratung-caritas.de)**

#### Brakel

Klosterstraße 9, 33034 Brakel

#### Höxter

VHS Höxter-Marienmünster

Möllingerstraße 9, 37671 Höxter

Kreisverwaltung Höxter

Moltkestraße 12, 37671 Höxter

☎ 05271 965 6250

#### Steinheim

Gesundheitszentrum



Bahnhofsallee 12, 32839 Steinheim

☎05233 9543320

### Warburg

Hauptstr.10, 34414 Warburg

☎05341 2521

## AWO Kreisverband Höxter

### Contact:

Isabell Schröder

☎0160 93793039

✉[mbe@awo-hoexter.de](mailto:mbe@awo-hoexter.de)

⇒ **Website: [awo-hx.de](http://awo-hx.de)**

### Höxter

AWO Familienstützpunkt

Gartenstr.7, 37671 Höxter

### Bad Driburg

### AWO Geschäftsstelle

Caspar-Heinrich-Str.7, 33014 Bad Driburg

Dates by arrangement. In principle, all advisory and support services are still available. Consultations are preferably carried out by telephone or e-mail.

### Youth migration service

## Youth migration service AWO district association Paderborn e.V.

### Counselling for young migrants aged 12 - 27 years.

The **consultations** are **free of charge!** We are subject to the **obligation of secrecy.**

**If you have questions about the following topics, please feel free to contact us:**

- Learning the German language
- School and training
- job and occupation
- Stay in Germany

- Financial benefits
- Leisure activities

**Contact:**

Claudia Horster

Phone: 05251 274 05

Mobil: 0162 244 437 3

E-Mail: [c.horster@awo-paderborn.de](mailto:c.horster@awo-paderborn.de)

**To the Homepage** ⇒ [www.awo-paderborn.de](http://www.awo-paderborn.de)

**Consulting in Höxter**

**District administration Höxter**, room D358

Moltkestraße 12, 37671 Höxter

**AWO Familienstützpunkt**

Gartenstraße 7, 37671 Höxter

**Consulting in Warburg**

**City administration Warburg**, room 104

Bahnhofstr. 28, 34414 Warburg

**Consulting in Bad Driburg****AWO-office**

Caspar-Heinrich-Str. 7, 33014 Bad Driburg

⇒ **Here you can find information on unaccompanied minors**

**Regional refugee counselling (asylum counselling)****Regional refugee counselling (= asylum counselling)**

The regional refugee counselling service (asylum counselling) advises asylum seekers and new immigrants who are permanently entitled to stay.

The counselling focuses on the day-to-day concerns of asylum seekers and refugees and covers the following topics:

- Information and questions about the asylum procedure
- General legal information and help with official matters
- Orientation aids and local services
- Information and counselling on everyday problems

- Counselling on integration offers (such as language courses)
- Advice on questions regarding family reunification, BAMF etc.
- Referral to other specialised services
- Offers for voluntary return or onward migration
- Contact person for volunteers (specialised questions in connection with the asylum procedure)

💡 Do you have a **secure right of residence**? Then the [migration counselling service for adult immigrants](#) can also help you. Adult people aged 27 and over - including families, of course - receive counselling there.

💡 For teenagers and young adults **aged 12 to 27**, the **Youth Migration Service** is the right place to go.

---

## Regional refugee counselling in the district Höxter

In the district of Höxter, refugee counselling is offered by the AWO district association Höxter, from Diakonie Paderborn-Höxter and the city of Brakel.

### AWO District association Höxter

Office

📍 [Caspar-Heinrich-Straße 15, 33014 Bad Driburg](#)

**Contact:**

@ [info@awo-hoexter.de](mailto:info@awo-hoexter.de)

☎ 05253 9350210

⇒ **Website AWO Refugee counselling**

### Bad Driburg

📍 [Caspar-Heinrich-Straße 15, 33014 Bad Driburg](#)

**Contact: Silvia Borgolte**

☎ [01608198835](tel:01608198835)

@ [s.borgolte@awo-hoexter.de](mailto:s.borgolte@awo-hoexter.de)

### Marienmünster-Vörden

**Refugee accommodation "Alte Schule Bredenborn"**

📍 [Kolpingstr.15, 37696 Marienmünster](#)

**Contact:** Silvia Borgolte

☎ 0160 8198835


[@s.borgolte@awo-hoexter.de](mailto:@s.borgolte@awo-hoexter.de)

## Steinheim

### AWO Family support centre

“Alte Post”,  [Pyrmonter Str. 8, 32839 Steinheim](#)


**Contact:** Christiane Heiber

 05233 38 36 179 or 0171 71 98 104


[@c.heiber@awo-hoexter.de](mailto:@c.heiber@awo-hoexter.de)

## Nieheim

### Integration centre Heimatwerker-Haus

 [Lüttge Str. 14, 33039 Nieheim](#)

**Contact:** Christiane Heiber

 05233 38 36 179 or 0171 71 98 104

[@c.heiber@awo-hoexter.de](mailto:@c.heiber@awo-hoexter.de)

## Diakonie Paderborn-Höxter

### Höxter

⇒ **Website** [Diakonie Refugee counselling Höxter](#)

### Open consultation hours:


Together with the city's social welfare office Höxter

 **In the refugee accommodation centre** "[An der Steinmühle 1](#)", 37671 Höxter

**When:** Tuesday 8.30-12.30, Thursday 8.30-12.30

### Contact:


Anette Scholz

 05271 6946875 or 017620658288

[@scholz@diakonie-pbhx.de](mailto:@scholz@diakonie-pbhx.de)

## Warburg

### Diakonie Paderborn-Höxter e.V.

 [Sternstraße 19, 34414 Warburg](#)

---

⇒ **Website Diakonie**

**Contact:** Dirk Damm

☎ 05641 7888 17 or 015174116793

@[damm@diakonie-pbhx.de](mailto:damm@diakonie-pbhx.de)

## Case Management

### Case Management (Kommunales Integrationsmanagement - KIM)

The case managers advise immigrants with complex problems confidentially and individually according to their needs and show them different paths for the future. They provide support and guidance on issues such as work, education, language, health, care, finances and leisure. If necessary, other actors are also consulted and offers are arranged or outreach work is carried out.

**Participation in case management is voluntary, free of charge and confidential.**

### Bad Driburg

**Bernarda Hülsmann**

📍 [Am Ratshausplatz 2, 33014 Bad Driburg](#)

☎ [05253881509](tel:05253881509) oder [015201514956](tel:015201514956)

@[b.huelsmann@bad-driburg.de](mailto:b.huelsmann@bad-driburg.de)

### Beverungen

**Sabrina Holle**

📍 [Weserstr. 12, 37688 Beverungen](#)

☎ [05273392153](tel:05273392153) oder [015234685969](tel:015234685969)

@ [Sabrina.holle@beverungen.de](mailto:Sabrina.holle@beverungen.de)

### Brakel

**Dragana Jurukovic**

📍 [Heinrich Kluge Weg 1, 33034 Brakel](#)

☎ [052723601262](tel:052723601262) oder [01757516710](tel:01757516710)

@[d.jurukovic@brakel.de](mailto:d.jurukovic@brakel.de)

---

### **Corinna Smarsly**

📍 [Heinrich Kluge Weg 1, 33034 Brakel](#)

☎ [052723601261](tel:052723601261) oder [01757516514](tel:01757516514)

@[c.smarsly@brakel.de](mailto:c.smarsly@brakel.de)

### **Borgentreich**

#### **Andzelika Kassan**

📍 [Am Rathaus 13, 34434 Borgentreich](#)

☎ [05643809214](tel:05643809214) oder [015115837659](tel:015115837659)

@[a.kassan@borgentreich.de](mailto:a.kassan@borgentreich.de)

### **Höxter**

**currently not occupied**

### **Marienmünster**

#### **Myriam Salloum**

📍 Schulstr. 1, 37696 Marienmünster

☎ 0527137671 oder 016094782035

@ [casemanager@marienmuenster.de](mailto:casemanager@marienmuenster.de)

### **Nieheim**

#### **Myriam Salloum**

📍 Am Park 8. 33039 Nieheim

☎ [016094782035](tel:016094782035)

@[casemanager@nieheim.de](mailto:casemanager@nieheim.de)

### **Steinheim**

#### **Ulrike Czorny**

📍 [Hollentalstr. 13, \(Postanschrift: Marktstr.2\), 32839 Steinheim](#)

☎ [+495233940713](tel:+495233940713) oder [+4916099592421](tel:+4916099592421)

@[u.czorny@steinheim.de](mailto:u.czorny@steinheim.de)

#### **Stephanie Flake**

📍 [Hollentalstr. 13, \(Postanschrift: Marktstr.2\), 32839 Steinheim](#)

☎ [05233940712](#) oder [01707089789](#)

@[s.flake@steinheim.de](mailto:s.flake@steinheim.de)

## Warburg

**Benjamin Bachmann**

📍 [Bahnhofstr. 28, 34414 Warburg](#)

☎ [05641921126](#) oder [015123580144](#)

@[b.bachmann@warburg.de](mailto:b.bachmann@warburg.de)

## Willebadessen

**Thomas Küster**

📍 [Abdinghofweg 1, 34439 Willebadessen](#)

☎ [056448826](#) oder ☎ [01608835008](#)

@[t.kuester@willebadessen.de](mailto:t.kuester@willebadessen.de)

## Helpers' circles - voluntary support

⇒ [Here you will find all the information and contacts for the helpers' circles.](#)

## Advice on discrimination, racism and extremism

### Federal anti-discrimination agency (=Antidiskriminierungsstelle des Bundes)

#### What does the anti-discrimination office do?

The **anti-discrimination office supports** people who have experienced **discrimination or sexual harassment**. The counsellors try to solve the problem together with you and tell you where you can get help near your place of residence.

**Sometimes people are disadvantaged or discriminated against because, for example:**

- come from another country,
- have a different skin color,
- have a different faith,
- have a disability,
- are too old or too young,
- are a woman or a man,

- to love a man as a man or a woman as a woman.

### What is discrimination?

**Discrimination** means disadvantage: People are treated worse than other people.

**Anti-discrimination** means: no person should be treated worse than other people.

In the **guidebook "Protection against Discrimination in Germany"** for refugees and new immigrants you will find helpful **information** and **examples of discrimination**. The brochure is available in English, French, Arabic, Persian (Dari/Farsi), Pashto, Russian, Turkish, Kurdish and Serbian.

⇒ [to the website and download](#)

### The General Equal Treatment Act

There is a **General Equal Treatment Act**. The abbreviation is **AGG**.

The **law applies to everyone** in Germany, regardless of their residence status. The law is the **basis for protection against discrimination**.

**The anti-discrimination agency can help with legal advice and, for example**

- inform about rights,
- Show ways you can enforce rights
- help resolve a dispute or problem (even if the problem comes to court),
- Provide contacts to other advice centers.

### Contact:

 **030 18555 1855**

**Telephone counselling** in cases of discrimination: Monday 1 p.m. to 3 p.m., Wednesday and Friday 9 a.m. to 12 p.m.

[@beratung@ads.bund.de](mailto:@beratung@ads.bund.de)

**For general inquiries:** Monday to Friday from 9am to 12pm and from 1pm to 3pm.

[@poststelle@ads.bund.de](mailto:@poststelle@ads.bund.de)

**More information can be found on the website:**

⇒ [Website in simple language \(German\)](#)

⇒ [Website in Englisch](#)

⇒ [Website in Arabic](#)

---

## Anti-discrimination work of Diakonie Paderborn-Höxter e.V.

Die **service agency anti-discrimination** work is a new offer of the Diakonie Paderborn-Höxter e.V. for the entire **district of Höxter**. It is aimed at people who are affected by discrimination,



as well as individuals, groups or institutions who want to deal with different aspects of discrimination.

**Please feel free to arrange a personal appointment.**

### Locations:

#### Warburg

📍 [Sternstraße 19, 34414 Warburg](#)

☎ [0564178880](tel:0564178880)

#### Contact:

**Dirk Damm**

@ [damm@diakonie-pbhx.de](mailto:damm@diakonie-pbhx.de)

**Julia Hansmeyer**

☎ [017661192162](tel:017661192162) oder [05641788817](tel:05641788817)

@ [hansmeyer@diakonie-pbhx.de](mailto:hansmeyer@diakonie-pbhx.de)

⇒ [to the Website](#)

**Office hours:** by appointment

---

## Anti-discrimination work of Caritas

### Paderborn

The new "**ADA - Service Agency Anti-Discrimination Work**" in the Caritas Association Paderborn e.V., supports people, especially if they are **discriminated against because of their religion or ethnicity**.

#### Contact:

**Mathias Zimoch**

@ [ada@caritas-pb.de](mailto:ada@caritas-pb.de)

☎ 0151 73068190

⇒ [Website \(German\)](#)

## Caritasverband für den Kreis Höxter e.V. - Integrationsagentur Antidiskriminierungsarbeit

### Brakel

**Mandy Steingrube**

📍 Klosterstr. 9, 33034 Brakel

☎ [05272377037](tel:05272377037) / [015162681307](tel:015162681307)

✉ [m.steingrube@caritas-hx.de](mailto:m.steingrube@caritas-hx.de)

🌐 [www.caritas-hx.de](http://www.caritas-hx.de)

---

## Wegweiser counselling centre (in the districts of Lippe, Höxter and

**WEGWEISER** GEMEINSAM  
GEGEN  
ISLAMISMUS

IN DEN KREISEN  
LIPPE, HÖXTER UND PADERBORN

## Paderborn)

Wegweiser is a **prevention programme** of the state of North Rhine-Westphalia (NRW) which aims to prevent people from entering Islamism.

It offers **professional support and information for** adolescents and young adults who are at risk of radicalisation. **Parents, friends, teachers and social workers** also receive support.

### How does WEGWEISER work?

- Counselling is **free of charge and confidential**.
- Counselling and support can be provided in **different languages**.
- Counselling can be short-term and one-time or long-term as individual support.

Wegweiser does not only offer counselling. **Information work and awareness-raising** is another focus.

Wegweiser offers **free workshops, training and events**. The topics are, for example, Islamism, group-related misanthropy or strengthening democracy.

The offers are **for schools, authorities, committees and youth welfare institutions**. If you are interested, contact the counselling centre.

### Contact:

Arbeiterwohlfahrt (AWO), Beratungsstelle - Wegweiser

📍 [Kastanienwall 7-9, 32657 Lemgo](#)

☎ [+49 \(0\) 52619749961](tel:+49(0)52619749961)

✉ [@Wegweiser-lip-hx-pb@awo-wegweiser.de](mailto:@Wegweiser-lip-hx-pb@awo-wegweiser.de)

⇒ **Zur Website (german)**

## Back Up - counselling for victims of right-wing extremist, racist and anti-Semitic violence

There is **professional advice and support** in North Rhine-Westphalia (NRW) for those affected by extreme right-wing extremist, racist and anti-Semitic violence, as well as for relatives, friends of those affected and witnesses of an attack.

The **Back Up** counselling centre is responsible for Westphalia and thus for the **Höxter district**. On the **website** you will find **further information in 9 languages**.

The consultation is **free of charge** and can be arranged **anonymously and confidentially**.

### Contact:

☎ 0172 10 454 32

@ [contact@backup-nrw.org](mailto:contact@backup-nrw.org)

⇒ [Website](#)



## Mobile advice against right-wing extremism

The **Mobile Advice against Right-Wing Extremism - MBR OWL** - offers **support** for all organizations, institutions, associations, groups and individuals who have acute **problems with extreme right-wing or racist activities** on site. **Long-term support against racism and right-wing extremism** is also possible.

As part of advisory processes, **seminars and training courses** are also offered, for example for schools, administrations, youth work and sports clubs.

### Contact:

☎ 05221/1745725 or 05221/17457 26

@ [info@mbr-owl.de](mailto:info@mbr-owl.de)

⇒ [Website](#) (German)

## Advisory Network "Grenzgänger"



The advice network "**Grenzgänger**" is an **information and advice centre in North Rhine-Westphalia**. The counselling is aimed at families, institutions and actors (e.g. teachers,

social work professionals) who are confronted with the **issue of religiously based extremism**.

Counselling is **free of charge** and is offered in German, Arabic, Turkish, English, Russian and Kurdish.

**Kontakt:**

☎ 0234 687 266 64

@[beratungsnetzwerk@ifak-bochum.de](mailto:beratungsnetzwerk@ifak-bochum.de)

⇒ [Website \(German\)](#)

---

## Information material

### OBR - Victim Counseling Rhineland

The victim counseling service OBR has updated and published the **brochure "What to do after a right-wing or racist attack?"**

The guide provides **information about options for action and help** for victims, relatives and witnesses to an act of violence. The **print version** can be ordered free of charge by email.

⇒ [Brochure as PDF for download \(German\)](#)

## Regional school counselling centre

### The regional school counselling service for the Höxter district

The school counselling centre belongs to the state of North Rhine-Westphalia (NRW) and the district of Höxter.

#### The school counsellors provide advice and support:

- **Parents**, with questions about everyday school life,
- **pupils and students**,
- **teachers and school management**

Counselling is free of charge and confidential.

**Contact:**

☎ +49 (0) 527237313270

@ [schulberatung@kreis-hoexter.de](mailto:schulberatung@kreis-hoexter.de)

**All information can be found on [the school counselling website](#)** 

## Counselling on extremism and democracy is also available for schools:

### Contact:

**Birgit Dellwig**

☎ 0527237313275

@ [b.dellwig@kreis-hoexter.de](mailto:b.dellwig@kreis-hoexter.de)

Family and life counselling

Family and life counselling

### Family Center

⇒ [Click here to go to the Family Centers page](#)

### Family and life counselling

The **family and life counselling service** is a contact point for people in **emergency situations**. Here you will find contact persons who take you and your problems seriously.

#### For example if you ...

- have problems with your partner, your family or in your social environment
- require support in conflict situation
- need help during a mental crisis or social state of emergency
- require support in dealing with authorities or in social welfare matters

### Diakonie Paderborn-Höxter e.V.

⇒ [zur Internetseite](#)

#### Diakonie Warburg

📍 [Sternstr. 19, 34414 Warburg](#)

Monday 3 - 4 p.m.; Tuesdays 11 a.m. - 12 p.m. and by arrangement.

☎ 05641788810

@ [peters@diakonie-pbhx.de](mailto:peters@diakonie-pbhx.de)

### Catholic counselling for families and married couple

To make an appointment online visit this ⇒ [website](#)

E-Mail: [eheberatung-brakel@erzbistum-paderborn.de](mailto:eheberatung-brakel@erzbistum-paderborn.de)

---

## **Brakel**

Kirchplatz 2, 33034 Brakel

Phone: 05272371460

## **Höxter**

Papenbrink 9, 37671 Höxter

Phone: 0527118213

## **Warburg**

Hauptstraße 10, 34414 Warburg

Phone: 056412515

## **General Social Service (ASD)**

### **General Social Service (=ASD)**

**The ASD of the district of Höxter offers help and advice in all matters of upbringing, care and support.**

Its task is to support young people in their development, to support parents in their right to care for and bring up their children, to take action to protect children and young people and to provide information and advice on social matters.

### **Important services for families are:**

- Counselling and care for children, young people and adults
- Intensive outpatient socio-educational family assistance
- participation in court proceedings in cases of separation and divorce
- Temporary protective measures, such as taking children and adolescents into care and emergency admissions
- Placement of children and adolescents, e.g. in residential institutions, foster families and residential groups

### **Further services:**

- Foster child service, full-time care
- Day care, weekly care
- Care measures in day groups, school afternoon groups and other afternoon offers
- Counselling and information for single parents
- Support with placement in day care centres
- Cooperation with institutions such as schools, day care centres, police, courts, child and youth psychiatry etc.

## Outpatient and semi-inpatient flexible educational support such as:

- Social-pedagogical family support, educational assistance, social group work are carried out in the district of Höxter by the staff of the independent youth welfare organisations; these include the Arbeiterwohlfahrt (AWO), Caritas, Diakonisches Werk and the Paritätische Wohlfahrtsverband.
- Partial inpatient help (day groups) is offered by the AWO (Family Pedagogical Centre in Steinheim) and the Petrus Damian Youth Village (Warburg).

**Counselling by the socio-educational professionals is free of charge and confidential.**

## Who can contact the ASD?

The ASD advises **children, adolescents and young adults** up to the age of 21 if ...

- they need advice and support
- they have problems at home or where they live
- they have difficulties at school and/or with friends
- they want to change their current life situation and need help in doing so
- they are exposed to physical, psychological, sexual or other forms of violence
- they are being threatened and need protection
- they are in conflict with the law
- The ASD advises mothers and fathers when ...
- they have problems with their upbringing
- they feel overwhelmed by their situation
- they have questions about finding suitable care for their children
- the children are unprovided for in emergency situations
- there are problems at school
- they need advice and support in partnership issues
- they are in separation or divorce situations
- they have questions about custody and access arrangements
- their children are in conflict with the law

## Contact consulting ASD:

### Höxter, Beverungen und Marienmünster


📍 [Corveyer Allee 5, 37671 Höxter](#)

☎ [052719653306](tel:052719653306)

@ [asd-hoexter@kreis-hoexter.de](mailto:asd-hoexter@kreis-hoexter.de)


### Warburg, Borgentreich and Willebadessen

📍 [Bahnhofstr. 26, 34414 Warburg](#)

 [0564178993361](tel:0564178993361)

 [@asd-warburg@kreis-hoexter.de](mailto:asd-warburg@kreis-hoexter.de)

**Brakel, Bad Driburg, Nieheim und Steinheim**

 [Westmauer 3, 33034 Brakel](#)

 [0527237313010](tel:0527237313010)

 [@asd-brakel@kreis-hoexter.de](mailto:asd-brakel@kreis-hoexter.de)

## Early help in the District

**The 'Frühe Hilfen im Kreis Höxter' (Early Help in the District of Höxter) service supports all parents with children aged 0-3 years, as well as expectant mothers and fathers from the very beginning.**

The decision to have children and become parents is a beautiful thing. It is the experience of living happily with children. At the same time, it also means taking on responsibility, care, provision and education.

Pregnancy, birth, breastfeeding, diapering, little sleep – there are lots of **new experiences and challenges for parents**. Parents often ask themselves the question: **'Am I doing everything right?'**

The search for orientation among expectant parents and families with young children is completely normal. In this situation, we would like to support you and your family as much as possible.

The District of Höxter would like to offer **support in everyday life with** its 'Early Help' programme. At the same time, parents' and expectant mothers and fathers' **relationship and parenting skills** are strengthened.

**Counselling is free of charge, confidential and subject to the Data Protection Act. If you wish, we can also visit you at home.**

### **'Early help' responsibilities include:**

- **Counselling** on child development, parent-child bonding, general parenting issues,
- Develop **services and support for** families with children aged 0-3 years,
- **Welcome visits** to families with newborns,
- Elaboration and updating of the **parents' guide**,
- Organisation of the **family midwives**

### **Family midwife**

The family midwife supports expectant parents when there are health problems or difficult life circumstances or if preparation for pregnancy, birth, and the first days and weeks with the



child are difficult. **It provides support and assistance until the child reaches the age of one.**

**Possible issues include:**

- becoming a parent very young,
- being alone with the baby,
- mental stress,
- coming from another country
- not enough information about possible help.

The family midwife is also the contact person for expectant parents who feel **overwhelmed, exhausted or misunderstood.**

**The family midwife will help you with all your questions and problems on:**

- pregnancy,
- birth,
- postpartum,
- preventative check-ups,
- Breastfeeding and nutrition counselling and
- help with caring for your child.

You will also receive **support in dealing with offices and authorities.** If necessary, the midwife will arrange additional counselling and support services.

**Contact:**

**Katharina Brotzmann**

☎ [+49 \(0\) 527237313346](tel:+490527237313346)

**Johanna Esch**

☎ [0527237313307](tel:0527237313307)

@[fruehehilfen@kreis-hoexter.de](mailto:fruehehilfen@kreis-hoexter.de)

**Counselling for women**

**Help with experiences of violence**

**Help and advice for domestic and sexualized violence ⇒ Flyer "No to violence against women" (PDF, Overview of emergency numbers)**

**Self-help group for women ⇒ Information about the self-help group "Women after domestic violence" in Höxter**

## "Das Hilfetelton" = The Violence against Women Support Hotline

The helpline is a nationwide help/**advisory service for women** who have suffered or are suffering violence. Advice is both **free and anonymous**.

**It is available in 18 languages, 365 days a year, 24 hours a day.** This means you can call anytime. Relatives, friends and specialist professionals can also get advice.

**How to contact us ☎ 116 016**

**Online counselling (in 18 languages) ⇒ [www.hilfetelefon.de](http://www.hilfetelefon.de)**

---

## Counselling for women and women's shelter

Women from all social classes and all nationalities **can become victims of violence**. Many women are affected. **Do not hesitate to get help.**

Counselling is **confidential and anonymous**. Do not be afraid. The women at the counselling centre are there to help you.

**If you are threatened or mistreated by your husband, you can go to a women's shelter either alone or with your children. Your husband will not be told where you are staying.**

## AWO - Counselling for women in the district of Höxter

### Advice center against violence against women

**"Every woman should be able to lead a self-determined and violence-free life"**

The women's counseling center of the AWO offers **advice and support for all women** in the entire district of Höxter **who experience violence or are threatened by violence** or who have experienced sexualized violence in the past.

Relatives, specialists and support persons are also supported.

**The advice is confidential, free and anonymous.**

☎ 0160 937 930 30 or 0160 937 930 35

@[frauenberatungsstelle@awo-hoexter.de](mailto:frauenberatungsstelle@awo-hoexter.de)

**The female employees can be reached by telephone or via SIGNAL Messenger:  
Monday to Thursday from 9 a.m. to 5 p.m. and Friday from 9 a.m. to 12.30 p.m.**

**To the Website ⇒ [awo-hx.de](http://awo-hx.de)**

⇒ **Info-Flyer (German)**

⇒ **Info-Flyer "Violence against women has many different faces"** (German, English, French, Russian, Turkish, Arabic)

---

## Höxter

### AWO Familienstützpunkt

📍 Gartenstr. 7, 37671 Höxter

Open office hours: Tuesday 2:00 p.m. - 4:00 p.m

Appointments by arrangement.

## Bad Driburg

### AWO Geschäftsstelle

📍 Caspar-Heinrich-Str. 7, 33014 Bad Driburg

Open office hours: Wednesday 2:00 p.m. - 4:00 p.m

Appointments by arrangement.

## Steinheim

### AWO-Familienstützpunkt

📍 Pyrmonter Straße 8, 32839 Steinheim

Appointments by arrangement.

## Peckelsheim

### Rathaus Peckelsheim

Abdinghofweg 1, 34439 Willebadessen-Peckelsheim

Appointments by arrangement.

---

## Women's shelter - Protection Center of the Social Service of Catholic Women (SkF) Warburg

Women's and Children's Protection Center of the **Social Service of Catholic Women (SkF) Warburg** supports women with and without children after experiencing domestic violence. They receive shelter, advice and help in their emergency situation in the shelter.

The house can be reached 24 hours a day at Tel.: [01715430155](tel:01715430155).

---

## Counselling for pregnant women

### Counselling for pregnant women

**Pregnancy** is a unique phase in the lives of expectant parents. Many questions and uncertainties arise during this time. Therefore **mothers-to-be** are under **special protection** in Germany and are entitled to counselling, medical care and financial support.

When pregnant, you should always see a doctor first and let him/her do the preventive check-ups. You will then receive a **“Mutterpass” (=maternity record book)**, which proves that you are expecting a child and contains important information on the state of health of yourself and your child. **You should always carry the “Mutterpass” with you** in case of possible emergencies.

**Notify the Social Welfare Office or Jobcenter** (depending on where you receive your benefits from) **about the upcoming birth** and go to a **pregnancy counselling centre**. There you will receive comprehensive **information, help and counselling on social issues**, for example:

- personal crises,
- in dealing with the authorities,
- on financial matters (e.g. parental allowance, education and participation package or applying for initial equipment via the Federal Foundation Mother & Child),
- as well as other topics relating to pregnancy and parenthood.

**Please make an appointment for a personal meeting.**

### **Pregnancy counselling centre - AWO Kreisverband Höxter**

**Website** ⇒ [AWO Kreis Höxter](#)

#### **AWO Bad Driburg**

📍 Caspar-Heinrich-Str. 7, 33014 Bad Driburg

☎ 05253 93 50 218

@ [skb-driburg@awo-hoexter.de](mailto:skb-driburg@awo-hoexter.de)

#### **AWO Beverungen**

For appointments please call: 05271 966389

#### **AWO Höxter**

📍 Gartenstr. 7, 37671 Höxter

☎ 05271 96 63 89

@ [skb-hoexter@awo-hoexter.de](mailto:skb-hoexter@awo-hoexter.de)

#### **AWO Steinheim**

📍 Pyrmonter Straße 8, 32839 Steinheim

☎ 05253 93 50 218

## Pregnancy counselling centre - Caritasverband Kreis Höxter

**Website** ⇒ [Caritas Kreis Höxter](#)

☎ 05272 3770 58

@ [schwangerschaftsberatung@caritas-hx.de](mailto:schwangerschaftsberatung@caritas-hx.de)

### Caritas Brakel

📍 Klosterstr. 9, 33034 Brakel

### Caritas Außenstelle Warburg (with appointment only)

📍 Hauptstr. 10, 34414 Warburg

For appointments please call: 05272 3770 58

## Pregnancy counselling centre - Donum Vitae

**Website** ⇒ [Donum Vitae](#)

For appointments please call: 0 52 71 10 70

@ [hoexter@donumvitae.org](mailto:hoexter@donumvitae.org)

### Donum Vitae Brakel

📍 Warburger Str. 6, 33034 Brakel

### Donum Vitae Höxter

📍 Berliner Platz 1; 37671 Höxter

☎ 0 52 71 10 70

### Donum Vitae Warburg

📍 Bahnhofstr. 29, 34414 Warburg

## Midwives advice

### Are you pregnant and have a child under 1 year?

The health service offers free advice for young parents.

### Contact:

☎ 05271 965 222

@ [gesundheitsdienst@kreis-hoexter.de](mailto:gesundheitsdienst@kreis-hoexter.de)

---

## FGM – female genital mutilation

## FGM - female genital mutilation

### Counselling for those affected and supporters

- Wenn Sie von Genitalverstümmelung betroffen oder bedroht sind, wenden Sie sich an das **Hilfetelefon unter der 116016**. Die Mitarbeiterinnen des Hilfetelefons sind Tag und Nacht und in **verschiedenen Sprachen** für Sie da.
- **Counselling for women in the district of Höxter - AWO**
- Beratungsstelle **"stop mutilation Deutschland e.V."** @ [j.cumar@stop-mutilation.org](mailto:j.cumar@stop-mutilation.org)  
☎ 0211-93885791
- In Berlin wurde ein **„Zentrum für Opfer von Genitalverstümmelung“** ("Desert Flower Center Waldfriede") gegründet. Hier werden nicht nur die körperlichen, sondern auch die psychischen Folgen kostenfrei und anonym behandelt. Sie brauchen dafür keine Krankenversicherung.
- **YUNA** - Fachstelle zur Prävention von und Intervention bei weiblicher Genitalbeschneidung FGM, @ [yuna@lobby-fuer-maedchen.de](mailto:yuna@lobby-fuer-maedchen.de) , ☎ 0221/65084330
- **Bildungsportal "KUTAIRI"** Hier finden Sie schnell zugängliche Informationen zur weiblichen Beschneidung.

In Germany, female genital mutilation (FGM) is prohibited. Since September 2013, FGM has been punishable with imprisonment. Parents are also not permitted to leave the country to get their daughter cut abroad. This is also punishable under German law. Girls and young women can apply for asylum if they are in danger of being cut.

Many girls die during genital mutilation or from its consequences. There are many dangerous consequences of FGM:

- Incontinence,
- Pain,
- Heavy bleeding,
- Complications having sex and giving birth,
- Infertility,
- Danger of HIV and hepatitis infection,
- Blood poisoning and tetanus,
- Shock,
- Psychological trauma,
- Depression.

In most cases, girls and women cannot experience sexual pleasure after FGM.

In Germany, it is possible to get clitoral reconstruction surgery. This operation can be performed by plastic surgeons. Ask a gynaecologist (women's doctor) for advice.

### Self-help groups

#### What is a self-help group?

In a self-help group, people meet who are affected by the same problem. These can be physical illnesses or psychological and social problems. The groups meet regularly to exchange ideas and help each other.

### Self-help office

In the district of Höxter there are many self-help groups for people with physical and mental illnesses, and also for people with social problems. The self-help office helps you to find an existing self-help group. In addition, the office supports the founding of new self-help groups and provides information about self-help and services.

#### Contact:

**Der Paritätische NRW**  
**Self-help office Höxter**

📍 Möllingerstraße 5, 37671 Höxter

☎ [052716941045](tel:052716941045)

@ [selbsthilfe-hoexter@paritaet-nrw.org](mailto:selbsthilfe-hoexter@paritaet-nrw.org)

⇒ [To the website](#)

---

### Self-help group "Women after domestic violence" in Höxter

In cooperation with the AWO Höxter women's counselling centre, the new self-help group for women will start in May 2024.

In a protected setting, there is the opportunity to exchange ideas and develop new healthy strategies for everyday life together. Women of all ages, with and without a migration background and from all life situations are welcome.

#### Contact:

**Self-help office**

☎ [052716941045](tel:052716941045)

@ [selbsthilfe-hoexter@paritaet-nrw.org](mailto:selbsthilfe-hoexter@paritaet-nrw.org)

[Flyer \(pdf\)](#)

**Addiction Counselling**

### Addiction Counselling

#### Addiction and Drug Counselling Diakonie Warburg

📍 [Sternstrasse 19, 34414 Warburg](#)

Tuesday: 5:00 p.m. – 7:00 p.m.

☎ [05641788815](tel:05641788815) or [015174225619](tel:015174225619)

@[sucht-und-drogen@diakonie-pbhx.de](mailto:sucht-und-drogen@diakonie-pbhx.de)

**Webiste** ⇒ [Diakonie Warburg](#)

## Addiction and Drug Counselling Caritas Bad Driburg, Beverungen, Brakel, Höxter und Steinheim

[Kirchplatz 2, 33034 Brakel](#)

@[info@bz-brakel.de](mailto:info@bz-brakel.de)

☎ [05272371460](tel:05272371460)

**Website** ⇒ [Caritas](#)

### Health Counselling

Counselling for people with disabilities

## The Supplementary Independent Participation Counselling (EUTB®) Höxter

**The EUTB offers independent and free advice on all aspects of disability. The counselling is independent of cost bearers (statutory pension and health insurance, employment agency, regional association) and service providers.**

### Who is the counselling aimed at?

- People with (imminent) disabilities,
- chronically ill,
- Relatives of people with disabilities and
- other persons who support people with (imminent) disabilities.

### Which topics does the EUTB advise on?

- Participation,
- rehabilitation,
- applications, and
- concerns regarding social law.

During counselling, you will receive help with individual participation services. The counsellor will also help you find suitable **support options in different areas of life**, such as:

- housing,
- work,
- education,
- free time,



- family,
- health,
- mobility,
- sexuality and partnership,
- assistance in all areas of life and other aids.

**Counselling can be provided in person, by phone or by email. Counselling is free of charge.**

**Contact:**

The Equal NRW-Höxter District Group

Supplementary independent participation counselling (EUTB®) for the district Höxter

📍 [Möllingerstraße 5, 37671 Höxter](#)

Contact person: **Matthias Daniel**

☎ [05271/36675](tel:05271/36675)

Fax: 05271/38530

@ [teilhabeberatung-hoexter@paritaet-nrw.org](mailto:teilhabeberatung-hoexter@paritaet-nrw.org)

**Office hours**

Monday: 9:30 am to 12:30 pm and 2:00 pm to 5:00 pm; Wednesday to Friday: 09:30 to 12:30 and by appointment.

⇒ **Go to the website:** [www.teilhabeberatung-hoexter.de](http://www.teilhabeberatung-hoexter.de)

⇒ **Flyer EUTB Höxter.pdf**

⇒ **Further information on the EUTB®-Offers in Germany can be found at:**  
[www.teilhabeberatung.de](http://www.teilhabeberatung.de)

**Psychosocial Counselling (=PSZ in Paderborn)**

**Psychosocial Counselling (=PSZ in Paderborn)**

Difficult or uncomfortable experiences or problems put **psychological pressure** on people. If you yourself need **professional help**, or someone you know needs professional help, you can consult the **Psychosocial Centre (PSZ) in Paderborn**, and get help there.

The PSZ **focuses on refugees**, survivors of **human rights contraventions** or **war experiences**, and those who have suffered **violence** while fleeing.

The PSZ tailors its services to suit the needs of children, young people and adults. **Qualified interpreters** are on hand to assist in this work.

**Please make an appointment for a first meeting.** The **aim of the meeting** is to let you and the psychologist get to know each other, to establish the problem which is to be treated

by the psychologist and to present the PSZ.

### Contact:

📍 [Riemekestrasse 86, 33102 Paderborn](#)

☎ 05251142640, Fax: 052511426429

@ [psz@caritas-pb.de](mailto:psz@caritas-pb.de)

To the Website ⇒ [PSZ Paderborn](#)

## Advice on old people and care

### Advice on old people and care

#### Personal and non-bureaucratic help with all issues concerning care

The District of Höxter Old People and Care Advice Centre provides **free and independent information** for those affected and their relatives about the **care services** available, and supports them in selecting a suitable service.

#### FAQs from those affected and their relatives:

- Where can I apply for a care requirement level?
- Which outpatient care service would suit me best?
- Who provides courses in outpatient care?
- What means of help are there?
- Who will look after me when my relatives want to go on holiday?
- Where are there day centres and short term care institutions?
- What do I have to do when I want to move into a residential care home?
- What does care insurance pay for? Who pays the rest?

We would be glad to answer these and any other questions **by telephone** or (by appointment) in a **personal talk** at the District Administration Office (Kreisverwaltung, Moltkestr.12; 37671 Höxter), or **at home** in your flat or house.

Should you wish, the Communal Integration Centre can organise an **interpreter** for you.

#### Contact

Kerstin Müller

☎ 05271 965 3132

@ [k.mueller@kreis-hoexter.de](mailto:k.mueller@kreis-hoexter.de)

Stefan Sebastian

☎ 05271 965 3131

@ [s.sebastian@kreis-hoexter.de](mailto:s.sebastian@kreis-hoexter.de)

---

## Hotline Old People and Care Advice Centre

☎ 05271 965 3130

@ [pflegeberatung@kreis-hoexter.de](mailto:pflegeberatung@kreis-hoexter.de)

Link to the Old People and Care Advice Centre ⇒ [website](#)

---

## Regional Office for Ageing, Care and Dementia

### East Westphalia-Lippe region

#### ⇒ Website

The regional office aims to improve the care of people in need of care together with local support organisations.

The focus is on **information, advice, support, qualification and networking** of full-time and voluntary workers and organisations.

The regional office offers the following **support services for people with a history of migration**:

⇒ Download "Information on long-term care insurance" in 18 languages

⇒ Glossary: Technical terms on the subject of old age, care and dementia - easy to understand (pdf)

---

## Contact Office for Care Self-Help

The Contact Office for Care Self-Help (KoPS) provides information about existing self-help groups for caring relatives. The Contact Office for Care Self-Help accompanies and supports existing groups and helps to found and set up new self-help groups. In addition, the contact office regularly offers events for caring relatives.

(The KoPS facility is funded by the Ministry of Labour, Health and Social Affairs of the State of North Rhine-Westphalia, the state associations of the long-term care insurance funds and the Association of Private Health Insurers).

### Kontakt:

**Der Paritätische NRW**  
**Kontaktbüro Pflegeselbsthilfe Höxter**

📍 Möllingerstraße 5, 37671 Höxter

☎ [052719669875](tel:052719669875)

@ [pflegeselbsthilfe-hoexter@paritaet-nrw.org](mailto:pflegeselbsthilfe-hoexter@paritaet-nrw.org)

⇒ [Zur Website](#)

---

## What is a self-help group?

⇒ further information on self-help groups

### Counselling for vocational training and work

#### Youth Employment Agency in the District of Höxter

#### Youth Employment Agency in the District of Höxter

**The Youth Employment Agency is the place to go for all questions about training, study and work.**

- You are under 25 years old and live in the district of Höxter?
- Do you have questions about studying, training or work?
- Do you have family or private problems that make it difficult for you to enter working life?
- Did you graduate from school abroad?

Then you can make use of the support of the Youth Employment Agency at any time and free of charge!

Your parents are also welcome to come to the counselling centre with you!

#### There are two locations of the Youth Employment Agency:

##### Höxter

📍 [Am Markt 6, 37671 Höxter](#)

☎ [08004555500](tel:08004555500) (telephone hotline)

@ [Hoexter.Jugendberufsagentur@arbeitsagentur.de](mailto:Hoexter.Jugendberufsagentur@arbeitsagentur.de)

**Opening hours:** Monday to Friday: 8:00-13:00; Monday, Tuesday and Thursday: 14:00-16:00.

**To the website** ⇒ [Youth Employment Agency](#)

##### Warburg

📍 [Bahnhofstr. 26, 34414 Warburg](#)

☎ [08004555500](tel:08004555500) (Telefonhotline)

**Opening hours:** Monday to Friday: 8:00-12:30, Tuesday and Thursday 14:00-16:00

---

## Advice centre for work and careers

### 1. **Advice centre for work and careers of the VHS - Höxter-Mariemünster**

The advice centre offers all residents support on the topic of work and career. These counselling services are confidential and free of charge. **Please make an appointment.**

The counsellors speak German, English, Polish and Russian.

#### **What does the advice centre do?**

- Informs about qualification and employment opportunities
- Advises on personal and social issues
- Offers support in coping with unemployment
- Advises on the recognition of foreign certificates and qualifications
- Helps with the preparation of application documents and in preparing for job interviews and recruitment tests
- Advises on labour exploitation

#### **We inform and advise you bei...**

- Questions about your benefits and clarify your entitlements to unemployment benefit, unemployment benefit 2, social assistance, housing assistance, etc.
- Filling out applications (for example unemployment benefit, social assistance)
- Incomprehensible notices
- On the rights and obligations of workers in Germany
- Questions about Bafög, and vocational training grants
- Child benefits and child benefit supplement
- Integration services

#### **Target groups:**

- Unemployed people and people threatened by unemployment
- Adolescents and young adults looking for a training position
- EU citizens who work or have worked in Germany
- Foreigners and refugees
- Women and men who want to return to work after a family break
- Older people

 **[Go to the website](#)**

⇒ [Go to the flyer \(pdf\)](#)

### Counselling in Höxter

📍 [Albaxer Straße 5, 37671 Höxter](#)

**Sonja Knop-Volacek**

☎ [052719634924](tel:052719634924)

@ [s.knop-volacek@vhs-hoexter.de](mailto:s.knop-volacek@vhs-hoexter.de)

**Agnes Flach**

☎ [05271/9634923](tel:052719634923) or [016097527569](tel:016097527569)

@ [a.flach@vhs-hoexter.de](mailto:a.flach@vhs-hoexter.de)

### Counselling in Warburg

📍 [Rathaus Zwischen den Städten, 34414 Warburg](#)

**Agnes Flach**

☎ [05641/921720](tel:05641921720) or [016097527569](tel:016097527569)

@ [a.flach@vhs-hoexter.de](mailto:a.flach@vhs-hoexter.de)

### Advice on the recognition of professional qualifications

⇒ [Here you will find advice centers for the recognition of professional qualifications](#)

### Career Guidance

On the page on the topic of ⇒ [Career Guidance](#) you will find other advice centers.

### Consumer advice centre NRW in the district of Höxter

#### Consumer advice centre NRW: mobile & digital in the district of Höxter

Everyday consumerism is a special challenge not only for people who have little money at their disposal.

**All citizens** in the district of Höxter can get competent **advice**, legal and economic **assistance** with consumer problems **free of charge** through the mobile and digital consumer work. Information and consumer tips are part of this service as well as help and advice on products or services. A special focus is on **legal advice and legal representation**.

The campaigns, information services and initial advice for those seeking advice in the district of Höxter are supplemented by **telephone and digital advice services**.

⇒ [Website Verbraucherzentrale NRW Kreis Höxter](#)

---

⇒ **Multilingual information**

⇒ **Download Flyer "Was ist eine Verbraucherzentrale" (PDF)**

**Facebook:** [www.facebook.com/vznrwhoexter](https://www.facebook.com/vznrwhoexter)

### **Contact for individual questions:**

#### **Telephone advice for the district of Höxter:**

Mondays to Fridays from 9 a.m. to 5 p.m.

☎ [021154222211](tel:021154222211)

@[service@verbraucherzentrale.nrw](mailto:service@verbraucherzentrale.nrw)

### **Checklists in different languages from the NRW Consumer Advice Centre.**

The checklists are intended to help you find your way in everyday consumer life.

#### **We have compiled checklists for the 12 areas of life:**

1. before opening an account
2. after opening an account
3. insurance
4. mobile telephony
5. home
6. shopping on the internet
7. copyright
8. energy saving
9. food packaging
10. debt collection
11. locksmiths
12. food supplements / supplements

⇒ **Here you can find the checklists** in German, English, Ukrainian, French, Turkish, Romanian, Bulgarian and Arabic.

---

### **The consumer advice center offers free seminars on these topics:**

- Contracts including complaints and revocation,
- online shopping,
- problems with debt collection,
- problems with mobile phone and internet contracts,
- data on the Internet,
- first own apartment,
- advertising strategies in the supermarket,
- Problems with the electricity/gas contract,

- What does a consumer center do and how can it help me?

### ⇒ Overview of events

**Advice is available on the following topics (currently only in German):**

#### **Contracts & complaints**

- Advice on sales contracts and advertising
- Advice on contracts with craftsmen, customer services and service providers
- Advice on tenancy law
- Consumer law, advice and representation

#### **Energy**

- Advice on electricity and gas supply contracts
- Energy advice: Saving energy
- Energy advice: Renewable energies
- Energy advice: heating
- Energy advice: Renovation and construction

#### **Digital world**

- Media and telecommunications advice
- Copyright law: advice and representation

#### **Travel & Mobility**

- Travel law advice

#### **Health & care**

- Care law advice
- Legal advice for people in need of care, disabled or chronically ill people and their relatives
- Legal advice in the health care system
- Guidance in the health care system: Our counselling services deal with conflicts between doctors and patients, hassles with health insurance companies and thus your rights as a patient.

#### **Debt counsellor**

### **Debt counsellor**

**If you don't pay bills, you will accumulate debts. A debt counsellor (=Schuldnerberatung) can help you if you have financial problems.** They will look with you at what has happened, and help you to **get out of debt**. A debt counsellor can help to arrange paying unpaid bills in **instalments**.

**It is important that you bring all your unpaid bills with you to the appointment.**



**Important: Due to Corona, personal contact is currently only possible with an appointment.**

### **Diakonie in Höxter**

📍 [Brüderstrasse 7, 37671 Höxter](#)

☎ +49 (0) 52712204 / +49 (0) 15153351407

⇒ **Website**

**Contact person: Elke Harms**

@[harms@diakonie-pbhx.de](mailto:harms@diakonie-pbhx.de)

**Marina Plückebaum**

@ [plueckebaum@diakonie-pbhx.de](mailto:plueckebaum@diakonie-pbhx.de)

**Secretary's Office:** Sabine Hansmann

☎ [052712204](tel:052712204)

@[schuldnerberatung-hx@diakonie-pbhx.de](mailto:schuldnerberatung-hx@diakonie-pbhx.de)

**You can phone Frau Hansmann to arrange an appointment.**

### **Diakonie in Warburg**

📍 [Sternstraße 19, 34414 Warburg](#)

☎ +49 (0) 5641788813

⇒ **Website**

**Kontakt: Anja Auspurg**

☎ +49 (0) 15901084061

@[auspurg@diakonie-pbhx.de](mailto:auspurg@diakonie-pbhx.de)

**Herta Deuermeier**

☎ +49 (0) 1715681019

@[deuermeier@diakonie-pbhx.de](mailto:deuermeier@diakonie-pbhx.de)

**Secretary's Office: Heike Kevenhörster**

☎ [05641788813](tel:05641788813)

@[schuldnerberatung-war@diakonie-pbhx.de](mailto:schuldnerberatung-war@diakonie-pbhx.de)

**You can phone Frau Kevenhörster and arrange an appointment.**

## Important authorities

In Germany, there are **rules when dealing with authorities**. Firstly, you need an **appointment** with most authorities. Don't just turn up, make an appointment. If you cannot come, you must cancel the appointment in good time. An appointment is always binding. Secondly, **punctuality** is important. Arrive exactly at the agreed time or a little earlier. Most authorities have a tight schedule for meetings. Thirdly, **documents** are very important. It is best to bring all the necessary documents with you directly. It is better to have more than not enough. The **ID card** and the supplementary sheet should always be with you.

In addition to the rules, there are also **obligations to co-operate**. There are many different obligations in Germany. Among other things, it is important that you provide the following information to the **relevant authorities**:

- If you have a new address
- If you have a child, get married, separate or someone has died
- If you have found a job
- If your finances change

There are also **other obligations**. Ask your contact person at the authority what else you need to report.

⇒ **You can find the duties of cooperation for Job Centre customers [here](#).**

### District administration (general information)

#### Höxter district - district administration

📍 [Moltkestr.12, 37671 Höxter](#)

☎ [052719650](#)

**Website:** ⇒ [www.kreis-hoexter.de](http://www.kreis-hoexter.de)

The district administration offers **various services** for the citizens. In addition to the district towns, the district administration is responsible for cross-community and equalizing tasks. The district administration is divided into **different departments**. These include, for example, the **Immigration Authorities**, the **Health Department**, the **Youth Welfare Office**, the **Road Traffic Office** (e.g. driving licence, car registration), the **School Board**, the **Education and Integration Department** and many more.

### Municipal Integration Centre (KI) and Municipal Integration Management (KIM) District of Höxter

#### The Höxter District Municipal Integration Centre (KI)



**Postal address:** [Moltkestr.12, 37671 Höxter](#)

**Visiting address:** [Moltkestr.9, 37671 Höxter](#)

**Website:** ⇒ [www.integration.kreis-hoexter.de](http://www.integration.kreis-hoexter.de)

**Contact:**

Filiz Elüstü

☎ [052719653612](tel:052719653612)

@ [f.eluestue@kreis-hoexter.de](mailto:f.eluestue@kreis-hoexter.de)

The **Municipal Integration Centre (KI)** is part of the **Education and Integration Department**. Since 2013, the KI has been working for a society that is characterised by mutual respect, good opportunities for advancement and a cooperative partnership between people of different origins and cultures.

On the website you will find various **support options, projects** and **information** on the topic of **integration** in the district of Höxter.

---

## Municipal Integration Management NRW



With the Kommunales Integrationsmanagement NRW (Municipal Integration Management NRW), the state of North Rhine-Westphalia supports municipalities with the aim of improving participation opportunities for citizens with an international history in the district of Höxter. This is only possible if structures and processes open up significantly in intercultural terms. In the district of Höxter, we will do everything in our power to ensure that KIM NRW will make an effective contribution to this.

**Further information:**

⇒ [\*\*Municipal Integration Management NRW \(KIM\) in the District of Höxter\*\*](#)

⇒ [\*\*NRW State Government\*\*](#)

## Coordination Office for Municipal Integration Management NRW District of Höxter

📍 [Moltkestraße 12, 37671 Höxter](#) .

**Contact:**

**Theresa Waßmuth**

☎ [05271 9653621](tel:052719653621)

Fax: [05271/96583699](tel:0527196583699)

@ [t.wassmuth@kreis-hoexter.de](mailto:t.wassmuth@kreis-hoexter.de)

**Viktoria Kutzbach**

☎ [05271/965-3622](tel:052719653622)

Fax: [05271/96583699](tel:0527196583699)

@ [v.kutzbach@kreis-hoexter.de](mailto:v.kutzbach@kreis-hoexter.de)

## Case Management

The case managers advise immigrants with complex problems confidentially and individually according to their needs and show them different ways for the future. They provide support and guidance on issues such as work, education, language, health, care, finances and leisure. If necessary, other actors are also consulted and offers are arranged or outreach work is carried out.

**Participation in case management is voluntary, free of charge and confidential.**

**⇒ Here you will find the contact persons for the 10 towns in the Höxter district**

**Federal Office for Migration and Refugees (BAMF)**

**Federal Office for Migration and Refugees (= Bundesamt für Migration und Flüchtlinge / BAMF)**

**Regional Office Bielefeld (responsible for the district of Höxter)**

📍 Am Stadtholz 24, 33609 Bielefeld

☎ 0911 943 36222

**When do I need to go to the BAMF?**

You **submit your application for asylum** to the BAMF, and your **personal interview** will also be held there.

**On the website you will find further important information ⇒ [www.bamf.de](http://www.bamf.de)**


**Immigration Authorities (= Ausländerbehörde)**

**Immigration Authorities (= Ausländerbehörde)**

📍 Moltkestrasse 12, 37671 Höxter

☎ 05271 9650

@for general questions: [abh@kreis-hoexter.de](mailto:abh@kreis-hoexter.de)

 **Consultation hours:** Personal consultation hours **by appointment only**. There are no telephone consultation hours on Wednesdays.

Please **be on time** for the agreed appointment at the Foreigners' Registration Office. If you are unable to keep an appointment, **please contact the Foreigners' Registration Office on time**. Your appointment can then be postponed or you can be offered an appointment on another day.

⇒ [to the Website](#)

### What do the Immigration Authorities (Ausländerbehörde) do?

- Temporary residence permits: issue and extension during the asylum procedure.
- Issue and extension of residence documents (limited residence permit, tolerance status and unlimited residence permit)
- Issue of work permits on application
- Advice on, application for and organisation/supervision of voluntary departure
- Implementing deportations
- Issue of special permits for travelling outside the specified place of residence etc.

Foreigners are **legally obliged** to co-operate with the foreigners authority in ongoing proceedings. This means providing **all information** relevant to the ongoing procedure. Further you have to obtain and submit all **necessary documents**. The foreigners authority can set a **reasonable deadline** for this. Circumstances and evidence submitted after the deadline may be disregarded.

### **Failure to co-operate may have a negative impact on your legal status.**

An exception to the obligation to co-operate can only be made if it is unreasonable to expect you to provide documents. You must clarify this with the immigration authority in each individual case.

## Town halls of the ten towns in the Höxter district

**There are ten towns in the district of Höxter. Each town has its own town administration (town hall).**


**Here you can do important things and find out about life in your town.**

In the town hall of the respective town you will find various offices, such as the social welfare office, the registry office or the citizens' service. Here you can register and deregister your flat, among other things.

Many cities also offer direct assistance to refugees.

**See also** ⇒ [Municipal Integration Management Case Management \(KIM\)](#).

## Stadt Bad Driburg

 Am Rathausplatz 2, 33014 Bad Driburg

☎ [05253/880](tel:05253/880)

@[info@bad-driburg.de](mailto:info@bad-driburg.de)

⇒ [Website](#)

## Stadt Beverungen

📍 Weserstraße 12, 37688 Beverungen

☎ [05273/3920](tel:05273/3920)

@[info@beverungen.de](mailto:info@beverungen.de)

⇒ [Website](#)

## Stadt Borgentreich

📍 Am Rathaus 13, 34434 Borgentreich

☎ [05643/8090](tel:05643/8090)

@[info@borgentreich.de](mailto:info@borgentreich.de)

⇒ [Website](#)

## Stadt Brakel

📍 Am Markt 4, 33034 Brakel

☎ [05272/3600](tel:05272/3600)

@[info@brakel.de](mailto:info@brakel.de)

⇒ [Website](#)

## Stadt Höxter

📍 Westerbachstraße 45, 37671 Höxter

☎ [05271/9630](tel:05271/9630)

@[rathaus@hoexter.de](mailto:rathaus@hoexter.de)

⇒ [Website](#)

## Stadt Marienmünster

📍 Schulstraße 1, 37696 Marienmünster

☎ [05276/98980](tel:05276/98980)

@[info@marienmuenster.de](mailto:info@marienmuenster.de)

---

⇒ **Website**

**Stadt Nieheim**

📍 Marktstraße 28, 33039 Nieheim

☎ [05274/9820](tel:052749820)

@[info@nieheim.de](mailto:info@nieheim.de)

⇒ **Internetseite**

**Stadt Steinheim**

📍 Marktstraße 2, 32839 Steinheim

☎ [05233210](tel:05233210)

@[info@steinheim.de](mailto:info@steinheim.de)

⇒ **Internetseite**

**Stadt Warburg**

📍 Bahnhofstraße 28, 34414 Warburg

☎ [05641920](tel:05641920)

@[info@warburg.de](mailto:info@warburg.de)

⇒ **Internetseite**

**Stadt Willebadessen**

📍 Abdinghofweg 1, 34439 Willebadessen

☎ [05644/880](tel:05644880)

@[info@willebadessen.de](mailto:info@willebadessen.de)

⇒ **Internetseite**

**Social Services Department (= Sozialamt) of the respective towns**

---

**Social Welfare Office (= Sozialamt) of the respective towns**

**When is the Social Welfare Office responsible?**

In the period during which your asylum application is pending, or when you have tolerance status, you will receive benefits from the Social Welfare Office. In order to receive these benefits, you have to have a [bank account](#).

You can find the **Social Welfare Office** in your [city's town hall](#).

**You will find addresses and contacts for all 10 cities here** ⇒ [consulting service](#)

## Residents' registration office

### Residents' registration office (Einwohnermeldeamt / Bürgeramt)

Everyone who comes to Germany and wants to stay for longer than three months must register their residential address with the public authorities within two weeks. Are you moving from one place in Germany to another? Then you must tell the authorities your new address.

💡 This registration has nothing to do with registering as an asylum seeker or registering with the **Immigration Office (Ausländerbehörde)**. You must do those things separately. Read the chapter [Asylum and refugees](#) to find out how to register as a refugee.

⇒ **You will find the residents' registration office in your** [town hall \(Rathaus\)](#)

### Who has to register, and where?

Everyone who moves to Germany from another country, or who moves from one place in Germany to another, must register (or re-register) with the residents' registration office (Einwohnermeldeamt, sometimes also called the Bürgeramt or Bürgerbüro). You must register within two weeks of moving to a new place. If you register too late, or don't register at all, you may have to pay a fine.

When you register, you will receive a registration certificate (Amtliche Meldebescheinigung). Keep this document in a safe place. This document proves that you have registered in a district or a town/city in Germany, even if you don't have your ID card. It proves that this is where you live.

### What do I need to bring with me to my registration appointment?

You must register in person at the residents' registration office (Einwohnermeldeamt or Bürgeramt).

You must bring your identification documents (ID card, residence permit, other residence documents etc.) with you in order to register. Do you have a passport? Or passport replacement documents? Then bring them with you as well. You must also fill out a registration form. You will get this form at the residents' registration office.

Some cities/districts also require something called a "Einzugsbestätigung vom Vermieter" (=Mietbescheinigung) in order for you to register. This is a document where your landlord or landlady confirms that you live in his or her house. In some cases, you may also need your birth certificate or marriage certificate in order to register. If you have these documents, bring them with you to the registration appointment, just in case.

## Standesamt (Registry Office)



## Standesamt (Registry Office)

The Standesamt (Registry Office) has several responsibilities. Have you had a baby? Then you must register the birth with the Standesamt. The Standesamt will officially certify the birth. Would you like to get married? Then the Standesamt will register your marriage.

### An overview of its responsibilities

- Certifying births and deaths
- Registering marriages and civil partnerships
- Acknowledging withdrawals from churches
- Legally changing names
- Issuing documents (birth certificates, death certificates, marriage certificates)

---

### Standesamt Bad Driburg

📍 Am Rathausplatz 2, 33014 Bad Driburg

🌐 [Internetseite Standesamt Bad Driburg](#)

### Standesamt Beverungen

📍 Weserstraße 12, 37688 Beverungen

🌐 [Internetseite Standesamt Bad Driburg](#)

### Standesamt Borgentreich

📍 Am Rathaus 13, 34434 Borgentreich

🌐 [Internetseite Standesamt Borgentreich](#)

### Standesamt Brakel

📍 Rathaus, Am Markt 12, 33034 Brakel

🌐 [Internetseite Standesamt Brakel](#)

### Standesamt Höxter

📍 Westerbachstraße 45, 37671 Höxter

🌐 [Internetseite Standesamt Höxter](#)

### Standesamt Marienmünster

📍 Schulstraße 1, 37696 Marienmünster

🌐 [Internetseite Standesamt Marienmünster](#)

@[standesamt@marienmuenster.de](mailto:standesamt@marienmuenster.de)

### Standesamt Nieheim

📍 Marktstraße 28, 33039 Nieheim

🌐 [Internetseite Standesamt Nieheim](#)

### Standesamt Steinheim

📍 Marktstraße 2, 32839 Steinheim

🌐 [Internetseite Standesamt Steinheim](#)

### Standesamt Willebadessen

📍 Abdinghofweg 1, 34439 Willebadessen

🌐 [Internetseite Standesamt Willebadessen](#)

Jugendamt Höxter (= The Youth Welfare Office) and General Social Service (=ASD)

## Jugendamt Höxter (= The Youth Welfare Office)

📍 Moltkestr.12, 37671 Höxter

⇒ [to the website](#)

The Youth Welfare Office is an authority of the district of Höxter. Its task is **child, youth and family welfare**. The Youth Welfare Office regulates:

- Day care for children in kindergartens or with day care workers.
- It supports families when they need help
- It protects children when there are problems in the family

The **welfare and protection of the child** are important tasks of the Youth Welfare Office. Violence against children is prohibited in Germany. If there is a suspicion that children are being neglected or abused, the Youth Welfare Office can even take the child out of the family to protect it.

When your child is born, the Youth Welfare Office will contact you after a few weeks to make a home visit and introduce themselves. Then you will get a whole folder with information and offers for your child and your family.

If you need support or help with parenting, you can contact the Youth Welfare Office or a counselling centre.

## Contact for counselling at the General Social Service (=ASD)

The ASD of the district of Höxter offers help and advice for families in all matters of upbringing, care and support.

⇒ further information on the ASD

**Contact:**

### Höxter, Beverungen und Marienmünster

📍 [Corveyer Allee 5, 37671 Höxter](#)  
☎ [052719653306](tel:052719653306)  
✉ [asd-hoexter@kreis-hoexter.de](mailto:asd-hoexter@kreis-hoexter.de)

### Warburg, Borgentreich and Willebadessen

📍 [Bahnhofstr. 26, 34414 Warburg](#)  
☎ [05641789961](tel:05641789961)  
✉ [asd-warburg@kreis-hoexter.de](mailto:asd-warburg@kreis-hoexter.de)

### Brakel, Bad Driburg, Nieheim und Steinheim

📍 [Westmauer 3, 33034 Brakel](#)  
☎ [0527237313010](tel:0527237313010)  
✉ [asd-brakel@kreis-hoexter.de](mailto:asd-brakel@kreis-hoexter.de)

### Employment Agency

#### "Agentur für Arbeit = Employment Agency"

The Employment Agency (Agentur für Arbeit) is your most important point of contact regarding employment. Are you looking for a job? Do you need help choosing a career? Would you like to get your qualifications recognised? Then talk to the Agentur für Arbeit (Employment Agency).

- Is your asylum process still ongoing? Or have you been given exceptional leave to remain (Duldung)? Then you should go to the Employment Agency. They can help if you have questions about the transition between school and work (careers advice). They can help you find work. And they can give advice on professional development.
- Have you been approved? Then you should go to the [Job Centre](#). They will give you advice and help you find a job.

**Important: Because of Corona, personal contact is currently only possible by appointment.**

**There are two locations:**

### Höxter

📍 [Weserstrasse 8-10, 37671 Höxter](#)  
☎ 0800 4 5555 00 (employee), Phone: 0800 4 5555 20 (employer)

@[Hoexter@arbeitsagentur.de](mailto:Hoexter@arbeitsagentur.de)

**Website** ⇒ [Arbeitsagentur Höxter](#)

## Warburg

📍 Paderborner Tor 99, 34414 Warburg

☎ 0800 4 5555 00 (Arbeitnehmer), Phone: 0800 4 5555 20 (employer)

@ [Warburg@arbeitsagentur.de](mailto:Warburg@arbeitsagentur.de)

**Website** ⇒ [Arbeitsagentur Warburg](#)

---

## Youth Employment Agency in the District of Höxter

### Youth Employment Agency in the District of Höxter

**The Youth Employment Agency is the place to go for all questions about training, study and work.**

- You are under 25 years old and live in the district of Höxter?
- Do you have questions about studying, training or work?
- Do you have family or private problems that make it difficult for you to enter working life?
- Did you graduate from school abroad?

Then you can make use of the support of the Youth Employment Agency at any time and free of charge!

Your parents are also welcome to come to the counselling centre with you!

**There are two locations of the Youth Employment Agency:**

### Höxter

📍 [Am Markt 6, 37671 Höxter](#)

☎ [08004555500](tel:08004555500) (telephone hotline)

@ [Hoexter.Jugendberufsagentur@arbeitsagentur.de](mailto:Hoexter.Jugendberufsagentur@arbeitsagentur.de)

**Opening hours:** Monday to Friday: 8:00-13:00; Monday, Tuesday and Thursday: 14:00-16:00.

**To the website** ⇒ [Youth Employment Agency](#)

### Warburg

📍 [Bahnhofstr. 26, 34414 Warburg](#)

☎ [08004555500](tel:08004555500) (Telefonhotline)

**Opening hours:** Monday to Friday: 8:00-12:30, Tuesday and Thursday 14:00-16:00

## Jobcenter

### Jobcentre - general information

### Jobcenter

The jobcenter is responsible for you if you have been granted a **permit of residence** (=“Aufenthaltserlaubnis”) and if you receive **benefits under SGB II**.

⇒ **Here you will find information about the Job-Turbo.**

**There are two Jobcentres:**

#### Höxter

📍 Stummrigestrasse 56, 37671 Höxter

☎ 0 52 71 69 95 0 Fax: 0 52 71 69 95 299

@[info@jobcenter-kreis-hoexter.de](mailto:info@jobcenter-kreis-hoexter.de)

#### Warburg

📍 Bahnhofstrasse 26, 34414 Warburg

☎ 0 56 41 74 89 0 Fax: 0 56 41 74 89 125

@[info@jobcenter-kreis-hoexter.de](mailto:info@jobcenter-kreis-hoexter.de)

⇒ **To the website**

### What does the job centre do?

The job centre is responsible for you if you are **unemployed** or earn very little, have a **residence permit** and receive benefits in accordance with SGB II.

Since 2023, the job centre's benefit has been called **Citizen's Allowance** ("**Bürgergeld**"). Regulations on citizen's allowance can be found in the Social Code (SGB) II.

**There are two types of benefits: Integration benefits and benefits to secure subsistence.**

### The job centre

- provides support in taking up or maintaining employment,
- contributes to improved qualification,
- secures the livelihood of those entitled to benefits and those living with them in a community of need,
- helps to strengthen personal responsibility.

### Requirements for citizen's Allowance (Bürgergeld):

You can receive a citizen's allowance if you are **able to work** and in **need of assistance**.

In **need of assistance** means that the income of your benefit community is below the minimum subsistence level and you are unable to cover your living expenses from your own resources.

**Able to work** means that no illness or disability prevents you from taking up work. You can work at least 3 hours a day (that is 15 hours a week). If you have small children and you look after your children and are therefore unable to work, you can also apply for citizen's allowance.

## The application

You will only receive Citizen's Allowance if you complete the **application form and submit it to the Job Centre** together with the necessary documents.

**Important:** Never submit originals as proof. Submit copies with your application.

**Necessary documents** are, for example, identity papers, rental agreement, bank statements for the last 3 months and others. You can obtain the documents for the application from the Höxter District Job Centre or [here](#).

When you submit an application, your job centre will check whether you meet the requirements for citizen's allowance. You will receive the decision on your application in writing in a so-called **notification = "Bescheid"**.

You can also send applications and changes to the **job centre digitally**. → [Use the jobcenter.digital portal to do this](#)

## Entry into working life - The Job-Turbo in Germany

### Entry into working life - The Job-Turbo in Germany

#### (Information for people who receive citizen's allowance)

Germany needs a large number of labourers. They bring **experience and knowledge** from their country of origin. With this knowledge you can take up a **job in Germany**. For this reason, the Federal Government's Job-Turbo programme has been launched in Germany.

### What does this mean for you?

**Basic language skills** (B1 or A2) are already sufficient to take up a job. Once you have completed the integration course, the job centre will **support you in finding a job**. There are around **1.7 million job vacancies** in Germany. This is a great **opportunity** for you. You are expected to take advantage of it!

The **Höxter District Job Centre** will visit you at the end of the integration course. The job centre will then explain to you how to **enter working life**. Think beforehand about the **areas in which you can work**. If you have the opportunity to **create a CV** on the computer, please bring it with you. Your teacher will let you know in advance when the job centre will visit the integration course.

The Job Centre will invite you regularly after the language course. You will then receive **support in preparing application documents**. The Job Centre staff will work with you to **look for job vacancies** and also put you **in touch with companies**.

It is possible to have your previous training or studies recognised in Germany. The job centre will cover the necessary **costs for the recognition procedure** if the professional recognition greatly improves your chances of working in Germany.

**IMPORTANT: Before you initiate the recognition procedure, clarify in advance whether the job centre will cover the costs!**

### How can I improve my German language skills?

You can improve your language skills on the job. You will be working with colleagues at work, so you will be able to converse in German. There are also **extra-occupational language courses**. You can also **learn German yourself**. There are free courses on the internet.

⇒ Here you will find a selection of websites where you can learn German yourself.

### How can I continue my education?

If you have found a job and **need a qualification for the job**, then there is the option of doing **further training**.

### What do I get from the Job Turbo?

The **aim of the Job-Turbo** is to get a job quickly. This will make you more **financially independent**, improve your German language skills, familiarise you with the world of work, make new friends and give you a perspective for your life in Germany. This is also very helpful if you plan to return to your home country!

⇒ Further information on the Job Turbo can be found at the Federal Ministry of Labour and Social Affairs.

## Duty to co-operate

### Your obligations if you receive Citizen's Allowance from the Jobcentre

**You must observe the obligations listed here if you receive citizen's allowance from the Jobcentre.**

If you receive benefits from the Jobcentre, there are **two important principles: Demand and support**.

**Support** means that you receive **financial assistance** to help you live and support in **finding work**.

**Demanding means:** You and all members of the community of need have the goal of ending **the financial support**. You must therefore **cooperate and fulfil your obligations**.

First and foremost, you and the people in your community of need must take action. You must do everything on your own to ensure that you no longer need help. You must **actively participate** in all measures that will help. For example, you must **accept any reasonable**

**work** if the work is mentally, emotionally and physically feasible for you.

**You must also inform the job centre as early as possible if you or a person from your benefit community:**

- take up **paid employment**. Every paid activity **must be reported** to the job centre. This includes taking up employment (this also includes a mini-job), self-employment or assisting with self-employment. You are obliged to make this notification yourself. Nobody else can do this.
- want to start training or studying in the near future,
- you or a person from your community of need is starting an internship, your residence status has changed,
- apply for or receive a pension (of any kind),
- you are hospitalised,
- your address changes or you want to move,
- someone moves in or out of your household (even if it is only temporary), get married, enter into a marriage-like relationship or a partnership, get divorced or separate from your partner,
- receive money back from ancillary housing costs,
- income or assets in the community of need change or
- you or a person in your community of need receives money back from assets (e.g. interest, dividends) or taxes.

**If you do not comply with these obligations, the money paid to you by the Job Centre will be reclaimed.**

## Absence

### Absence

#### Basic information:

If you are temporarily **absent from your place of residence** and therefore cannot be contacted, e.g. if you are **travelling**, you must clarify this in advance with the Höxter District Job Centre. You will only receive benefits if you can be contacted or if the job centre approves your application.

#### Specifically:

Please let us know **14 days before you plan to be away** (e.g. travelling). The Job Centre will check your request and let you know whether you are allowed to travel.

With the **Jobcentre's consent**, you may be unavailable for up to **3 weeks a year**, in which case your benefits will continue to be paid. If you cannot be contacted for more than 3 weeks, you will generally not receive any citizen's allowance.

If you do not submit a request or the job centre does not agree to your request, you will **not receive any citizen's allowance** for this period.



**You do not need permission for Saturdays, Sundays and public holidays.**

If you are attending an integration course or further training, an absence will not usually be approved.

Talk to the job centre before travelling to avoid financial restrictions on your citizen's allowance!

**Further information and the online application for absence can be found here ⇒ [www.arbeitsagentur.de/abwesenheit](http://www.arbeitsagentur.de/abwesenheit)**

**Chamber of Industry and Commerce (IHK) and Chamber of Crafts (HWK)**

### **Chamber of Crafts, Ostwestfalen-Lippe zu Bielefeld (HWK)**

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

The **Chamber of Skilled Crafts, Ostwestfalen-Lippe zu Bielefeld** provides free advice to schoolchildren, parents, and companies:

⇒ **[To the HWK website](#)**

**The Chamber of Skilled Crafts' apprenticeship hotline**

☎ [05215608333](tel:05215608333)

@[ausbildungsberatung@hwk-owl.de](mailto:ausbildungsberatung@hwk-owl.de)

🕒 Mondays to Thursdays, 7:00 am to 5:00 pm and Fridays, 7:00 am to 2:00 pm.

- Here you will find the ⇒ **[contact persons of the HWK on the subject of training](#)**
- On the **Chamber of Skilled Crafts' website**, you can **look for apprenticeships or internships** ⇒ **[HWK Apprenticeship Exchange](#)**
- The website ⇒ **[www.ausbildungschance-owl.de](http://www.ausbildungschance-owl.de)** can be used to make first contact with companies from Ostwestfalen-Lippe.
- Here you will find general information about handicrafts ⇒ **[www. Handwerk.de/](http://www.Handwerk.de/)**

## **"Finding the best placement for you - Welcome Guide" - Education and employment for refugees**

(Funded by: Federal Ministry for Economic Affairs and Climate Protection based on a resolution of the German Bundestag)

**This programme supports the recruitment, training, and employment of refugees.**

**Willkommenslotsen....**

- know the legal framework for internships, apprenticeships and employment, especially in relation to residential status,
- provide assistance with administrative matters,

- are familiar with regional and national funding schemes and support programmes for companies that train or employ refugees,
- interlink with other initiatives and know the contact persons for the region,
- are a one-stop shop for free employment opportunities with interested people.

Welcome guides from the OWL Chamber of Skilled Crafts also provide direct help for refugees and advice for volunteers.

**Contact:** Mrs Hildegard Kuckuk

📍 [Campus Handwerk 1; 33613 Bielefeld](#)

☎ [05215608324](tel:05215608324)

@ [hildegard.kuckuk@hwk-owl.de](mailto:hildegard.kuckuk@hwk-owl.de)

**Website** ⇒ [www.handwerk-owl.de/willkommenslotsen](http://www.handwerk-owl.de/willkommenslotsen)

---

## Ostwestfalen zu Bielefeld Chamber of Industry and Commerce (IHK)

The **Chamber of Industry and Commerce (IHK)** is responsible for careers in the **industrial manufacturing, trade and service sectors**. Here, for instance, we are talking about plant fitters or commercial clerks in the wholesale and foreign trade sector.

The IHK publishes its **Training Atlas** every year.

⇒ [To the website of the IHK](#)

## Fundamental values - "Living in Germany"

The basic rights in Germany (political and legal system)

### The Federal Republic of Germany

The **Federal Republic of Germany** is made up of **16 federal states**, and has **82.8 million inhabitants**. The **capital is Berlin**. The head of state is the **Federal President**. At the head of the government is the **Federal Chancellor**.

Germany is a **democracy** and a **social constitutional state**. By voting in **elections**, the people decide which parties win seats in parliament and **form the government**.

### Principle of separation of powers

The state is based on the principle of separation of powers:

- ◆ The **federal parliament (=Bundestag)** is responsible for **passing laws** (legislature).
- ◆ The **government** the other administrative bodies **applies these laws** (executive).

♦ **Courts and independent judges administer justice** and determine whether laws are obeyed (judiciary).

## German constitution = “Grundgesetz (GG)”

The most important **rules for living in society** in Germany are set out in the “**Grundgesetz**” (**Basic Law**), the **German constitution**. **Everybody who lives in Germany must obey these laws.**

### Important basic rights from the German constitution:

1. The highest value defined in the constitution is **human dignity** (GG Art.1). Every person must be respected, regardless of their origin, age or religion, whether male or female, rich or poor: **every person has the same rights, deserves respect and is protected by the state.**
2. In Germany **men and women have equal rights** (GG Art.3). They have the **same rights** and the **same duties**.
3. In Germany there is **freedom of opinion**. Everyone can say what they think, provided they do not violate any law or insult other people.
4. In Germany there is **freedom of religion and belief**. Every person is **free to choose and practise their religion**. All religions co-exist with equal rights and mutual respect. There is no state religion. **Church and state** are separated in Germany. It is also fine if you **do not follow any religion**.

---

## Further Information

♦ **Here you will find information expressed in simple terms (German)** ⇒ [Political System in Germany](#)

♦ **The German Constitution in different languages you can find** ⇒ [bamf.de](http://bamf.de)

### German electoral law

## German electoral law

### Elections in general

- **general:** all citizens of the Federal Republic of Germany have the right to vote - regardless of gender, income, religious denomination, profession or political conviction.
- **direct:** voters elect their representatives directly (directly).
- **free:** citizens are not influenced or pressurised in their voting decision. They can also decide not to vote.
- **equal:** every vote counts equally. Votes may not be weighted in any way, i.e. one vote counts more than another\*.
- **secret:** everyone should be able to mark their cross on the ballot paper without being observed. The polling booths must not be visible from the outside. The ballot papers are folded after they have been completed. They are then placed in the ballot boxes so that no

one can recognise who has made the cross.

\* However, there is a restriction due to the five per cent clause: parties that receive less than five per cent of the votes in the Bundestag election cannot enter the Bundestag. However, this means that the votes of those who voted for these small parties are not represented in parliament.

### **Election contestation possible**

All eligible voters have the opportunity to contest the election if they believe that one or more of these principles of electoral law have been violated.

---

## **Who can vote for the Bundestag?**

Every four years, citizens elect people to represent them. These are called MPs. All members of parliament are together: The German Bundestag. The Bundestag makes important decisions for the citizens.

You can vote if you:

- Are at least 18 years old,
- have German citizenship, i.e. are German or
- are German and have a German identity card
- have been resident in Germany for at least 3 months before the election. Your place of residence is where you are registered at the citizens' registration office.
- There are special rules for Germans who always live abroad.
- If you are entitled to vote, you are on the electoral roll.
- A person may only vote once in a Bundestag election.

In 2019, the Federal Constitutional Court issued a judgement. It states that it is against the Basic Law to exclude certain groups from the right to vote. Since then, the following groups have also been allowed to vote:

- People with disabilities
- People who are under guardianship in all matters
- People who are inculpable and are in a psychiatric hospital following a criminal offence

---

## **Voting rights for foreigners**

Foreign nationals do not have the right to vote or stand for election. They cannot vote in federal elections, state elections or referendums at federal or state level.

### **Other opportunities for EU foreigners to participate**

Nevertheless, there are opportunities for foreigners from third countries to participate in politics. For example, they can be appointed to municipal committees to represent group interests. There are many opportunities for participation, particularly at the level of associations, citizens' initiatives, trade unions and schools.

Migrants who were born here and have lived in Germany for many years can apply for naturalisation under German citizenship law under simplified conditions. This also gives them the right to vote.

**[Click here for information on naturalisation.](#)**

---

## European elections - on 06 to 09 June 2024

### **What are the European elections?**

In the European elections, people in the European Union elect the members of the European Parliament. These members then represent the people in Parliament. The European Union is called the EU. The election takes place in all 27 EU countries.

### **How often do the European elections take place?**

The election takes place every 5 years. The last election was in May 2019.

### **When is the next election?**

The next election will take place from 6 to 9 June 2024. In the EU countries, the election takes place on different days.


### **Why is voting important?**

When you vote, you elect the members of the European Parliament. These members make decisions. These decisions are important for your everyday life. These decisions concern, for example, labour, health and the environment. Your vote is important. You vote and help decide.

### **What are the rules for voting?**

If you want to vote, you may have to register to vote beforehand. You can only vote once in each election. You can vote if you are an EU citizen. You are an EU citizen if you are a citizen of an EU country. You can vote in the EU country in which you are a citizen. If you live in another EU country, you can vote in that EU country. You can only stand as a candidate in one EU country. This can be the EU country in which you are a citizen. If you live in another EU country, you can stand as a candidate in that EU country.

### **Where can I find information about voting?**

You can find out how to vote in the European elections on the  [European Parliament's website](#) .

### **Where can I find the results of the election?**

You can find the results of the European elections on the  [European Parliament's website](#) .

### **What do Members of the European Parliament do?**


Members of the Parliament are called MEPs. MEPs represent 450 million people in the EU. MEPs scrutinise plans for new EU laws. MEPs also make laws better. MEPs and the Council of the EU decide on the EU's money. MEPs scrutinise the EU's work. The EU makes treaties with countries outside the EU. MEPs vote on these treaties. MEPs elect the President of the European Commission.

## How many MEPs are elected?

In 2024, 720 MEPs will be elected. The number of MEPs is determined before each election. There can be no more than 750 MEPs and one President. There are now 705 MEPs. Each EU country may have a minimum of 6 and a maximum of 96 MEPs.

## What happens after the election?

The elected MEPs form political groups. They are called political groups. In these groups there are MEPs from different countries and different parties. The MPs in a group have the same goals. The MPs elect a president for the parliament. The MEPs also elect the President of the European Commission.

Further information on the European elections can be found at  [here](#) in German and English

## Social rules

**Here you can find an overviewt about the life in Germany ⇒ [refugeeguide.de](https://refugeeguide.de)**

You you can download it in **16 different languages**.

## Social rules

Germany is a free country, but there are **rules and prohibitions** laid down by law, which everyone has to obey.

In every society there are **social rules**, which are not laid down by law, but which are nevertheless important. For example, these include the way people **communicate** with each other, the **roles played by men and women, punctuality** and many more.

## Communication

In Germany, people treat each other with **respect**. This is also reflected in the way they communicate with each other.

When two people **greet each other**, they **often shake hands**. They maintain **eye contact** while doing this. This is a **sign of politeness and respect**.

You should use the **“SIE” form** when you speak to **people you do not know**. If for example you are at a government authority or local government office, you should address the **official using “Frau” (Ms) or “Herr” (Mr)**, followed by their **family name (=Nachname)**. When you get to know someone well, you can use the **“DU” form**.

## Punctuality

**Punctuality is very important in Germany.** If you have an appointment with the immigration authorities or at the doctor's surgery, it's a good idea to get there five minutes early. **Arriving late is considered impolite, and can have negative consequences.** If you do arrive late, you should **apologise by saying "Entschuldigung"**.

## Rest Periods

**Shops and government offices are closed on Sundays and public holidays** in Germany. The most bakeries and restaurants are open on Holidays. Many people have the day off, so they **do not have to go to work**.

Apart from this, there is a **rest period every night from 22:00 until 06:00**. Please have consideration for your neighbours, and try to **avoid making any loud noise after 22:00**.

## Individuality

All people are different. For this reason, **everyone can make their own life decisions**. For example, they can make decisions concerning:

- **Religion** (What do I believe in?)
- **Work** (Where do I want to work?)
- **Clothing** (What do I want to wear?)
- **Relationship** (Who do I love? Who will I marry?)
- **Leisure** (Which hobbies do I want to pursue?)

## Children's rights and Child protection

**Violence against children is prohibited in Germany.** The welfare and protection of the child are important tasks of the Youth Welfare Office. If there is a suspicion that children are being neglected or abused, the Youth Welfare Office can even take the child out of the family to protect it.

## Children's rights

As a child, you need special protection. That's why you have special rights. These rights are established in the Convention on the Rights of the Child. This Convention was passed by the General Assembly of the United Nations in 1989.

The **UN Convention on the Rights of the Child** is divided into **four sections**: the right to life and personal development, equal treatment, their wellbeing, and to be involved. In detail, that means:

- Every child has the right to everything they need to live. This includes food, drink and medical treatment.
- Children also have the right to go to school, and the right to play and have free time.

- All girls and boys have the same rights, and no child should be treated worse than other children.
- Every child has the right to grow up in a healthy environment where they are cared for and protected from violence.
- Every child has the right to live with their parents, or, if their parents live separately, to have contact with both parents.
- All girls and boys have the right to form and stand up for their own opinions.

You can find a declaration of the **10 most important children's rights** here:

1. The right to equality
2. The right to protection in war and flight
3. The right to health
4. The right to an upbringing free from violence
5. The right to parental care
6. The right to care in the event of disability
7. The right to education
8. The right to freedom of expression and participation
9. The right to play and leisure
10. The right to protection from economic and sexual exploitation

**Are you experiencing violence? Then the Youth Welfare Office ([Jugendamt](#)) can give you advice.**

## **Freedom of religion**

The principle of the freedom of religion is in force in Germany. It is guaranteed by the Basic Law. You can practise your faith as you see fit, as long as you do not violate the Basic Law. It is also prohibited to discriminate against people on the basis of their religion, for example when looking for a job. Religious freedom also includes accepting the faith of others. Germany does not have a state church. The state and religion are separate.

This means, for example, that:

- All people are allowed to freely choose and practice their own religions and beliefs.
- All people have the freedom to not follow a religion. If someone does not believe in God, they are free to state this publicly.
- Members of different religions and faiths are allowed to marry each other.
- Marriage only counts as legally binding if it is entered into at the Registry Office (Standesamt). Marriages that have only been performed in a religious context are not considered legally binding in Germany.
- Religious laws do not govern the legal system in Germany.

## **Lesbian, gay, bisexual, trans\*, queer and intersex\* (LGBTQI\*) people**

Lots of diverse people live together in Germany. They have different religions. They have various genders. They come from different countries. They have various political opinions. All these people live together peacefully. They have the same rights.



This also applies to sexual orientation and gender identity. There are lesbian, gay, bisexual, transgender, queer and intersex people. They are referred to as LGBTQI+ for short. They have the same rights as everyone else in Germany.

There are three genders in Germany. They are “male”, “female” and “diverse”. In Germany, transgender people can change their gender. They can also change their name. In Germany, women can fall in love with and marry other women. And men can fall in love with and marry other men.

Many LGBTQI+ people have fled their countries of origin due to discrimination and travelled to Germany. Are you a lesbian, gay, bisexual, transgender, queer or intersex refugee? Then you can talk to one of the many LGBTQI+ organisations in Germany. They can give you support and information, and put you in contact with other people. The “Queer Refugees Deutschland” project from LSVD can give you the contact details for these organisations. They can also give you further information.

### **Lesben- und Schwulenverband in Deutschland (LSVD) (Lesbian and Gay Federation in Germany)**

“Queer Refugees Deutschland” project

⇒ [www.queer-refugees.de](http://www.queer-refugees.de)

@ [queer-refugees@lsvd.de](mailto:queer-refugees@lsvd.de)

## **Asylum and refugees**

### **Residence status (Aufenthaltsstatus)**

Everyone in Germany has an identity card. This identity card helps identify people. As an asylum seeker, you need an identity card too. This means the public authorities know your status. Your status determines whether you are allowed to work or not.

### **There are 5 types of documents:**

#### **1. Proof of arrival**

Status: Asylum seekers

Background: You have told the authorities that you need asylum. The authorities have added your name to the system. But you have not yet applied for asylum. This identity card is valid until you apply for asylum. You must apply for asylum to the Federal Office for Migration and Refugees (**Bundesamt für Migration und Flüchtlinge - BAMF**).



#### **2. Temporary residence permit (Aufenthaltsgestattung)**

Status: Asylum seekers

Background: You have applied for asylum. A group of people will decide whether to accept your application. This can often take a very long time. This identity card is valid until the decision is made. The Bundesamt für Migration und Flüchtlinge – BAMF (Federal Office for Migration and Refugees) makes the decision to accept or reject your application. Was your application rejected as being without reason? Then you can appeal against this. You can do this at the administrative court. You are allowed to stay in Germany until the administrative court has made its decision.

This identity card says whether you are allowed to work. The identity card says where you can live.

- Would you like to work? Do you need authorisation do so? You can get this from the **Immigration Office (Ausländerbehörde)**. Your employer, or you as the employee, can apply for this authorisation.
- Would you like someone to find work for you? Go to the **Employment Agency (Agentur für Arbeit)**
- Do you need financial help? Go to the **Social Welfare Office (Sozialamt)**



### 3. Probationary permit

Status: Recognised refugees

Background: You have submitted an application to the Immigration Office. The aim of this application is to extend your right to stay in Germany. The authority will then often issue a certificate. This certificate allows you to stay. This is important, because your application has not yet been processed.



### 4. Residence permit (Aufenthaltserlaubnis)

Status: Recognised refugees

Background: Your asylum application has been accepted.

The residence permit (Aufenthaltserlaubnis) grants temporary residence. It is issued for a specific purpose.

- Later, you can get an unlimited right of residence (Niederlassungserlaubnis).
- Access to the labour market is governed by the ancillary provisions of your residence permit
- The [Job Centre](#) can find work for you and help you get social benefits.



## 5. Exceptional leave to remain (Duldung)

Status: People with exceptional leave to remain (Geduldete)

Background: Your asylum application has rejected

Exceptional leave to remain (Duldung) means you will not be deported back to your home country. The Duldung is issued for a specific period of time. Sometimes deportation is impossible for legal, practical, humanitarian or personal reasons.

- There is a general rule. It means a Duldung can be given to certain groups for a maximum of 3 months. During this time, you cannot be deported back to your homeland.
- A work permit is generally required. You can apply for this at the [Bureau for Foreigners \(Ausländerbehörde\)](#).
- Would you like someone to find work for you? Go to the [Employment Agency \(Agentur für Arbeit\)](#)
- Do you need financial help? Go to the [Social Welfare Office \(Sozialamt\)](#)



## 6. settlement permit

**Status: Permanent residence permit**

The settlement permit is the only permanent title and authorises you to take up any gainful employment.



## Registration and accommodation

### Procedure

**Registration ⇒ Reception Centre ⇒ Proof of Arrival ⇒ Central Accommodation Facility ⇒ Allocation ⇒ Shared Accommodation or Apartment in the Local Community ⇒ Preliminary Residence Permit pending the decision of the BAMF (Federal Office for Migration and Refugees).**

### Registration

On arrival in Germany, **every person has to register**. Remaining in Germany **without registering is illegal**. You can **register** at a reception centre, an arrival centre, at the immigration authorities or at a police station. During the course of registration, your **personal data, photo and fingerprints** will be stored.

After registration, you will be assigned to a **reception centre**. Here you will undergo a **medical examination**, and you will receive an **Ankunftsnachweis (Proof of Arrival document)**. With this document you can **submit your application for asylum**.

After that you will be provided with **accommodation in a central accommodation facility (ZUE)** or in emergency accommodation. In the district of Höxter there are two ZUEs: in Borgentreich and in Bad Driburg.

### Allocation

You will be **assigned to a local community or town** by the **Arnsberg District Authority**. You will remain here until the Federal Office for Migration and Refugees (BAMF) reaches a decision regarding your application for asylum. During the asylum process, most people live in **shared accommodation**.

**More information about accommodation and how to find a flat ⇒ [here](#).**

**You are not allowed to decide where you live during the asylum process.**

One **exception** is **family reunification**. If your family lives somewhere else, you are allowed to move. This is known as **“Umverteilung”, (=reallocation)**, and requires you to **submit an application to the Arnsberg District Authority**. **You are only allowed to move when your application has been granted.**

**Here you can download ⇒ [the application form](#)**

---

⇒ **Responsibilities of other federal states**

Information about the asylum process

## **The Asylum Process**

**Basic information about the asylum process you will find in this ⇒ [video](#).** It is available in 17 different languages.

On the **Federal Office for Migration and Refugees (BAMF)** website you can find a **video about the asylum process** in German and a **brochure in different languages**.

⇒ **To the BAMF website, topic "Asylum and Refugee Protection"** (in English, French and Arabic)

⇒ **to the video**

⇒ **to the brochure in english (pdf)**

---

**The asylum process can begin in the reception centre, or you follow the assignment of accommodation in the respective local community.**

1. Submission of application in person
2. Personal interview
3. Decision of the Federal Office for Migration and Refugees (BAMF)

---

### **1. Application**

At your **first appointment** at the Federal Office for Migration and Refugees (**BAMF**) you **submit your initial application for asylum**. The office responsible for the district of Höxter is the **BAMF office in Bielefeld**. Here you will receive an **Identification/ID document** – the so-called **“Aufenthaltsgestattung”** (= Temporary Residence Permit) – **which you must carry with you at all times**.

You have to **report to the local social security offices (=Sozialamt)** several days **before the appointment** for asylum application, and present your documents.

As soon as you are assigned to a town, you have to **report to the immigration authorities (=Ausländerbehörde)** and the Federal Office for Migration and Refugees (**=BAMF**) to **register your new place of residence**.

**You will find further information regarding authorities ⇒ [here](#)**

### **2. Interview**

The **personal interview is the most important appointment in the asylum procedure**, where you have to explain your **reasons for fleeing** your country. Everything you say will be translated and transcribed. **Before you sign the transcript, read it carefully and correct or complete it.**

If you do not attend the appointment, your application for asylum will be turned down.

**The Asylum Advice Services (= Flüchtlingsberatung) can help you in preparing for the interview.**

[⇒ Asylum Counselling Services](#)

### 3. Decision

The BAMF (Federal Office for Migration and Refugees) will evaluate the application for asylum, and communicate the **decision in a written notification**.

### **Affirmative Notification (= positiver Bescheid)**

There are **four types of protective status**:

**1. Eligibility for Asylum, 2. Refugee Protection, 3. Subsidiary (Subordinate) Protection, 4. Deportation Ban**

#### **1+2 . Eligibility for Asylum and Refugee Protection**

- Preliminary Residence Permit ("Aufenthaltserlaubnis") valid for 3 years
- Unlimited Residence Permit can be granted after 3 years with language level C1, otherwise after 5 years.
- Unlimited access to the job market – gainful employment allowed
- Right to the privilege of family reunification (between the first 3 Month after the decision you have to fill the contract for family reunification by the immigration authorities)

#### **3. Subsidiary Protection**

- Residence Permit valid for 1 year, which can be extended a further two years
- Unlimited Residence Permit can be granted after 5 years
- Unlimited access to the job market – gainful employment allowed

#### **4. Deportation Ban**

- Residence Permit valid for 1 year, can be extended
- Unlimited Residence Permit can be granted after 5 years
- Gainful employment only allowed with the permission of the immigration authorities
- No right to the privilege of family reunification

### **Residence Permit**

**Further criteria for a residence permit:**

- written application to the Immigration Office
- Valid passport or passport substitute
- Assurance of your ability to support yourself (Ask the Jobcenter or the social security offices, how much money you have to earn)
- Adequate knowledge of the German language
- Sufficient living space for you and your family

- A minimum of 60 monthly old age pension contributions
- Basic knowledge of the legal and social systems, and of the living conditions in Germany
- grounds for asylum or refugee status remain
- No danger to the Federal Republic of Germany

## Negative Notification

If your application is turned down, you are **duty bound to leave Germany**. The **period** of notice for leaving is set down in the **BAMF declaration. (Either 30 days or 1 week)**

For asylum applicants who must leave Germany but do not do it voluntarily, and for rejected applicants from safe countries of origin, **a ban on further entry and residence will** be issued.

The immigration authorities can issue a **tolerance status (=“Duldung”)** if deportation is not possible.

You can appeal against the negative notification at **the Administrative Court (=“Verwaltungsgericht”)**.

In this case it is **important to observe the period of notice set down in the declaration!**

### With a negative notification, the following options exist

- Leaving Germany voluntarily
- Repatriation advice
- Issue of tolerance status
- Renewed applications for protective status (second or continued asylum application)
- Validation of domestic or enforcement-related obstacles to deportation
- Applications to the regional government petitions committee or to the special cases commission
- Deportation is threatened in writing

## Naturalisation

### Naturalisation

Anyone who has lived in Germany for at **least 5 years** and fulfils the **naturalisation requirements** has the opportunity to be **naturalised**. Among other things, knowledge of the **German language** (level B 1) is required.

Naturalisation gives you **German citizenship**. You then have the same **rights** and the same **obligations** as all other Germans.

**Children** born after naturalisation are automatically granted German citizenship.

**Spouses and children** can also be naturalised under certain conditions. This also applies if they have lived in Germany for a shorter period of time. Young people **aged 16** and over can apply for naturalisation themselves.

Naturalisation costs **255 euros**. Co-naturalisation of underage children costs **51 euros per child**.

### Anyone who is naturalised:

- can **vote** in the municipalities, in the federal states and at federal level. Or run for political office themselves,
- receive **travel** and visa facilitation in many countries,
- has freedom of **movement within the EU**,
- can freely choose their **place of residence**,
- has free access to the **labour market**.

Make an **appointment** at the **naturalisation office**. During the consultation you will find out whether you **fulfil the requirements** and which **documents** are needed for the **application**. You must **submit your application** for the Naturalisation **in person** to the Naturalisation Office (by appointment).

### Contact:

☎ [+49 \(0\) 52719651212](tel:+49(0)52719651212)

☎ [+49 \(0\) 52719651224](tel:+49(0)52719651224)

[@einbuengerung@kreis-hoexter.de](mailto:@einbuengerung@kreis-hoexter.de)

### Further information:

 **Ministry for Children, Youth, Families, Equality, Refugees and Integration of the State of North Rhine-Westphalia**

### Unaccompanied minors

#### Unaccompanied Minors

⇒ Persons under 18 who are unaccompanied by an adult responsible for them in Germany.

⇒ **You can find more information here**

---

The **asylum procedure for unaccompanied minors is different**. The **Youth Welfare Office (= Jugendamt)** responsible deals with this.

⇒ **Jugendamt of the district Höxter**

Moltkestr.12, 37671 Höxter

---

**Jugendmigrationsdienst AWO Kreisverband Paderborn e.V. = Youth Migration Service**



**Advice center for young refugees and migrants aged 12 to 27 years.** Get in touch with the Jugendmigrationsdienst (= Youth Migration Service), and they will be able to advise you.

**Kontakt:** Claudia Horster

**Responsible for the entire district Höxter**

Telefon: 05251 274 05 oder 0162 244 437 3

E-Mail: [c.horster@awo-paderborn.de](mailto:c.horster@awo-paderborn.de)

**Website** ⇒ [Jugendmigrationsdienst AWO](#)

## Financial support

### Asylum Seekers' Benefits Act

Financial support before and **during the asylum procedure** is organised in accordance with the Asylum Seekers' Benefits Act (**Asylbewerberleistungsgesetz**).

When you first arrive, the reception centre is responsible for accommodation, food and medical care. You receive these benefits in kind, together with a monthly payment for personal requirements.

People whose asylum application is pending and those with tolerance status receive financial support from the **Department of Social Security**.

### Social Security Code SGB II

People with a **residence permit** receive financial support from the **Jobcentre**. This comprises a monthly **payment for your personal needs** and the **costs of renting your own flat**. The Apartment **size is limited**.

Detailed **information** can be obtained from the [Jobcenter](#) (Höxter office: ☎ 0527169950; Warburg office: ☎ 0564174890).

## Payment card for refugees

### Payment card

The payment card will be introduced in North Rhine-Westphalia from 2025. The card is available for **people who** receive **benefits under the Asylum Seekers' Benefits Act (AsylbLG)**. You can obtain the card from your local authority. The payment card is available digitally or as a plastic card.

**You do not need a bank account. The social benefits are credited directly to the payment card.**

- You can use the card to **shop online, pay in shops** (where EC cards are accepted) and also **collect money** there **free of charge - up to 50 euros per month**. Withdrawal fees are charged at ATMs.
- The shops where the card is accepted for cash withdrawals can be found on the **website [Socialcard.de](https://socialcard.de)**. (e.g. ALDI, LIDL, Rossmann, Müller etc ).
- **Payment of the Deutschlandticket:** You must first go to the management of the accommodation (e.g. ZUE Bad Driburg/ ZUE Borgentreich). Individual arrangements will be made for the refugees there. In principle, however, the Deutschlandticket can still be purchased.

**Please note:** If you already have a bank account that you have been using, make sure that you have enough money in the account. Either you pay the permitted cash of 50 euros into the account or you cancel the account - because the account fees will continue to be debited even if there are no deposits. This can lead to debts.

⇒ **You can find all the information on [Socialcard.de](https://socialcard.de)** (in different languages).

## Residence obligation and condition of fixed abode

### Residence Obligation

**Residence Obligation** (Residenzpflicht) must be fulfilled for the **first three months**. Asylum seekers whose application is pending and those with tolerance status are only allowed to reside in a specific area – the area is specified in the **residence permit**.

You are not allowed to leave the specified area without the permission of the immigration authorities. After 3 months, residence obligation is substituted with the **“condition of fixed abode” (Wohnsitzauflage)**. The immigration authorities can extend the period of residence obligation.

During the period in which the asylum application is pending, the place of residence is restricted to the district governed by the local authority to which the applicant is allocated. This is also specified in the residence permit.

### The condition of fixed abode (Wohnsitzauflage)

The condition of fixed abode also applies after completion of the asylum application procedure for **recognised refugees** and for those with **tolerance status** who receive social benefits.

Those who are recognized in Germany from 1 January 2016 onwards have to **live in a specified town/location for 3 years**. The Arnsberg District Authority issues the condition of fixed abode; this is generally issued together with the Federal Office for Migration and Refugees (BAMF) notification.

**Under the condition of fixed abode, you are allowed to travel freely throughout Germany. However, you must live at the specified location.**

**The Condition of Fixed Abode can be cancelled:**

- if the person concerned begins employment of at least 15 hours per week which is subject to social security deductions from a monthly net salary of at least 712 euros.
- if the person concerned begins a vocational training/apprenticeship or a course of school education or further education.
- if the person concerned takes part in a vocational orientation or vocational preparation programme.
- for the purposes of family reunification
- in extreme cases (for example death or care needs of a member)

Applications for the cancellation of the condition of fixed abode must be submitted via the immigration authorities to the Bezirksregierung Arnsberg (Arnsberg District Authority). ⇒ [For further information contact the immigration office Kreis Höxter.](#)

## Everyday life

### Living Accommodation

#### Living Accommodation

#### Shared Accommodation

During the asylum procedure, most refugees in the Höxter district live in **shared accommodation**. The rooms are between **6 and 9 square metres** in size. As a rule, you live in the **room with other people**. Each person has **a bed and part of a wardrobe**. A **communal kitchen** can be used for self-catering. You must **clean** your room and the communal areas **yourself**. **Waste** is **separated** in Germany. In some accommodation, rubbish bins must also be placed on the street. There are **instructions** for this in the accommodation. Each family must check for themselves whether their **name is on the letterbox**. A letter from the authorities can only arrive if the name is on the letterbox.

In shared accommodation, there are sometimes **problems**, because a large number of people from **different cultural** backgrounds and religions, with different customs and habits are all living together in a confined space. **If there are problems** in your shared accommodation, you can **consult the caretaker (= Hausmeister), the Social Security Office (= Sozialamt)** in your town, or speak **to the care workers and volunteers**.

#### Your own apartment

If you receive an **affirmative notification from the Federal Office for Migration and Refugees (BAMF)**, you are allowed to move into your **own apartment**. **However, in this case you must observe the condition regarding where you are allowed to live.**

Your allocation will include **a condition of fixed abode (= Wohnsitzauflage)**. That means that you are only allowed to look for an apartment in the town to which you have been allocated. In **exceptional cases**, (job or family reasons), you may be allowed to **live in another town**. **You have to submit an application in this case**. You can get **more**

information from the [immigration office](#).

## Rent Agreement (= Mietvertrag)

You rent a flat from another person. This person is your landlord or landlady. You sign a **tenancy agreement (Mietvertrag)** with this person. The contract says that you are allowed to live in the flat. The tenancy agreement regulates the **rights and duties** of tenants and landlords. The tenancy agreement also says the price of the flat.

This is an important document, which you have to sign. **Only sign a document that you fully understand.**

## Costs and Rent

The total **cost of renting** an apartment comprises the **basic monthly rent (=Kaltmiete)** and the **costs for services (=Nebenkosten)**. The **basic monthly rent** (Kaltmiete/KM) is the price excluding the costs for heating and water. The **costs for services (Nebenkosten)** comprise water, refuse disposal and other services.

You have to choose a **supplier of electric energy**, make a **contract** and **pay for it each month**.

**Please be careful how much water and electricity you use! These costs extra money and they are not included in the renting cost.**

[⇒ Learn how to save energy here.](#)

If you **do not have a job** and have a **residence permit**, the **Jobcenter** will **cover the costs of rent and heating**. The **Jobcenter** says how much an apartment may cost.

[⇒ In this table \(pdf\) you will find the permitted costs for the apartment.](#)

## Have you found an apartment?

💡 All people in Germany must register their home with the Residents' Registration Office (=Bürgeramt or Bürgerbüro).

**You can find all the information about registering your home here [⇒ 'Residents' Registration Office'](#)**

As soon as you have found a suitable apartment, submit a **rental certificate** to the landlord.  
⇒ [Here you can find the rental certificate.pdf](#)

Once the landlord has completed the rent certificate, **send** it to the Jobcentre. The Job Centre will then **check** whether the rent for this flat can be paid. You will either receive **written approval** for the new flat or a **refusal**.

You should also enclose a **declaration of assignment** so that the Job Centre can transfer the money to the landlord immediately and you do not have to transfer any rent.

**Important: You may only sign the rental agreement once the Jobcenter has given its approval, otherwise the costs will not be covered.**

You can obtain **further information** from the Jobcenter:

Höxter office: Phone: [0527169950](tel:0527169950) ; Warburg office: Phone: [0564174890](tel:0564174890) .

### Deposit (= Kaution)

The owner or landlord/landlady (= Vermieter) of the apartment will **require you to pay a deposit (security)** on the apartment. You have to pay the **Deposit before you move in** a new flat / house and **get it back when you moving out**.

You only get the deposit back, **if the flat is clean and without damages**.

**In some cases, the Job Centre will pay the deposit. However, this this will be decided individually by the Jobcenter.**

### How do I find an apartment?

**Vacant apartments** are advertised in the **local newspapers and on the internet**. You can rent a **whole apartment**, or a room in a **shared apartment (= Wohngemeinschaft/WG)**. In the latter case, you can rent a room and **share the apartment** with other people. In some cities, there are also volunteers who can help with finding accommodation. The case manager can also sometimes help. Please contact the social welfare office in the respective city.

If you are **interested** in an apartment or a room in a shared apartment, you have to **call the number** stated in the advert, and **make an appointment to view the apartment (= Besichtigungstermin)**. When you go there at the appointed time, you can take a **look at the apartment**. After that, the owner or the tenants in the shared apartment decide who gets the apartment or room.

### Examples where you can look for an appartement:

⇒ [Immobilienscout 24](#)

⇒ [Wohnungsbörse.net](#)

⇒ [Immobilio](#)

⇒ [LEG](#)

⇒ [BAUSI](#)

⇒ **Local newspapers:** For example Westfalen-Blatt, Neue Westfälische

### Financial support for your own apartment

#### Housing benefit (Wohngeld)

If you do not receive benefits from the Job Centre and earn little money, you can apply for housing benefit. Housing benefit is available as a rent subsidy if you are a tenant of a flat or house, or as an encumbrance subsidy if you are the owner of your own home or condominium.

You must meet certain requirements to receive housing benefit.

## Applying for housing benefit

You can only get housing benefit if you submit an application and prove that you meet the requirements.

**Application forms** are available at the local housing allowance offices of the municipalities - i.e. at the town hall of your town.

**Whether you can get housing benefit, and if so, how much, depends on three factors:**

- The number of family members in your household,
- the income of the family members in your household,
- the amount of eligible rent or charges, and the age of the house.

If you meet the conditions, the housing allowance is usually **granted for twelve months**, starting on the 01st of the month in which you submitted the application. After that, a new application is required.

---

## Housing Entitlement Certificate (Wohnberechtigungsschein, WBS) to move into subsidised housing.

The rent for a subsidised flat is reduced. A general Wohnberechtigungsschein (WBS) is **valid for one year** and entitles the holder to move into a subsidised flat. The size of the flat depends on the number of family members. You must submit an **application**.

### Application:

**The flat in question is located in Bad Driburg, Borgentreich, Brakel, Beverungen, Marienmünster, Nieheim, Steinheim, Warburg and Willebadessen:**

#### Contact:

District of Höxter, Department of Building and Planning.

📍 Moltkestraße 12, 37671 Höxter

☎ [05271/965-4144](tel:052719654144)

**The flat in question is located in Höxter:**

#### Contact:

City of Höxter, Stadthaus am Petritor

📍 Westerbachstraße 45, 37671 Höxter

☎ 05271/963-4512

## Save energy costs

### Electricity savings check in the district of Höxter

**Do you want to save money and energy and make a contribution to environmental and climate protection?**

**Then take part in the electricity savings check for FREE!**

All households that receive **unemployment benefit II, social assistance, basic income support, child benefit supplement** or housing benefit can take part. In addition, people whose income is below the garnishment exemption limit are also eligible.

#### It's that simple:

- You register with us (in person, by telephone, by post or by e-mail) - you will be informed of the 1st appointment by telephone.
- During the first customer visit, the energy and water consumption is recorded.
- At the second customer visit, energy-saving items are installed free of charge as required and an energy-saving roadmap is discussed and provided.

#### Contact:

District of Höxter, Environmental Protection and Waste Management, Electricity Saving Check

📍 Moltkestraße 12, 37671 Höxter, Germany

☎ 05271/9654225 or 05271/9654226

✉ [@m.boschmann@kreis-hoexter.de](mailto:@m.boschmann@kreis-hoexter.de)

✉ [@stromspar-check@kreis-hoexter.de](mailto:@stromspar-check@kreis-hoexter.de)

---

## Energy and the environment

You need gas and electricity for your home. They provide power for the various devices you use. You probably use electricity or gas for cooking. Your washing machine also needs electricity. And so does your phone. Some devices use more power than others. So when you buy a new device, you should always check its energy consumption. Lots of devices use power even when in standby mode, even though they are basically switched off. The best way to stop this is a power strip that can be switched off. All you have to do is flick one switch, and multiple devices are disconnected.

Many homes are heated using gas. You will often pay your supplier for this monthly in advance. Then they recalculate your usage once a year. Sometimes you will have to pay more. Sometimes you will get some money back. If electricity and gas are expensive, it's a good idea to save money each month. That means you have enough money if you need to pay more later on.

💡 Using energy carefully will save you money. It's also good for the environment. Find out [here](#) how to heat and ventilate your home correctly and save energy.

The main place you need water is in the bathroom. But you also need it in the kitchen, for cooking and washing up. It's a very good idea to save water. It means you pay less for water, sewage and energy for heating the water.

💡 Tips for saving water: Install a low-flow showerhead. Shower rather than having a bath. Repair any leaking taps. Install a button in your toilet to stop flushing.

More tips and useful information can be found at the [Consumer Advice Centre \(Verbraucherzentrale\)](#).

## Buying new devices

When buying new devices, always check the energy label. This will show how efficient the new device is. A wide range of products have an energy label. This includes lights, washing machines, TVs and heaters. Energy efficiency classes and information about product characteristics, such as power and water consumption or volume, make it simple to compare different devices. Energy-efficient devices can save you hundreds of euros a year.

💡 There is an app for the energy label. It can help you compare energy information for selected products. The app also tells you how to use the products efficiently. The app is available in German and English from the [Google Play Store](#) and the [Apple App Store](#).

## House Rules

In towns and cities, multiple people often live together in one building. Rules are required in order for them to live together without any problems. These rules are laid down in the House Rules (Hausordnung). Quiet times are particularly important in Germany. Check in your House Rules the time after which you need to be quiet. Often, this is the whole of Sunday. On other days, it's often after 22:00. Make sure you aren't too loud. Are there people near you being too loud? Then talk to them. Ask them to turn the music or the TV volume down.

## Subsidy for the initial furnishing of a flat

### Subsidy for the initial furnishing of a flat by the Job Centre

#### Who receives money and allowances for the initial furnishing of a flat?

People who receive social benefits from the Job Centre can **apply to the Job Centre** for initial equipment for a flat if:

- furniture, household appliances and other furnishings are not available

and if:

- a flat is no longer habitable due to force majeure (fire, theft, etc.) and no insurance is available,
- a person moves into their own flat for the first time



- a separation from the partner and a move-out make the initial furnishing necessary.

**Please note:** The money for the initial furnishing of a flat is not intended for replacement purchases. Broken appliances or old furniture are not financed.

The allowance from the Job Centre is means-tested. This means that the amount is calculated for each individual case.

**Please submit the application for initial equipment BEFORE you purchase the items.**

The Job Centre will inform you in writing what has been granted. The application includes a list of the basic equipment you need.

### You can apply for this initial equipment:

- 1 bed with mattress
- 1 kitchen cupboard
- 1 kitchen sink
- 1 kitchen table
- 4 kitchen chairs
- 1 electric cooker
- 1 refrigerator
- 1 washing machine
- 1 wardrobe
- 1 living room table
- 1 set of seats (sofa, armchair)
- 1 living room cupboard
- Flat rate for Household contents (250,00 Euro)

**Household contents** include all furnishings such as household appliances, pots, towels, rubbish bins, radio and other things that are needed for living.

**Please note:** TV sets and computers do not count towards this.

### Do I have to pay back the benefit?

No, the money granted does not have to be paid back. However, the money you receive must be used for the initial equipment. You have to pay back to the Job Centre any money that you have not spent on the initial equipment.

#### Contact:

Jobcenter-Höxter: ☎ [052716995600](tel:052716995600)

Jobcenter-Warburg: ☎ [0564174890](tel:0564174890)

⇒ **Download: Application for initial home equipment (pdf)**

#### Broadcast licence fees

Independent news reporting is very important. Germany has independent radio, television and online services. These are provided by ARD, ZDF and Deutschlandradio. They report in a way that is free from economic and political influences. For this, all people pay money together.

This is called the broadcast licence fee (Rundfunkbeitrag).

According to the law: In Germany, a broadcast licence fee must be paid for each flat. However, only one person in each home has to pay the broadcast licence fee. It costs €18.36 per month. The money must be paid to the Fee Services department of ARD, ZDF and Deutschlandradio. See the following [information sheet](#) for more information. It is available in [simple language](#) here. Or visit the [broadcast licence fee website](#). This website is available in multiple languages.

Some people can be exempted from this payment. For example, if you receive benefits under the Asylum Seekers Benefits Act or other social benefits. An application must be submitted for exemption from the broadcast licence fee.

You can find the application for an exemption [here](#).

## Culture, sports and leisure

### Sport

#### Sportclubs and Sport offers

**Current offers can also be found in the [events calendar](#)**

#### **Kreissportbund e.V. (=KSB)**

**The Kreissportbund Höxter** (the association of sports clubs in the district of Höxter) is the right contact for you and will help you to **find the best sport club for you**.

#### **Contact**

Arne Tegtmeyer ( Integration through sports)

☎ 05271 6946 334

@[a.tegtmeyer@ksb-hoexter.de](mailto:a.tegtmeyer@ksb-hoexter.de)

Thorsten Schiller (Managing Director)

☎ 05271 6946 337

@[t.schiller@ksb-hoexter.de](mailto:t.schiller@ksb-hoexter.de)

**Kreissportbund Höxter e. V.**

📍 Moltkestr. 12, 37671 Höxter

⇒ **[Website KSB](#)**

**OPEN SUNDAY - Free sports programme for primary school children  
in the Höxter district**

OPEN SUNDAY is an open and free exercise programme for children aged 6 to 11.

There are currently OPEN SUNDAYS in Bad Driburg, Beverungen, Höxter and Warburg.

No registration required! All children in the Höxter district can attend all OPEN SUNDAYS.

Please bring sportswear and indoor shoes!

⇒ [Further information](#)

---

## Club search

**On the website of the Landessportbund Nordrhein-Westfalen (LSB) you can actively search for sports clubs ⇒ [Club search](#)**

---

## "Sports dictionary"

In the "Sports Dictionary" app, you will find everyday **sports terms** in nine **different languages**.

Users can select their language in the app and have the terms translated (Arabic, Dari, German, English, Farsi, French, Kurdish, Russian and Turkish). All terms are illustrated and set to music to make them easier to recognise and understand. Individual words can also be marked as favourites to create an individual list of the most important vocabulary.

⇒ [Further information and link to download the app](#)

---

## Sports clubs

In the Kreis Höxter, there are **277 sports clubs** (01.01.2018) offering a variety of **different types of sports**. Here you can **meet other people** on a regular basis and **exercise together**. Many sports clubs are committed to helping refugees and **offer activities for children, teenagers and adults**.

**A trial training** is possible in every sport club. **You are more than welcome!**

**For example:**

### Bad Driburg

**You will find a list of all sports clubs on the [Bad Driburg website](#).**

#### ♦ **TuS Bad Driburg e.V.**

⇒ **badmington, football, swimming, table tennis, volleyball, fitness**

**@[magnus.wiechers@tus-bad-driburg.de](mailto:magnus.wiechers@tus-bad-driburg.de)**

⇒ [Website](#)

## ♦ TV Jahn Bad Driburg e.V. - "Stützpunktverein Integration durch Sport"

⇒ martial art (Budo), athletics , table tennis, Turnen, walking

@[vorstand@tv-jahn-bad-driburg.de](mailto:vorstand@tv-jahn-bad-driburg.de)

⇒ [Website](#)

## Beverungen

You will find a list of all sports clubs on the [Beverungen website](#).

## ♦ TuS Amelunxen e.V.

⇒ Football, aerobics, fitness, taekwondo, dancing, table tennis, badminton, volleyball

Sports ground: Neuer Weg 4, 37688 Beverungen-Amelunxen

Sports ground:: Grubestraße 3, 37688 Beverungen-Amelunxen

Contact persosn for issues of integration: Dennis Spicker

☎ 05275 987607

@[dennis.spicker@tus-amelunxen.de](mailto:dennis.spicker@tus-amelunxen.de)

⇒ [Website](#)

## Brakel

You will find a list of all sports clubs on the [Beverungen website](#).

## ♦ Non-Stop Ultra e. V. ⇒ running

📍 Bohlenweg 20, 33034 Brakel

☎ 05272 355408

@[info@non-stop-ultra.de](mailto:info@non-stop-ultra.de)

⇒ [Website](#)

## ♦ DJK "Adler 1920" Brakel e. V. - "Stützpunktverein Integration durch Sport"

⇒ Tischtennis, Badminton, Handball, Tanzen, Leichtathletik

@ [info@djk-brakel.de](mailto:info@djk-brakel.de)

---

⇒ [Zur Website](#)

♦ **TV 1980 Brakel** ⇒ Archery, Inline Skater Hockey, Volleyball, Judo, Gymnastics, Capoeira, Canoe, Basketball, Fanfare

@ [info@tvbrakel.de](mailto:info@tvbrakel.de)

⇒ [to the website](#)

## **Borgentreich**

You will find a list of all sports clubs on the [Borgentreich website](#).

♦ **TTV Borgholz** ⇒ table tennis

📍 Am Lullberg 31, 34434 Borgentreich-Borgholz

⇒ [Website](#)

## **Höxter**

You will find a list of all sports clubs on the [Höxter website](#).

♦ **HLC Höxter - "Stützpunktverein Integration durch Sport"**  
(Handball and Athletics Club Höxter e.V.)

⇒ Athletics, badminton, basketball, handball, gymnastics,  
rehabilitation sports, judo

📍 Corbiestraße 14, 37671 Höxter

☎ 05271-380511

@ [info@hlc-hoexter.de](mailto:info@hlc-hoexter.de)

⇒ [Website HLC](#)

♦ **TuS Ovenhausen 1924 e.V.**

⇒ Athletics, football and much more.

📍 Flurstr. 16, 37671 Höxter

☎ 05278 1333

@ [stefan.risse@t-online.de](mailto:stefan.risse@t-online.de)

⇒ [Website](#)

## Marienmünster

♦ **SV Grün-Weiß Kollerbeck** ⇒ Football, running, table tennis and cycling

⇒ [Website](#)

## Nieheim

♦ **SV Nieheim West e.V.** ⇒ Football and martial art (Aikido)

⇒ [Website](#)

## Steinheim

You will find a list of all sports clubs on the [Steinheim website](#).

♦ **SV Steinheim e.V.** ⇒ Football, table tennis, athletics, ski, tennis, volleyball, fitness, walking and dance

☎ 08331 962848

⇒ [Website](#)

♦ **Circus Kumpulus** - acrobatics, juggling, unicycling, ball walking, tightrope walking, clowning

The Kumpulus Circus is a children's and youth circus from Steinheim. Together they practise acrobatics, juggling, unicycling, ball walking, tightrope walking, clowning and much more. For children and young people aged 10 and over and children aged between 3 and 10.

⇒ [To the website](#)

## Warburg

♦ **Warburger Sportverein 1884 e. V. - Stützpunktverein Integration durch Sport**

⇒ **Football, basketball, volleyball, running and athletics, Zumba and various courses for children and adults**

📍 Auf dem Piepenbrink 1, 34414 Warburg

☎ 05641 7473027

[@geschaeftsstelle@warburgersv.de](mailto:@geschaeftsstelle@warburgersv.de)

Öffnungszeiten: Dienstag: 17:00 bis 19:00 Uhr; Donnerstag: 10:00 bis 12:00 Uhr

⇒ [Website](#)

## Willebadessen

♦ **VBGS Willebadessen e. V. ⇒ Association for Physical Activity Promotion and Health Sport**

[!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca\_img.jpg\) Bogenstraße 13, 34439 Willebadessen](#)

⇒ [Website](#)

**There are many other clubs as well!**

---

## Gyms (=Fitness studios)

Gyms or “Fitness studios” can be found in many cities. Here every person **trains mostly alone** by himself/herself on the **exercising equipment**. Every gym offers a **variety of facilities and courses**.

**Important to know:** To be allowed to use the gym, you have to **sign a contract** and **pay a monthly fee**. Most gyms have a contract period of at least **12 months**. Only after this time can the contract be cancelled.

---

## "Kletterzentrum OWI" (=Climbing Centre) in Brakel

The “**Kletterzentrum OWL**” has **85 different climbing routes** and a large **bouldering area**.

Different **courses** are offered for children, teenagers and adults.

**Climbing equipment** is available for hire.

**For prices and further information visit the website** ⇒ [Kletterzentrum OWL](#)

### Definitions:

**Climbing** = with a rope and safety devices up to 15m high. A climbing certificate is required.

**Bouldering** = climbing at jump height (up to 4.5m high) over a soft gym mat

### Address:

Lütkerlinde 12 (next to the Generationenpark Brakel)  
33034 Brakel

---

**Contact:**

Phone: 05272 3949999

Email: [hallo@kletterzentrum-owl.de](mailto:hallo@kletterzentrum-owl.de)

**Opening times:**

Monday, Wednesday and Friday: 3:00 pm – 10:00 pm

Tuesday and Thursday: 3:00 pm – 10:30 pm

Saturday and Sunday: 10:00 am – 8:00 pm

---

**Sports and courses of the Adult Education Centers  
(Volkshochschulen=VHS)**

The adult education centers have many different **sport courses**. The **dates** can be found on the website or in the program booklets of the adult education centers. Mostly a **registration** and a **fee** is necessary.

**Volkshochschule (VHS) - Bad Driburg, Brakel, Steinheim und  
Nieheim ⇒ Website**

📍 Am Rathausplatz 2, 33014 Bad Driburg

☎ 05253 881700

@[info@vhs-driburg.de](mailto:info@vhs-driburg.de)

**VHS Zweckverband Diemel-Egge-Weser - Beverungen,  
Borgentreich, Warburg, Willebadessen ⇒ Website****Beverungen + Borgentreich**

Weserstr. 16, 37688 Beverungen

☎ 05273 392125

@[vhs@beverungen.de](mailto:vhs@beverungen.de)

**Warburg + Willebadessen**

📍 Rathaus zwischen den Städten 9, 34414 Warburg

☎ [05641921711](tel:05641921711)

@[vhs@warburg.de](mailto:vhs@warburg.de)

**Volkshochschule - Höxter und Marienmünster ⇒ Website**

📍 Möllingerstraße 9, 37671 Höxter

☎ 05271 9634303



[@vhs@vhs-hoexter.de](mailto:@vhs@vhs-hoexter.de)

## Membership of the HLC Höxter sports club

### Information sheet on HLC membership

The sports club HLC Höxter has various sports departments with different sports. You can **try out the sports programmes 3-4 times free of charge**. If you want to continue doing sports in the club, you must become a member of the sports club (without membership, no further participation is possible).

#### How do I become a member?

To become a member, please complete the membership **application form (pdf)**. All applications can be completed digitally, signed and sent by e-mail. Paper applications can be handed in directly to the trainer or at the office.

#### What do I need to know?

- Every club member pays a **club membership fee**. In addition, there is a surcharge for the selected sports department. The money is paid every six months or debited from your account.
- You can apply for a **social contribution** if you receive social benefits (**Antrag-Sozialbeitrag.pdf**). You will need the Huxori Pass for this. You can obtain the **Huxori Pass** from the citizens' office of the town of Höxter (im Rathaus, Westerbachstr.45).
- You can cancel your membership. The **written cancellation** must be sent to the HLC by 31 May or 30 November.
- Please note further information (e.g. information for parents) on the HLC website.

#### Costs

One-off administration fee: 10.00 euros

#### Monthly fees (prices in brackets: social contribution)

- Adults: 8.00 euros (4.00 euros)
- Young people: 4.50 euros (2.25 euros)
- Family contribution (from 4 persons): 22.00 Euro (11.00 Euro )

#### Monthly contribution for departments

- Children's Movement Worlds: €1.50
- Fitness-Health: €2.50
- Handball / Volleyball: €2.00
- Athletics: €6.00
- Judo: €4.00
- Swimming: €3.50
- Badminton: €2.70

- Basketball: €4.00
- Rehabilitation sport: €2.50

**Contact: Office HLC**

📍 Corbie Straße 14, 37671 Höxter

✉ [info@hlc-hoexter.de](mailto:info@hlc-hoexter.de)

☎ +49 (0) 5271380511

[website HLC Höxter](#)

**Sports guides - Mentoring program**

**Sports guides (= Sportlotsen)**

The **intercultural mentoring program “MENToRee”** provided by the Communal Integrationscentre (=KI) can be applied in the field of sports. Persons who actively participate in sports become **“sports guides”** and **accompany refugees or migrants** (“mentees”) to sporting activities organised by sports clubs and other physical activities.

The duration of the guiding program is agreed individually according to requirements.

**Reimbursement of costs**

**Costs** arising can be **reimbursed** through the program up to a **maximum of 50 Euros per month** (proof of costs required).

♦ Travel expenses

♦ Other expenses, such as entry fees, hire equipment, membership fees for sports clubs etc.

(an invoice must be submitted to the KI).

**Are you interested in a certain kind of sport and are you looking for support?**

We will try to find a suitable sports guide together with the Kreissportbund (municipal sports association), with initiatives for refugees and the sports clubs.

**Would you like to be a sports guide?**

We will try to connect you with an interested person.

**Have you already found a person who you would like to accompany?**

**Link to the form** ⇒ [Mentoringvereinbarung Sportlotsen](#)

**Contact:**

Agnieszka Weisser

☎052719653618

@ [a.weisser@kreis-hoexter.de](mailto:a.weisser@kreis-hoexter.de)

## Swimming lessons

### Swimming lessons for women

The "Kommunale Integrationszentrum (=KI)" organises special **swimming lessons for women** (in the absence of men).

⇒ [Further information and contact details](#)

⇒ [here you can find swimming rules in many different languages](#)

---

### Swimming lessons for children

Everyone should be able to swim. The **younger children start learning to swim**, the easier it is for them. In Germany, children usually learn how to swim at the **age of 5 or 6 years**. Then they take a swimming test and get a badge known as "**little seahorse**" (= "**Seepferdchen**"). This is a **certificate for your first swimming skills**.

**The swimming lessons at school are obligate for every child.**

In all swimming pools you have to stick to the **swimming rules**.

⇒ [here you can find swimming rules in many different languages](#)

**Here is some information on where your child can learn to swim:**

#### Bad Driburg

**DLRG Ortsgruppe Bad Driburg e. V.**

Hallenbad Bad Driburg

📍 Auf dem Krähenhügel, 33014 Bad Driburg

⇒ [Website DLRG Bad Driburg](#)

#### Brakel

**Hallenbad Brakel**

📍 Am Bahndamm 28, 33034 Brakel

☎05272 4174

#### Höxter

**DLRG Ortsgruppe Höxter e. V.**

---

⇒ **Zur Website DLRG Höxter**

## **Marienmünster/Vörden**

**SV Vörden von 1923 e. V.**

**Website** ⇒ [Schwimmverein Vörden](#)

**Freizeithallenbad Marienmünster**

📍 Schulstraße 5, 37696 Marienmünster

☎ 05276 989852

## **Steinheim**

**DLRG Schwimmtraining**

**Website** ⇒ [DLRG](#)

**Freibad Steinheim**

📍 Schützenplatzallee, 32839 Steinheim

☎ 05233 8163

## **Nieheim**

**Schwimmverein Nieheim e. V.**

📍 Am Enskeberg 4, 33039 Nieheim

**Schwimmbad am Holsterberg**

📍 Zur Warte 14, 33039 Nieheim

## **Warburg**

**DLRG Ortsgruppe Warburg e. V.**

**Website** ⇒ [DLRG](#)

**Schwimmverein 86 Warburg**

📍 Vivaldiweg 13, 34414 Warburg

**Hallenbad Warburg**

📍 Stiepenweg 7, 34414 Warburg

**Website** ⇒ [Hallenbad](#)

**Freibad Waldbad Warburg**

📍 Wachtelpfad 55, 34414 Warburg

**Website** ⇒ [Waldschwimmbad](#)

## Culture

### Culture

In the **District of Höxter** there is a large and **varied choice of leisure activities** and events. **Cultural events, courses** at an **adult education centre (VHS)** or **sport** are among the most popular activities.

You have to pay for many of the cultural events, for example visits to the cinema, theatre or museum. However, various organisations also **offer cheap or even free activities**.

### District of Höxter Culture Office (= Kulturbüro Kreis Höxter)

The **Culture Office homepage** will provide you with a good **overview of cultural activities** in the District of Höxter. For example, it includes an event **calendar with festivals, workshops and exhibitions**, and a culture database with museums, libraries and music societies.

#### Contact:

@[kultur@kreis-hoexter.de](mailto:kultur@kreis-hoexter.de)

**Julia Siebeck**

☎ 052719653216

**Kristin Wiechers**

☎ 052719653226

**Website "District of Höxter Culture Office"** ⇒ [www.netzschaftkultur.de](http://www.netzschaftkultur.de)

---

### KulturPass (an offer for all 18 year olds).

⇒ [here you can find information on the "KulturPass"](#)

---

### Kulturrucksack Kreis Höxter (an offer for all children from 10 to 14 years).

⇒ [here you can find information on the Kulturrucksack](#)

---

### Höxter Intercultural Choir


Since 2016, the **Höxter Intercultural Choir** have been **meeting every Tuesday** to sing together. The choir is an **open group** comprising people from Germany, Iran, Iraq, Syria and

Afghanistan. **Anyone can come along and join in any time. The offer is free.**

**Why not just come along spontaneously to a choir rehearsal!**

**Choir direction:** Petra Salzburger-Brehmer

**When:** Tuesdays from 6:30 p.m. until 8:00 p.m.

**Where:** VHS Höxter assembly hall (Aula),  [Möllingerstrasse 9, 37671 Höxter](#)

**@**[info@musikschule-hoexter.de](mailto:info@musikschule-hoexter.de) or [vhs@vhs-hoexter.de](mailto:vhs@vhs-hoexter.de)

---

## Interreligious Dialogue in Höxter- Round Table of Religions Höxter

**Meeting and Collaborating with Other Religions** – this is the aim of the “Round Table of Religions” (“Runde Tisch Religion”) in Höxter.

Representatives of the **Evangelical, Catholic and Evangelical Free Church** congregations, the **Turkish Islamic "Ulu Mosque"**, the **"Bahá'í"** religious community, **members of the Vereins Welcome e.V.** association and members of staff from the **Communal Integration Centre** meet here together regularly.

### Activities:

- **Prayers for Peace (=Friedensgebete) - praying for peace**


“Prayers for Peace” is generally held **once a month** at various locations. It **begins at 18:30**. After about 30 minutes, there is the opportunity to meet, get to know, exchange information with and talk to other participants.

**Current dates can be found under Events.**

- **Interreligious Outings**

Once or twice a year, we organise and stage a communal outing to selected religious locations. Please register your name if you would like to come along.

**Contact:** Frau Tuija Niederheide

 [052719653613](tel:052719653613)


**@**[t.niederheide@kreis-hoexter.de](mailto:t.niederheide@kreis-hoexter.de)

## Interreligious Dialogue in Bad Driburg

The meeting for **interreligious dialogue in Bad Driburg** is held **once a month on a Thursday**. The **dates** are announced in the **parish magazine** or in the **local paper**.

**Where:** In der Haltestelle; Am Hellweg 2; 33014 Bad Driburg

**Contact:** Frau Jungblut

 05253 5398

---

[@bjungblut@gmx.de](mailto:@bjungblut@gmx.de)

---

## Communal Integration Centre (KI) Cultural Events

The Communal Integration Centre regularly stages a **range of interreligious and intercultural projects**, for example **family festivals, theatre projects, music projects, exhibitions, concerts** and cultural trips.

⇒ **Further information**

⇒ **Communal Integration Centre Event Calendar (= Veranstaltungskalender)**

**Contact:**

📍 [Moltkestrasse 12, 37671 Höxter](#)

**Tuija Niederheide**

☎ 05271 965 3613

@ [t.niederheide@kreis-hoexter.de](mailto:t.niederheide@kreis-hoexter.de)

---

## Adult Education Centres (=Volkshochschulen=VHS)

The **Adult Education Centres** offer a wide range of different **courses**. All courses, prices and dates are published in the VHS magazine “**Programmheft**” and on the **centres’ websites**. If you are **interested** in taking part in a course, you just have to **register and pay the course fees**, and then you can begin!

**VHS courses in Bad Driburg, Brakel, Nieheim and Steinheim**

⇒ **To the website**

**VHS courses in Höxter and Marienmünster**

⇒ **To the website**

**VHS courses in Warburg, Beverungen, Borgentreich and Willebadessen**

⇒ **To the website**

**Bicycle workshop**

### Bicycle workshop in Brakel

The bicycle workshop is a project of the **Refugee Aid Brakel**. There are difficulties with mobility, especially in rural areas. After 2015 the idea came up to provide as many refugees as possible with a bicycle. More than **100 bicycles were donated** by citizens in the Höxter district. Many of the bikes had to be repaired first. The bikes were handed out to the refugees in a roadworthy condition. This made some mobility possible.

**The bicycle workshop is located in the workshop of the Kolping Vocational College.** Bicycles are repaired here with refugees. In this way, the Werkraum has also become a meeting place.

**Contact:** Adalbert Grüner

Telephone: 05272 9342

Klöckerstraße 10, 33034 Brakel

**Opening times:** Every Friday from 9 a.m. to 12 p.m. Further dates are possible by arrangement.

⇒ **Further information on the subject of bicycles**

**Holiday programmes in the district of Höxter**

⇒ [Here you can find information on holiday programmes in the district of Höxter.](#)

## Travel and mobility

**Travelling in Kreis Höxter**

### Travelling in Kreis Höxter

You can go and **explore your town and the Kreis Höxter**. If you have a “Wohnsitzauflage” (the requirement to reside in a certain area), you can **travel all over Germany**. There are **several ways of travelling** around.

### Bus and Train

Busses and trains are **public means of transport**. You need a **valid ticket for every ride**. If you go by train or bus **without a ticket, you have to pay penalty at least 60€**.

**Bus tickets** can be bought directly from the driver. **Train tickets** can be bought either at **sales counters** or from a **ticket machine**. These machines can be found on the platform or inside the train. The ticket must be **stamped/validated** before the ride.

**Timetables** tell you when and where trains and busses are departing. If you need some more Information, go to the Customer Service or travel agency.

---

**Information on timetables and tickets for NRW can be found online ⇒ [fahr-mit.de](http://fahr-mit.de)**

**or by phone: 05251 2930400**

---

### FairTicket - The social ticket for buses and trains

**What is the FairTicket?**

**The FairTicket is available in two versions:**



◆ The **Hochstift Network** FairTicket is valid on **all buses and trains** in the **Höxter and Paderborn** districts. It **costs €36.00 per month**.

◆ With the **City of Paderborn** FairTicket, those entitled can use all buses and trains in the Paderborn metropolitan area. It **costs €24.90 per month**.

**The FairTicket is valid all day for unlimited use. Night buses can also be used subject to a surcharge**

### Who can use the FairTicket?

- ◆ Recipients of Unemployment Benefit II and income support (SGB II)
- ◆ Recipients of benefits for old-age income support, those with reduced earnings and those receiving ongoing support allowing them to continue living at home ("Social Security Benefits", SGB XII)
- ◆ Recipients of standard benefits in accordance with the Asylum Seekers Benefits Act
- ◆ Recipients of ongoing benefits for war victims in accordance with the Federal War Pensions Act

### What does the FairTicket offer?

- ◆ Unlimited use of buses and trains for a month
- ◆ The ticket is valid for one person
- ◆ The ticket is not transferable
- ◆ The ticket is valid for all age groups

### How can I get a FairTicket?

- ◆ In order to purchase a FairTicket, you will first need **a customer card**. This is available from the **Social Security Office** or **Citizens' Office** in your city or from the **JobCenter**.
- ◆ Please bring an **official photo ID** (e.g. your ID card or driving license or student card) and **confirmation of the benefits** that you receive.
- ◆ With a customer card, you can purchase your FairTicket in buses, at the mobithek, at ticket machines or other outlets.
- ◆ Please enter the number of your customer card on the FairTicket.
- ◆ The ticket is only valid in conjunction with an official photo ID (driving license, ID card etc.) and the customer card.

**Further information you will find** [⇒ here](#)

**Any Questions? We'd be happy to help:**

**mobithek (VPH)**

📍 Bahnhofstraße 27, 33102 Paderborn  
☎ 0 52 51 29 30 400

## Traveling in Germany

### Travelling in Germany

There are different methods of travelling in Germany:

#### A) Travel by the Train

Travelling by train is fast. Sometimes you can by **"Spartickets"**, they are **cheaper** than the normal ticket.

**With the free App** ⇒ ["Deutsche Bahn App"](#) you can **find "Spartickets" and buy it directly online.**

#### Group tickets:

**5 individuals** can travel together from **9:00 a.m.** and share the costs, for example with the **"Wochenendticket" (weekend ticket) or the NRW ticket.**

**Important: Write the 5 names on the ticket and every Person must have a valid ID Card.**

**You get all the Information about the timetables, tickets and trains online** ⇒ [bahn.de](#)

Or by the **Costumer Service** at the train station.

#### B) Busses

**Long-distance** busses are cheaper than trains and they also take you to other **European cities**. The **central bus station** in German cities is called **"ZOB" (Zentraler Omnibusbahnhof).**

- **An overview of long-distance busses at a glance you find here** ⇒ [busliniensuche.de](#)
- **The best-known long-distance bus company is called** ⇒ [Flixbus.de](#). Tickets can be bought online.

#### C) Ridesharing/Carpooling

Travelling together with other people is cheaper. You can travel together by train or car.

To find a free place in car, there are **"Mitfahrzentralen"** (Ridesharing Centres). This is a **platform for private individuals to offer or look for free seats in cars**. So drivers can find passengers with the same destination.

- **The best-known ridesharing platform is called** ⇒ [Blablacar](#)

## Driving licence

## Foreign driving licence

### Is my driving licence valid in Germany?

Driving licences from non-EU countries are only **valid for six months** in Germany. The period begins with your first registration of your address in Germany. At the end of these six months, you need to **convert your driving licence** ("Umschreibung") if you wish to continue driving. **You must always carry your driving licence when driving.**

A test often has to be taken at a driving school. This is checked individually by the driving license office and is associated with costs.

#### It works like this:

1. You make an **appointment at the driver's license office** (Führerscheinstelle) and submit an application for a conversion.
2. You must go to the driver's license office **in person** and present various documents.
3. If you need to take a **test**, find a driving school where you can take the test.

### How can I obtain a German driving licence?

If you want to apply for a driving licence for the first time, this is what you have to do:

- Register at a driving school ("Fahrschule"). You can find a driving school nearby for example at [fahrschulen.de](https://fahrschulen.de).
- Take part in a first aid course ("Erste Hilfe").
- Have your eyes checked by an optician or ophthalmologist ("Sehtest").
- Take a biometric passport photo

To obtain a German driving licence, you need to pass both your **theory and your practical driving tests**. In fact, you must pass the theory test before you can go through a driving test.

### Motor Vehicle Insurance

If you own a car or motorbike and you want to drive, you must first apply for a permit- and you must have **Motor Vehicle Liability Insurance to obtain it**. It covers the damages, e.g. in the accidents, which are caused by your vehicle. In the case of an accident, the costs can be very high; It is therefore recommended to buy an insurance that covers up to 100 million euros of damage.

You can insure your vehicle comprehensively with comprehensive insurance. This is voluntary and often only worthwhile for expensive (new) vehicles.

⇒ **Further information on car insurance:** [Verbraucherzentrale.nrw](https://www.verbraucherzentrale.nrw) (German)

**Kfz-Zulassungs- und Führerscheinstelle in Höxter** (Authority for Vehicle Registrations and Driving Licences)

 [Moltkestraße 12, 37671 Höxter](#)

Make an appointment online. You can also do other things online.

⇒ [Website Kfz-Zulassung](#)

**Opening hours:** Monday and Tuesday: 7:30 a.m. - 3:30 p.m.; Wednesday and Friday: 7:30 a.m. - 12:00 a.m.; Thursday: 7:30 a.m. - 6:00 p.m.

---

**Further information on the German driver's license is available in several languages online**

⇒ [Handbookgermany/driving-licence](#)

## Bicycle

### Bicycles

If you know that you will be living in one place for a longer period, it is worth buying a bike. This is cheaper than travelling with public transport.

#### Important road rules for cyclists (excerpt):

- Always ride on the right-hand side of the road
- Do not ride next to each other, but one behind the other
- If there is a cycle path, you must ride on the cycle path (always on the right side of the road in the direction of travel).
- Only children up to the age of 11 are allowed to cycle along the walkways
- Using a mobile phone on a bicycle is prohibited.

#### Purchase and repairs

When you buy your bike, make sure that it is equipped as follows and therefore safe to drive. Otherwise, you will have to pay a fine when subject to a police check.

- Front and rear lights
- Front and rear reflectors
- Reflectors in the spokes (2 per wheel)
- Reflectors on the pedals
- Bell
- Two independent brakes

**Further information on the bicycle traffic regulations can be found here:**

[German \(PDF\)](#)

[English \(PDF\)](#)

---

[\*\*French \(PDF\)\*\*](#)

[\*\*Arabic \(PDF\)\*\*](#)

[\*\*Farsi \(PDF\)\*\*](#)

---

## **Bicycle workshop in Brakel**

The bicycle workshop is a project of the **Refugee Aid Brakel**. There are difficulties with mobility, especially in rural areas. After 2015 the idea came up to provide as many refugees as possible with a bicycle. More than **100 bicycles were donated** by citizens in the Höxter district. Many of the bikes had to be repaired first. The bikes were handed out to the refugees in a roadworthy condition. This made some mobility possible.

**The bicycle workshop is located in the workshop of the Kolping Vocational College.** Bicycles are repaired here with refugees. In this way, the Werkraum has also become a meeting place.

**Contact:** Adalbert Grüner

Telephone: 05272 9342

Klöckerstraße 10, 33034 Brakel

**Opening times:** Every Friday from 9 a.m. to 12 p.m. Further dates are possible by arrangement.

## **Shopping**

### **Food**

In Germany, most food is bought in a **supermarket or at the market**. In general, you should be able to find everything you need there. Some places even also have Turkish, Arab or Russian grocery stores.

There are a variety of grocery stores offering food from other cultures. The best option is to contact other refugees and ask them about them.

### **‘Tafel’ and ‘Speisekammer’ food banks**

**‘Tafel’ or ‘Speisekammer’** food banks also exist in some places. People with low incomes who receive support from the ‘Sozialamt’ (Social Welfare Office) or the Job Centre can get food here. You will need to have your notification with you as proof of entitlement.

Further information can be obtained from the **town hall** where you live.

### **Clothing and furniture**

Many different places in the district of Höxter have **charity shops or second-hand shops** where you can buy clothing or furniture at affordable prices:

### **Bad Driburg:**

#### **Caritas Fundgrube**

📍 [Dringenberger Str. 1, Bad Driburg](#)

Opening hours: Tuesday 9.00am to 11.30am; Friday 2.30pm to 5.00pm

### **Bad Driburg-Dringenberg:**

#### **‘Kleiderkammer’ charity shop of the Catholic church**

📍 [Bischof-Bernhard-Haus, Burgstraße 27, 33014 Bad Driburg-Dringenberg](#)

Opening hours: Every first Tuesday of the month from 4.00pm–6.00pm

### **Brakel:**

#### **Caritas Kaufhaus**

📍 [Am Markt 2–10, 33034 Brakel](#)

Opening hours: Wednesday: 3.00pm–6.00pm

### **Beverungen:**

#### **‘Flip Flop’ second-hand shop**

📍 [Weserstraße 22, 37688 Beverungen](#)

Opening hours: Every second Tuesday of the month: 9.00am–11.00am and 4.00pm–6.00pm

Every fourth Tuesday of the month: 9.00am–11.00am

### **Höxter:**

#### **‘Kleiderkammer’ charity shop of the German Red Cross**

Kreisverband Höxter e. V.

📍 [Corveyer Allee 29a, 37671 Höxter](#)

☎ [05271932150](tel:05271932150)

@ [info@hoexter.drk.de](mailto:info@hoexter.drk.de)

Opening hours: Tuesday: 2:00 PM – 4:00 PM

#### **‘Kleiderstübchen’ charity shop of the Kinderschutzbund (Child Protection Agency)**

**Kinderschutzbund Höxter e.V.** offers (second-hand) **children’s clothing**. **All families** can buy used baby and children’s clothing as well as shoes, toys, books, pushchairs, baby cots, child

seats, etc. in the 'Kleiderstübchen' charity shop at affordable prices.

📍 [Berliner Platz 1, 37671 Höxter](#)

☎ [052714989220](tel:052714989220)

@ [info@kinderschutzbund-hoexter.de](mailto:info@kinderschutzbund-hoexter.de)

**Opening hours:** Tuesdays from 9.00am–1.00pm and wednesdays from 2:00 p.m. to 6:00 p.m.

The opening hours are subject to change due to the coronavirus pandemic. The current opening hours can be found on the homepage: ⇒ [www.kinderschutzbund-hoexter.de](http://www.kinderschutzbund-hoexter.de)

### **Gebrauchartikelbörse (Used Items Exchange) (GAB)**

📍 [Stummrigestraße 30A, 37671 Höxter](#)

Opening hours: Monday to Thursday: 9.00am–4.30pm, Friday: 9.00am–2.00pm,

Saturday and Sunday. Closed

☎ [05271951430](tel:05271951430)

**Visit website** ⇒ [Gebrauchartikelbörse \(Used Items Exchange\)](#)

### **Toys Company Höxter (Second Hand: Toys for children)**

📍 [Herrmannstr. 43, 37671 Höxter](#)

Opening hours: Monday: 8.30am–6.30pm, Tuesday to Friday: 8.30am–1.30pm

☎ [052716941021](tel:052716941021)

@ [leitung@hoexter.dekra-toyscompany.com](mailto:leitung@hoexter.dekra-toyscompany.com)

### **Willebadessen-Peckelsheim**

#### **'Kleiderstube' charity shop of the AWO**

📍 [Burgstraße 9, 34439 Willebadessen-Peckelsheim](#)

Opening hours: Monday, Tuesday and Thursday: 2.30pm–5.30pm

☎ [05644981440](tel:05644981440) (during opening hours)

### **Steinheim:**

#### **'Kleider Ökumene' charity shop of the Protestant and Catholic parishes**

📍 [Bahnhofstr.6, 32839 Steinheim](#)

Opening hours: Monday, Thursday and Friday: 9.00am–11.00am,

Wednesday and Thursday 3.00pm–5.00pm

☎ [052338187](tel:052338187) or [052338978](tel:052338978)

## Warburg:

### Second-hand clothing shop of the German Red Cross

📍 [Landfurt 67, 34414 Warburg](#)

Opening hours: Monday and Wednesday: 2.30pm–5.00pm

☎ [056412454](#)

### Second-hand shop for women only 'Inkes Mode':

📍 [Hauptstraße 11, 34414 Warburg](#)

Opening hours: Monday to Friday: 2.00pm–6.00pm, Saturday: 9.30am–3.00pm

## Waste separation and deposits (Pfand)

**Waste separation means that different types of waste are collected and disposed of separately. Waste separation is compulsory in Germany. Anyone who separates waste incorrectly and is caught must pay a fine.**

## What goes in which bin?

The waste bins in Germany have **different colours**. The colours tell you which waste goes in which bin.

💡 **Specific waste must go in specific bins!**

⇒ **In this overview "What belongs where" (pdf) you will find all the information on waste separation.**



# WAS GEHÖRT WOHN

So trennen Sie Ihre Abfälle richtig



Bei Fragen steht Ihnen unser Abfallservice gerne zur Verfügung.  
Tel.: 05271 965 4444 oder per Mail: [abfallservice@kreis-hoexter.de](mailto:abfallservice@kreis-hoexter.de)

## Organic waste - Green bin:

For example: Food waste, peels of banana, lemon, orange, potatoes, Bones (chicken, beef), Fishbone

## Yellow bin:

Only empty packaging for example: yoghurt cups, cans, milk cartons – everything without food waste. And other objects made of plastic and metal: for example, bicycle helmets, frying pans, hairbrushes, toys.

## Residual waste - Gray bin:

For example: Diaper, Cigarette, Sanitary products.

### Paper - Blue bin:

For example: Papers, Newsletter, Books, Paper bag, Carton.

### Clothes:

You can bring your old clothes to a recycling bank "Altkleidercontainer" or to the Carity shops ("Kleiderkammer"). ⇒ **Here you will find further information and addresses.**

### Glass:

Glass is separated into colors and thrown into **glass containers**.

**The App** ⇒ **"my muell"** shows you where the **recycling banks for old clothes, glass container** and **e-waste containers** are.

### Electronic waste:

You can dispose of **small electrical appliances** in special containers. For example, hair dryers, razors, laptops and metal objects such as saucepans and knives. (You can find out where the e-waste containers are located in the "What belongs where" overview above)

**Large appliances** such as fridges, washing machines and cookers are collected free of charge from your front door. To **register for collection**, please call ☎ 052719654444 or send an e-mail to @ [abfallservice@kreis-hoexter.de](mailto:abfallservice@kreis-hoexter.de)

## Garbage collection

**The garbage cans are placed on the street and picked up by the garbage disposal, there are fixed dates for the collection.** The waste containers are at every house. If you want a good neighborhood, you should sort the waste properly. Don't throw something beside the bins.

In big cities, the waste bins are often right by people's houses. In the countryside, you might need to travel to a recycling centre to find all the bins. Or you can wait for the next collection day for certain types of waste. While you're waiting, you can store the waste in your garage or basement, for example. The **"Waste calendar"** (Abfallkalender) will tell you when which type of waste is collected – it will be posted to you each year, or you can pick it up from the town or city hall.

**Here you can find the dates for the collection** ⇒ **[collection dates](#)**

### Do I have to separate my waste?

In Germany, waste separation starts with the consumers themselves. That means every household must sort its own waste and dispose of it in different bins and containers. A large amount of Germany's waste is recycled and composted, which conserves resources and protects the environment. As a general rule, **avoiding waste** is always the easiest way to do something about the growing mountains of waste.

If you put something in the wrong bin, the staff and sorting plants at recycling centres have to sort through the waste again. If we all separate waste properly, we can avoid this additional effort, reduce costs and do something for the environment.

**Everyone has to separate their waste correctly and put it in the right bins.** If you don't follow the waste separation rules, you may be given a warning by your landlord or landlady. If you don't change your behaviour, you may even lose your home. And your landlord or landlady will charge you for the costs resulting from incorrect waste separation. If you have your own home, incorrect waste separation will increase your bill for waste disposal.

Incorrect waste separation is also considered an offence. If you are caught, you will have to pay a **fine**. If you repeatedly don't separate waste, or separate it incorrectly, this fine may be several hundred or thousand euros.

---

## What do I need to know about "Pfand"?

In Germany, there is something called "Pfandpflicht" for certain drinks packaging. When you buy plastic bottles, glass bottles or drinks cans in a supermarket, you pay a few extra cents. If you take them back to a collection point for empty bottles and cans in a supermarket (usually a machine), you can get this money back. This is called "Pfand". There are two different types of these specific bottles:

**Disposable bottles** (which are recycled) have a square symbol with a can and a bottle, and an arrow wrapped around them. This is the Deutsche Pfand-System GmbH company logo. You will get 25 cents back for each bottle or can with this symbol.

**Reusable bottles** (which are washed and refilled) will either have no symbol at all, a "blue angel" or the word "Mehrweg(-Flasche)", "Leihflasche" or "Pfandflasche". You will get 15 cents back for each reusable bottle. You will get 8 cents back for each beer bottle.

💡 This "Pfand" system does not apply to drinks cartons.

💡 If you don't have the time to take your bottles back, or you don't want to, then you can also put them next to a bin on the pavement in a clearly visible place. There are many people in Germany who collect these bottles to earn a bit of money for themselves.

## Debts

### Debts

Especially if you are new in Germany, it can easily happen that you get into **financial difficulties**. A particularly risky area concerns **contracts** which can often **cost you money for a period of several months**.

**Never sign a contract which you do not fully understand!**

#### Examples of contracts with fixed terms and costs:

- **Gyms:** In most gyms, the contracts run for at least 12 months. You have to pay the contribution every month.
- **Mobile Phone Contracts:** Most mobile service providers have 2-year contracts. (Exception: prepaid SIM cards are purchased without a contract)

## Debt counsellor

**If you don't pay bills, you will accumulate debts. A debt counsellor (=Schuldnerberatung) can help you if you have financial problems.** They will look with you at what has happened, and help you to **get out of debt**. A debt counsellor can help to arrange paying unpaid bills in **instalments**.

**It is important that you bring all your unpaid bills with you to the appointment.**

**Please make an appointment!**

### Diakonie in Höxter

📍 [Brüderstrasse 7, 37671 Höxter](#)

☎ [052712204](#)

⇒ [Website](#)

**Contact person:**

**Elke Harms**

☎ [052712204](#) or [015153351407](#)

@[harms@diakonie-pbhx.de](mailto:harms@diakonie-pbhx.de)

**Marina Plückebaum**

☎ 052712204

@ [plueckebaum@diakonie-pbhx.de](mailto:plueckebaum@diakonie-pbhx.de)

**Secretary's Office: Sabine Hansmann**

☎ [052712204](#)

@[schuldnerberatung-hx@diakonie-pbhx.de](mailto:schuldnerberatung-hx@diakonie-pbhx.de)

**You can phone Frau Hansmann to arrange an appointment.**

### Diakonie in Warburg

📍 [Sternstraße 19, 34414 Warburg](#)

⇒ [Website](#)


**Kontakt:**

**Anja Auspurg**

☎ 05641788813


@[auspurg@diakonie-pbhx.de](mailto:auspurg@diakonie-pbhx.de)

**Herta Deuermeier**

 [05641788813](tel:05641788813)

[@deuermeier@diakonie-pbhx.de](mailto:@deuermeier@diakonie-pbhx.de)

**Secretary's Office: Heike Kevenhörster**

 [05641788813](tel:05641788813)

[@schuldnerberatung-war@diakonie-pbhx.de](mailto:@schuldnerberatung-war@diakonie-pbhx.de)

**You can phone Frau Kevenhörster and arrange an appointment.**

## Insurances

### Liability insurance - What does this mean?

You are **not automatically covered by liability insurance**. You **have to pay** for a liability insurance.

**The insurance covers the financial compensation** for damages caused in an inattentive moment, by careless behaviour or neglect of duty.

**Without** a liability insurance everybody is **personally liable for any damage** with all their assets worth seizing. The authorities or municipalities are not pay to compensate damages.

Some municipalities and help organisations have taken out a group insurance for refugees.

### Accident insurance

Asylum seekers are usually **not covered** by accident insurance.

**Kindergarten and school children** are covered by the accident insurer (=Unfallkasse) of their Kindergarten or school.

**Asylum seekers are covered by legal personal accident insurance if they:**

- Are a **member of a sports club** (insurance coverage through the club)
- **Work voluntarily "on behalf" of the community** or within a work opportunity (=Arbeitsgelegenheit - AGH) for the community. Insurance coverage is provided by the "Unfallkassen" of the federal states. It is a prerequisite that the **work is carried out on behalf of the respective municipality**. The insurance also covers the immediate ways associated with the work.

### Health insurance

**Asylum seekers and persons with "tolerated status"** (=Duldung) are entitled to **basic medical treatment** (healthcare) in case of "**acute and chronic pains**".

**Before** you have an appointment by the doctor or dentist you need a **paper from the Social Welfare Offices (Sozialämter)** of the cities or towns or the operators of the emergency shelters or central accommodation institutions (ZUE - Zentrale Unterbringungseinrichtung).

**If you have an insurance card, you don't have to go the social welfare offices.**

If a person takes up **employment** that is liable to social security contributions, this person is covered by **statutory health insurance**. The employer notifies the Social Insurance Agencies.

## Bank account

### Bank account

#### In Germany, you need a bank account!

Having a bank account is important. It helps you to:

- **Be paid wages**
- **Transfer** money
- Receive **cashless payments**
- Set up **standing orders**
- Use **direct debit** services
- Cash **cheques**
- Make cashless payments **using your EC/Maestro card**
- Withdraw **money** at the bank counter or an ATM, and **Print your bank statements**.

**An account is not usually free of charge.** Most banks charge an "**account management fee**". You will often be **charged** if you withdraw money from cash machines belonging to other banks. It is best to find out what fees apply before you set up an account.

Make an **appointment** at a bank to open an account. **Bring a person to help you if you don't speak German.**

#### You must bring the following documents with you to open an account:

- you need **identification documents** showing your **current address** (identity card, residence permit, authorisation or temporary suspension of deportation)
- if the residence permit shows a different address, you must bring the **registration certificate** with you.
- you need your **tax identification number** - you can obtain this from the [town hall](#) (registration office)
- the best thing to do is to bring 15 euros with you and pay it into your account when you open your account. This means that the first account management fees are already in the account and you avoid going overdrawn.

#### What else is important?

- **If you cannot keep your appointment, you must cancel it.** The The advisor's telephone number is either noted on the appointment confirmation or you can call your bank's hotline.
- it is very important to know that you cannot take the account with you to another city - **if you move, the account MUST be deregistered**
- if you move house and have a **new address** , you must update the bank.
- Always make sure you have **enough money in your account!** This is particularly important if you pay with your card. Debts can build up quickly. **Further information can be found**

### under the category ⇒ [Debts](#)

- If the bank tries to reach you by phone or e-mail, please call them back. Alternatively, go to the bank to discuss the reason for the contact.
- There are **various account models**. Find out online what options you have.

## Important terms

### What is a bank statement?

A **bank 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 using your bank card. You should print out your account statements **regularly and always keep them safe**, preferably in a folder.

### What is a bank transfer?

**To pay an invoice**, you need to make a bank transfer at the bank. There are so-called **transfer forms**, which is a form you have to fill in, and you will need the following:

- the **account details** of the payee
- the **amount of money**
- a **reference** (for example, your customer number or invoice number).

When you have handed in the **form to the bank**, your money will be transferred directly and the **invoice will be paid**. Nevertheless, check the bank statement two days later to see whether the money was transferred.

### What is a standing order?

If you have **costs that you have to pay every month**, such as the **rent** for your apartment or a **mobile phone contract**, you can set up a **standing order** at the bank. **For example, your money will then be automatically transferred to the landlord every month.**

### 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 on the Internet, you have to provide your bank account details when you place the order **so that the money can be debited from your account**. If you return something, you will get a refund or a voucher.

## Online banking

Almost every bank offers online banking these days.

### What does that mean?

The **banking transactions are made via the Internet**. You no longer need to go to your bank branch to make transfers or print account statements. **Everything is done by computer or smartphone.**



It is **important that you** install **security software** on your computer or smartphone to protect your **bank account**! Without this security, your computer may be hacked, your bank details stolen by strangers and your money taken.

Online banking makes many things easier and is inexpensive.

**You need to log into your bank to access online banking.** Simply visit your bank branch for information and advice on this topic.

## Houses of Prayers and Religious Communities

### House of prayers

In Germany every person has the **right to exercise their beliefs**, their religion and their culture freely. In doing this, everyone must obey the law, and respect the rights of others.

In general, every town has both a **protestant and a catholic church**, and often a **free church** community. **Mosques** you can find in Brakel, Höxter, Steinheim and Warburg. There are also other religious communities and **houses of prayer**.

**You will find an overview with the addresses of the houses of prayer** ⇒ [here](#)

### Prayers for peace = Friedensgebete

In Höxter in spring and autumn there are regular **prayers for peace (=Friedensgebete)**.

**The dates and locations can be found here** ⇒ [Communal Integration Centre event calendar](#) (=Veranstaltungskalender KI).

## Public holidays and intercultural Calendar

### The intercultural Calendar

In the [intercultural calendar 2025 \(pdf\)](#) you will **not only** find the most **important Christian public holidays**. Here you will also find the festivals celebrated by the **other four main world religions** (Buddhism Hinduism, Islam and Judaism).

Apart from the Christian **public holidays**, there are **other festivals**.

For example: **“Karneval”** (Carnival), **“Schützenfeste”** (Marksmen’s Fairs), **“Sommerfeste”** (Summer Fairs) and much more. You will find the **dates under the heading “Veranstaltungen” (Events) in this App**.

---

**Current dates can be found under the heading** ⇒ [Events](#)

**or on the website of the Cultural Office (= Kulturbüro)** ⇒ [netzschafftkultur.de](#)

## Repair Cafés of the Höxter District



## "Repairing instead of throwing away"

The idea behind this is to **repair broken things together**. You will receive support from our repairers.

Unfortunately, repairs are hardly ever offered these days. The Repair Café combines two major trends: the new desire to do it yourself and the fight against the throwaway culture. Due to the voluntary work, there are **no costs** for the repairs, only the material costs for possible spare parts have to be paid by the visitors themselves.

### What is repaired?

Whether old **coffee machines, kettles, irons, toys or porcelain**, anything with a plug or that can be glued can be repaired under supervision.

Anyone who would like to can find **out** more in advance **and make an appointment**. Visitors are always welcome.

**Large electrical appliances such as washing machines, refrigerators or dishwashers are not repaired.**

⇒ **Further information**

**kontakt:**

☎ 05271/965-4446

### Our locations

#### Repair Café Brakel:

📍 Am Markt 11, 33034 Brakel

**Repairs are always carried out on the second Friday of the month from 8.30 to 12.00.**

#### Dates 2025

09.05.2025, 13.06.2025, 11.07.2025, August: Sommerpause, 12.09.2025, 10.10.2025, 14.11.2025, 12.12.2025

#### Reparaturwerkstatt Brenkhausen

📍 Mühlenstraße 7, 37671 Höxter

Reparaturwerkstatt für Elektrogeräte, Fahrräder und Textilien, jeweils von 16 - 18 Uhr

#### Termine 2025

21.05.2025, 18.06.2025, 16.07.2025, 17.09.2025, 15.10.2025, 19.11.2025, 17.12.2025, 21.01.2026

#### Repair Café Steinheim:

📍 Marktstraße 18, 32839 Steinheim

**Repairs are carried out every first and third Thursday of the month from 14:00 to 18:00.**

#### **Dates 2025:**

15.05.2025, 05.06.2025, 03.07.2025, 17.07.2025, 07.08.2025, 21.08.2025, 04.09.2025, 18.09.2025, 02.10.2025, 16.10.2025, 06.11.2025, 20.11.2025, 04.12.2025, 18.12.2025

### **Repair Café der Zukunftswerkstatt Scherfede e.V.**

📍 Briloner Straße 30, 34414 Warburg

**Immer am zweiten Dienstag eines Monats, 18:00 bis 20:00 Uhr**

#### **Termine 2025:**

13.05.2025, 10.06.2025, 08.07.2025, 12.08.2025, 09.09.2025, 14.10.2025, 11.11.2025, 09.12.2025

### **Raparaturcafé Beverunger Seniorennetzwerk e.V.**

📍 Weserstraße 13, 37688 Beverungen

**Jeden zweiten und vierten Montag im Monat, 14:30 bis 17:00 Uhr**

#### **Termine 2025:**

12.05.2025, 26.05.2025, 23.06.2025, 14.07.2025, 28.07.2025, 11.08.2025, 25.08.2025, 08.09.2025, 22.09.2025, 13.10.2025, 27.10.2025, 10.11.2025, 24.11.2025, 08.12.2025, 22.12.2025

### **Internet (Wlan) and mobile phone**

#### **Public WLAN Hotspots**

All over the Kreis Höxter you can find **public places where you can use wifi (WLAN) for free**. You only have to log into the wifi, open your browser and confirm the terms and conditions.

**This list shows you where to find these places:**

#### **Bad Driburg**

◆ Shoppingstreet (Lange Straße und Am Hellweg); ◆ City hall; ◆ Accommodation for refugees Clemensheim; ◆ Dringenberg (sports ground, industrial park, castle, next to the house of the fire department, primary school, Salon Heising); ◆ Neuenheerse (swimming pool, sports ground, Restaurant Sievers, Nethehalle); ◆ Siebenstern (Busstop); ◆ Erpentrup (School); ◆ Herste (next to the house of the fire department)

#### **Beverungen**

◆ Kellerplatz; ◆ City hall; ◆ Swimming pool; ◆ guildhall; ◆ Busstation; ◆ Weseranleger

## Borgentreich

♦ Swimming pool; ♦ Museum; ♦ Accommodation for refugees; ♦ Sports ground; ♦ Mobile Station (you can borrow it by the city hall of Borgentreich)

## Brakel

♦ Market square; ♦ Hanekamp (next to Mode Sünkeler); ♦ Hanekamp (next to the ice cream parlor); ♦ Am Thy/Ecke Rosenstraße (next to the Box for Books); ♦ Trainstation; ♦ Swimming Pool; ♦ Kletterzentrum OWL (Lütkerlinde 12 (Generationenpark)); ♦ Friseur & Lounge bei Conny (Warburger Straße 14); ♦ Haus des Gastes (Am Markt 5, Tourist Info); ♦ Goeken Backen Stadtcafé (Am Thy 30); ♦ Kreisberufskolleg (Klöckerstraße 10); ♦ Auto-Sommer (Driburger Straße 12); ♦ Auto-Sommer (Driburger Straße 12); ♦ Sportpark Brakel (Zum Königshof 11); ♦ Fachin & Friedrich (Am Sudheimer Weg 3); ♦ Bellersen Werkhaus (Meinolfusstraße 17a (Tourist Info); ♦ Mobile Station (you can borrow it by the city hall of Stadt Brakel)

## Marienmünster

♦ Abtei Marienmünster; ♦ Kollerbeck; ♦ Kleinbreden Sports ground; ♦ Bredenborn the old School; ♦ Altenbergen the old School; ♦ Vörden Busstation

## Nieheim

♦ Church; ♦ Busstation; ♦ Swimming pool; ♦ Accommodation for refugees

## Steinheim

♦ City hall; ♦ St. Marien Church; ♦ Shop Krüger; ♦ Vereinigte Volksbank; ♦ Rochusstraße/Raiffeisenstraße; ♦ Trainstation

## Warburg

♦ Swimming pool; ♦ Gebrüder Warburg Platz; ♦ Market square in the old town; ♦ Accommodation for refugees (Am Horenberg); ♦ Busstation

## Willebadessen

♦ Edeka Markt Peckelsheim; ♦ Accommodation for refugee in Peckelsheim; ♦ sports ground in Willebadessen; ♦ Castle in Willebadessen

## Find a WLAN Hotspot

There are a lot of other **hotspots for Wlan**. **Look for positions for free Wlan in your city here** ⇒ [„Freifunk“](#).

## Further links

- You get some **tips for the everyday life** from the consumer advice center ⇒ [„Verbraucherzentrale“](#) (in English and Arabic).

- Welcome to North Rhine-Westphalia

The app offers basic words in the German language, an online dictionary and general information for orientation in North Rhine-Westphalia (available as a download for Android smartphones in the "Google Play Store").

- **Handbook Germany** provides answers from A to Z about life in Germany in videos and texts in seven languages. ⇒ [to the website](#)

## Kindergarten (Nursery School), School and Education

### Child Day Care (Kita)

#### Day Care Centres = "Kindergarten"

In "**kindergartens**", or **child day care centres**, young children are cared for, making it possible for both parents to go out to work or to attend a language course. Your **child can make friends here**, and through daily contact with other children and with the kindergarten teachers and carers, he or she can learn the German language and discover all kinds of new things.

All children in Germany who are **at least one year old have the right to a day care place** (but this excludes children from a central accommodation centre / ZUE).

This can be in a **kindergarten** or a **day care centre**. Attending a kindergarten is not compulsory. Parents pay a monthly fee, which is calculated individually.

Parents are responsible for organising travel to and from the day care centre.

#### Day Care Centres (Kindertageseinrichtungen) = Kita = Kindergarten

Children aged from **1 year old to 6 years old** (from which age school attendance is then compulsory) are cared for by two to three day care workers in **groups of 10 to 25 children**.

#### Child Day Care (=Kindertagespflege) = Child Minder (=Tagesmutter oder Tagesvater)

Child minders look after 5 children up **to 3 years of age** in their own apartment, or in rented premises. Up to 3 child minders can also join together to look after up to 9 children. People assigned to the care of children have to be qualified as a child minder or care worker.

#### Registration for the kindergarten and child minder:

Children should register **online via the KitaPlaner** of the district of Höxter by **15 November** at the latest for the coming kindergarten year.

⇒ [Further information: How does the KitaPlaner work?](#)

Here are **all care facilities of the district Höxter** find. To use it, you must register on the portal and create a user account.

If you receive a cancellation from the desired day care facility in your area, you can contact the youth welfare office as a parent (for contact see below).

#### **Contact for question about day care centres:**

☎ 05271 965 3702

☎ 05271 965 3701

■ [kindertageseinrichtungen@kreis-hoexter.de](mailto:kindertageseinrichtungen@kreis-hoexter.de)

#### **Contact for questions about Child day care:**

☎ 05271 965-3706

■ [kindertagespflege@kreis-hoexter.de](mailto:kindertagespflege@kreis-hoexter.de)

#### **Contact for questions about KitaPlaner:**

☎ 052719653713

■ [kitaplaner@kreis-hoexter.de](mailto:kitaplaner@kreis-hoexter.de)

#### **KitaPlaner**

**KitaPlaner - find a childcare place per Mouse click.**

**A service of the district of Höxter, department for children, youth and family.**

#### **Where can I find the KitaPlaner?**

**To the KitaPlaner** ⇒ [www.kitaplaner.kreis-hoexter.de/elternportal/](http://www.kitaplaner.kreis-hoexter.de/elternportal/) (In German, English and Arabic)

#### **What does the KitaPlaner offer?**

- A comprehensive overview and detailed information on the services offered by all daycare centres and childminders in the district of Höxter
- A selection according to individual criteria, e.g. distance from home
- One registration for several childcare places
- A personal user account

#### **What steps are necessary before I can register?**

1. You must first register with an e-mail and create a user account.
2. Then enter the personal details of the carer(s) and the child/children.

3. Now you can search for a childcare place.
4. You can select up to 5 childcare places.
5. Under the menu item "My selection" you can make the registrations for the selected childcare places.

### When can I register my child for a day care place?

- From the birth of the child, max. up to 3 years before the desired start of care.

💡 Registration should be made **by 15.11.** at the latest for the coming kindergarten year.

### Who can make the pre-registration?

- the parents of the child
- other authorised guardians

### And after that - what happens next?

- Your child will be placed on the waiting list of the chosen childcare facility.
- The day care centres / childminders you have chosen will check whether a place has been allocated.
- You will receive a binding acceptance or rejection via the KitaPlaner.
- Confirmations are (then) made in January for the kindergarten year beginning on 1.8.

💡 **Please note: You must accept an enrolment within 14 days. After this period, the place is gone.**

The district of Höxter has no influence on the allocation of places. Please always contact the day care centre or childminder.

The KitaPlaner is not intended to replace a personal discussion with the day care centre or childminder!

### Do you still have questions?

We will be happy to help you!

#### Kita-Planner

☎ [05271/9653713](tel:052719653713)

@ [kitaplaner@kreis-hoexter.de](mailto:kitaplaner@kreis-hoexter.de)

#### Day care centres

☎ [05271/9653702](tel:052719653702) or [05271/9653701](tel:052719653701)

@ [kindertageseinrichtungen@kreis-hoexter.de](mailto:kindertageseinrichtungen@kreis-hoexter.de)

#### Specialist advice for child day care

☎ [05271/9653706](tel:052719653706) or [05271/9653711](tel:052719653711)

@[kindertagespflege@kreis-hoexter.de](mailto:kindertagespflege@kreis-hoexter.de)

Frequently asked questions and answers can be found in the KitaPlaner under **the "Help" tab.**

## Family Center

### Family Center

Children up to 6 years of age are cared for in the family centres. Family centres offer various **services for families and parents**. Through offers of help and other activities, **families are supported** in raising children and shaping their family life.

⇒ **In this list you will find the family centres in the Höxter district. pdf**

## School

### School system in Germany

#### Compulsory School Attendance (Schulpflicht)

As you know, **education** is very important, and a **criterion for gaining regular employment**. For this reason, **school attendance in Germany is compulsory**. Attending school is **free of charge**. **Failure to comply with compulsory schooling may result in fines**.

All children from **6 to 18 years** old must attend school daily from **Monday to Friday**. This excludes school vacations and public holidays. The school lessons are scheduled according to the school timetable.

If your **child is ill**, please call the school on the same day in the morning and report your child ill. If your child is well again, please give him/her a **written excuse**.

#### Example of a written apology:

Mein Sohn/Meine Tochter \_\_\_\_\_ (Name)

konnte am \_\_\_\_\_ (Datum) nicht zur Schule kommen,

weil er/sie krank war.

Ich bitte Sie dies zu entschuldigen.

Unterschrift

---

On **special occasions** like religious festivals or cultural events, you can apply for leave in advance.

For parents, there are regular **parent-teacher days**. Please come to these, because you will be able to speak to the teachers there, and receive important information.

---

## School System

- The German school system offers various options for your child. There you will find information about the German school system in various languages

⇒ **School System in NRW**

⇒ **Flyer school system (PDF, english)**

- "What's next after elementary school?" ⇒ **This video provides answers (in 13 languages)**

## Recognition for foreign school qualifications

### Recognition for foreign school qualifications

Certificates are very important in Germany. If you want to continue your school education or undertake an apprenticeship or vocational training course, you have to **present your educational certificates (=Zeugnisse)**. In the case of foreign qualifications and certificates, these have first to be **officially recognised**.

#### What do I have to do?

1. Let the IQ network advise you if a translation and recognition is necessary or not.

#### **IQ Netzwerk NRW:**

Martin Hohaus, Telefon: 05251 700 297, E-Mail: [martin.hohaus@sbh-west.de](mailto:martin.hohaus@sbh-west.de)

Beate Klemm, Telefon: 05251 700 339, E-Mail: [beate.klemm@sbh-west.de](mailto:beate.klemm@sbh-west.de)

2. Second you have to **find a translator**. The translation has to be carried out by a professional translator.

**You will find an overview of state certified translators/interpreters here ⇒**  
[www.justiz-dolmetscher.de](http://www.justiz-dolmetscher.de).

3. Then you need an **official Authentication (=Beglaubigung)** for your certificate(s). Public authorities, for example the town council (town hall=Rathaus), the district council, the mayor or a civil law notary can do this for you.

4. The last step is to submit an **application for the recognition** of your qualifications, enclosing the following **documents**:

- copies of your **passport** and your **residence permit**,
- your **CV**,
- your **foreign educational certificate** and the **translated educational certificate**.



## Authorities for the recognition

Depending on which qualification you have, **different authorities are responsible** for the recognition of these.

### A) Intermediate School Leaving Certificate / GCE "O" Levels (=mittlere Reife) and Lower Secondary School Leaving Certificate (=Hauptschulabschluss)

#### Bezirksregierung Köln

📍 Zeughausstr. 2-10, 50606 Köln

☎ 0221 147 2048

Telephone Enquiries: Monday and Wednesday: 9:00 a.m.-11:30 a.m.; Tuesday: 1:00 p.m.-3:00 p.m.

Personal Enquiries: Thursday: 8:30 a.m.-3:00 p.m.

**You get Application Form and further Information here ⇒ ["Bezirksregierung Köln"](#).**

### B) General University Entrance Qualification / GCE "A" Levels (Allgemeine Hochschulreife=Abitur)

#### Bezirksregierung Düsseldorf

📍 Am Bonneshof 35, 40474 Düsseldorf

☎ 02114750

**You get Application Forms and further Information here ⇒ ["Bezirksregierung Düsseldorf"](#).**

**How I organise a place in school for my child?**

## How to find a place in school ?

At the **registration office** (in the town hall) you can find out **who is responsible for school registration** in your town. The responsible person will tell you **which school** your child can go to.

In the second step, the parents contact the named school and **register their child directly with the school.**

The school will accept the registered child within **three days.**

### Health examination

The school makes an **appointment for an examination** of the admitted child with the **health service** of the district of Höxter (children and adolescent medical service) and **informs** the parents about it.

If **assistance with translation** is needed, the school or the health service can apply for a **language guide free of charge** at the municipal integration centre (Kommunales

Integrationszentrum).

### Special language training groups

If the German language skills of the children and young people are not yet sufficient, there are **special language training groups** (=Sprachfördergruppen) at over **30 schools**. In these groups, the pupils are taught the basics of the German language, until they are able to take part in regular classes in German.

For **older teenagers there are international classes** at vocational colleges available, in which they are prepared for a **school leaving certificate exam** and possible **entry into a professional career**.

---

### If your child has a disability, or has special needs

If your child has a disability, or has special needs, you can get in touch with the District of Höxter local education authority (=Schulamt). They can explain what kind of support is available for your child.

#### Contact Person:

Schulamt Kreis Höxter,

Franka Pirone

☎ [052719653211](tel:052719653211)

@ [f.pirone@kreis-hoexter.de](mailto:f.pirone@kreis-hoexter.de)

#### The "Parents' Guide to School"

### The "Parents' Guide to School"

In order for your child to find his or her way around school and to learn successfully it also needs the support and interest of its parents.

**With this small brochure we want to support you and offer orientation.**

Here you will find some information about general things to consider at school and how you can support your child.

⇒ **[Brochure Parents' Guide to School - PDF \(German\)](#)**

The brochure is available in **14 languages** (German, English, French, Arabic, Farsi, Turkish, Kurdish, Croatian, Russian, Polish, Romanian, Ukrainian, Tigrinya, Urdu).

⇒ **[Download at the Website of the Municipal Integration Center](#)**

**It can be ordered** at: [ki@kreis-hoexter.de](mailto:ki@kreis-hoexter.de)

## Childcare at school

### Childcare at school

#### Primary schools

Most primary schools in the Höxter district offer **childcare before or after school** or during the **holidays**. There are various models.

One model of childcare is the "**open all-day school** " (**OGS** ). Children stay in an OGS **from Monday to Friday** until at least 3.00 pm and at most until **4.30 pm** .

**This is usually offered in the OGS:**

- Homework supervision,
- lunch and
- various working groups (AGs) in the areas of culture, games and sport.

#### Registration and costs

Parents must register their child for childcare at the school . Registration should be made **before the start of the school year**. The childcare costs **money**. How much parents have to pay varies. The amount depends on the financial situation of the families and is determined by the school authorities.

You can find out which form of childcare is offered and whether there are **still places available** at the school.

Parents can find **initial guidance** on this page 

[www.unternehmen-und-familie.de/Kinderbetreuung-fi...](http://www.unternehmen-und-familie.de/Kinderbetreuung-fi...)

You can use the search function to find the various childcare programmes offered by schools in the Höxter district.

Some **secondary schools** also offer childcare before and after school. Secondary schools are attended after primary school.

## Enabling education

### Education and participation package (BuT)

#### Education and participation package (BuT)

If you **receive social benefits**, it is possible to **get financial support for your child** through the "education and participation package" ("Bildung und Teilhabe"). This is possible for **children up to the age of 18**.

**Young adults up to the age of 25**, who attend school but do not earn money in a vocational training course, can **get support in the field of education**. Support in the **field of leisure, culture and sport** are granted **only for Children up to 18 years**.

## The following grants are part of the education and participation package:

- Children and adolescents **up to the age of 18 receive 15,00 euros per month**, for example for tuition, courses or camps in the fields of culture, art, education and sport. The main **focus is on leisure activities**.
- For **excursions and school/kindergarten trips** lasting **several days** the **costs** (travel costs, meals, admission) **will be covered**.
- The **communal lunch** at the school and day care centre **will be paid completely**.
- Schoolchildren receive **195,00 € per school year for school materials**, photocopying fees and other lesson costs.
- Under certain conditions, schoolchildren can **receive learning support (=Nachhilfe)**. The school confirms in which subjects and to what extent learning support is required.
- In rare **exceptional cases**, **travel costs** to and from school can be subsidised.

## Beneficiaries

**Beneficiaries are children and adolescents from families who receive:**

- "Bürgergeld / social benefit according to the Sozialgesetzbuch, 2. Buch (SGB II),
- social welfare and basic security (=Sozialhilfe) according to the Sozialgesetzbuch, 12. Buch (SGB XII),
- child allowance (= Kinderzuschlag - KIZ) according to the Bundeskindergeldgesetz (BKKG) oder
- housing allowance (= Wohngeld) according to the Wohngeldgesetz (WoGG)
- benefits under the Asylum Seekers Benefits Act according to § 2 Asylbewerberleistungsgesetz (AsylbLG) or § 3 AsylbLG in relation to § 6 AsylbLG

**Please enclose with your application for benefits from the Education and participation package the current notice of approval (=Bewilligungsbescheid) as proof that you receive the relevant social benefit.**

## Who is responsible?

**Depending on which social benefit you receive, different authorities are responsible:**

**a) Recipients of Social benefit / "Bürgergeld"** can submit their **applications** in the **Jobcenter of the Höxter district**.

**Jobcenter Kreis Höxter**

📍 [Stummrige Str. 56, 37671 Höxter](https://www.jobcenter-kreis-hoexter.de)

☎ 05271 6995 301 or 05271 6995 387

@ [jobcenter-kreis-hoexter@jobcenter-ge.de](mailto:jobcenter-kreis-hoexter@jobcenter-ge.de)

**Important:** You always have to **make a request before you pay something** yourself. If you have already paid for something (e.g. a school trip), you will not get the money back

**b) Recipients of housing allowance (=Wohngeld), child allowance (=Kinderzuschlag), social welfare and basic security** (=Sozialhilfe- und Grundsicherung) according to the 3rd and 4th chapter of SGB XII and **benefits under the Asylum Seekers Benefits Act** (=Asylbewerberleistungsgesetz) can submit their **applications to the Höxter District** – Section of Social Affairs, Nursing and Disability Section.

## Kreis Höxter

📍 [Moltkestraße 12, 37671 Höxter](#)

### Contactpersons:

#### G. Jacobs-Kluge

☎ 05271 965 3120

@ [g.jacobs-kluge@kreis-hoexter.de](mailto:g.jacobs-kluge@kreis-hoexter.de)

Office hours: Monday to friday 07:30 a.m. to 12:30 p.m. or by arrangement

#### C. Gniadek

☎ 05271 965 3119

@ [c.gniadek@kreis-hoexter.de](mailto:c.gniadek@kreis-hoexter.de)

Office hours: Monday to friday 07:30 a.m. to 12:30 p.m.

Monday to Thursday: 1:30 p.m. to 4:00 p.m. or by arrangement

**Further information and forms can be found here** ⇒ [Bürgerserviceportal - Bildungs- und Teilhabepaket - Formulare](#)

## Support

### Schüler BAföG (=Bundesausbildungsförderungsgesetz)

For the college-based training you can apply for the "**Schüler BAföG**". The BAföG is a **monthly financial support**, during the school time (**from class 10**). **It does not have to be paid back.**

**Further information you will find** ⇒ [here \(in German\)](#)

---

## Library

⇒ [Information and addresses of the libraries](#)

---

## School materials

For people who have very **little money**, the social welfare **charity Diakonie Paderborn-Höxter e.V.** has set up a special **school materials store**.

People receiving unemployment Benefit II (ALG II), asylum seekers and those with low incomes can get exercise **books, pens and pencils, pencil cases and schoolbags** for their children **free** of charge. Please remember to take your **ID documents** with you.

### **Diakonie School Materials Store (=Schulmaterialienkammer) in Warburg**

**Contact:** Laureta Cabra

☎ 0564178880

@[cabra@diakonie-pbhx.de](mailto:cabra@diakonie-pbhx.de)

**Opening times:** The first Thursday in every month from 3:00 p.m. until 5:00 p.m.. Additional opening times just before/at the beginning of the new school year.

#### **Locations**

📍 Corvinushaus Warburg

[Sternstrasse 19, 34414 Warburg](#)

### **School Materials Store (Schulmaterialienkammer) in Höxter**

**Please call in advance!**

☎ 052717586

@[pad-kg-hoexter@kkpb.de](mailto:pad-kg-hoexter@kkpb.de)

📍 [Brüderstraße 7, 37671 Höxter](#)

---

## **Tutoring (Nachhilfe) and Homework Supervision (Hausaufgabenbetreuung)**

- **Please ask at your child's school about what offers are available for support.**
- **Various institutions offer support and tutoring for free. For Example:**

### **Diakonie Paderborn-Höxter e.V.**

📍 [Brüderstr.7, 37671 Höxter](#)

Open language teaching: Monday, tuesday and wednesday from 10:00 a.m. - 12:00 a.m.

### **Welcome e.V.**

📍 [Grubestraße 28, 37671 Höxter](#)

Private tutoring (German language) : Monday from 5:00 p.m. - 7:00 p.m.

---

## **Learning opportunities on the Internet**

## Reading, audio books, dictionaries and educational games

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

**On the Internet there are the following helpful websites:**

- ◆ On the website **Aduis** you will find **worksheets for German, mathematics** and some other school subjects. ⇒ [www.aduis.at/arbeitsblaetter](http://www.aduis.at/arbeitsblaetter)
- ◆ On the website Learning Apps you will find many **tasks for learning German**. There are also **games**, a collection of puzzles and cloze texts in various languages. ⇒ [www.learningapps.org](http://www.learningapps.org)
- ◆ 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](http://www.anderes-wort-fuer.de)
- ◆ On the website "[mulingula-praxis.de](http://mulingula-praxis.de)" you will find **books for primary school to read and listen to in seven different languages**. You can read the books yourself or have them read to you. For all books there are also **tasks for listening carefully**. ⇒ [www.mulingula-praxis.de](http://www.mulingula-praxis.de)
- ◆ 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 they can be downloaded. ⇒ [www.amira-pisakids.de](http://www.amira-pisakids.de)
- ◆ On the **website Lingonetz.de** you will find **texts for reading and listening** and instructions for **experiments**. Many **nice photos** illustrate the site. ⇒ [www.lingonetz.de/kids](http://www.lingonetz.de/kids)
- ◆ On the **website Ohrka** you can find many **audio books in German for children** between five and eight years. The **audio files** can be **downloaded** and can also be transferred to mobile phones and tablets. ⇒ [www.ohrka.de](http://www.ohrka.de)

**The following helpful apps are available for the mobile phone:**

### Dictionaries:

- ◆ The "**LEO Dictionary**" translates words into different languages. Additionally, there is a **learning game** for learning vocabulary in a playful way.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

- ◆ In the "dict.cc dictionary" you can translate words into different languages.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

### Vocabulary training

- ◆ With the app "**Learn German**" you can learn German **vocabulary** with the **help of pictures** and **correct pronunciation**. It is suitable for children and beginners.

⇒ [to download for Android mobile phone](#)

## Learning games and movement games

◆ Learning German with Mumbro & Zinell is an **interactive learning game for children** of primary school age from "Planet Schule" of SWR (Süd-Westdeutscher Rundfunk).

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

◆ The "**Kitu-App**: Play and move together" brings fun, games and exercise for the whole family. Simple and effective **movement exercises** from the Kinderturnstiftung Baden Württemberg and the Auerbach-Stiftung from about **4 years** of age.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

## Audio books and radio

◆ With the **LibriVox audio books** app, you can listen to over **24,000 audio books**. Volunteers read them, not professionals. But the many audio books are available in over **30 languages**.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

◆ With the **ARD Audiothek App** you can listen to content from the radio programmes of ARD and Deutschlandradio. Here you can find **audio books for children**. But there are also **many offers for adults**, such as thrillers, podcasts, comedy, documentaries and much more.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

## Vocational Training, Studies and work

### Career Guidance

### Career Guidance

Career guidance is about finding out about the type of career you want to pursue. Depending on the type of school-leaving certificate you have, you could do an **apprenticeship** or study for a **degree**.

**There are several ways of informing yourself or seeking advice.**

### General information on career guidance



## STEP1 - Kreis Höxter's careers advice platform



On this **digital platform STEP1** (in German) everything revolves around **what is available regionally** in terms of **apprenticeships, guidance, university degrees, internships, application processes** and a variety of other topics. Many important links can be found on the platform. **STEP1** is a year-round service which gives all schoolchildren the opportunity to find out what sort of career **they can pursue** in the Kreis Höxter district and which also supports parents and teachers as they accompany children on their career guidance process.

Step1 is aimed at schoolchildren, but also provides adults with a good overview of what is available in terms of choosing a career.

**Companies and institutions** can post their entry-level vacancies here free of charge. On this **interactive company map** you will find **apprenticeships and internships** for the district of Höxter and the surrounding area.

The **STEP1 Careers' Fair** takes place at the Kolping-Berufsbildungswerk in Brakel every September. Pupils can get to know different companies and learn about what they do.

You can find more information under ⇒ [Events](#)

### Career guidance from the “Agentur für Arbeit” (Federal Employment Agency)

If you don't yet know which **career** you would like to pursue, then seek advice from **the “Agentur für Arbeit” (Federal Employment Agency)**.

You can make an **appointment with a careers adviser** at your school, at the Employment Agency (Agentur für Arbeit) (Weserstrasse 8-10 in Höxter or Paderborner Tor 99 in Warburg) or by **calling [08004555500](tel:08004555500)**.

Your careers adviser will also support you in your **search for apprenticeships**.

You can find information (in German) on various careers here ⇒ [berufenet.arbeitsagentur](https://berufenet.arbeitsagentur.de)

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

#### Chamber of Crafts, Ostwestfalen-Lippe zu Bielefeld (HWK)

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

The **Chamber of Skilled Crafts, Ostwestfalen-Lippe zu Bielefeld** provides free advice to schoolchildren, parents, and companies:

⇒ **To the HWK website**

**The Chamber of Skilled Crafts' apprenticeship hotline**

☎ [05215608333](tel:05215608333)

@[ausbildungsberatung@hwk-owl.de](mailto:ausbildungsberatung@hwk-owl.de)

🕒 Mondays to Thursdays, 7:00 am to 5:00 pm and Fridays, 7:00 am to 2:00 pm.

On the **Chamber of Skilled Crafts' website** , you can **look for apprenticeships or internships**.

⇒ **HWK Apprenticeship Exchange**

The website ⇒ [www.ausbildungschance-owl.de](http://www.ausbildungschance-owl.de) can be used to make first contact with companies from Ostwestfalen-Lippe.

Here you will find general information about handicrafts ⇒ [www. Handwerk.de/](http://www.Handwerk.de/)

## **"Finding the best placement for you - Welcome Guide" - Education and employment for refugees**

(Funded by: Federal Ministry for Economic Affairs and Climate Protection based on a resolution of the German Bundestag)

**This programme supports the recruitment, training, and employment of refugees.**

**Willkommenslotsen....**

- know the legal framework for internships, apprenticeships and employment, especially in relation to residential status,
- provide assistance with administrative matters,
- are familiar with regional and national funding schemes and support programmes for companies that train or employ refugees,
- interlink with other initiatives and know the contact persons for the region,
- are a one-stop shop for free employment opportunities with interested people.

Welcome guides from the OWL Chamber of Skilled Crafts also provide direct help for refugees and advice for volunteers.

**Contact:** Mrs Hildegard Kuckuk

📍 [Campus Handwerk 1; 33613 Bielefeld](#)

☎ [05215608324](tel:05215608324)

@[hildegard.kuckuk@hwk-owl.de](mailto:hildegard.kuckuk@hwk-owl.de)

**Website** ⇒ [www.handwerk-owl.de/willkommenslotsen](http://www.handwerk-owl.de/willkommenslotsen)

## Ostwestfalen zu Bielefeld Chamber of Industry and Commerce

The **Chamber of Industry and Commerce (IHK)** is responsible for careers in the **industrial manufacturing, trade and service sectors**. Here, for instance, we are talking about plant fitters or commercial clerks in the wholesale and foreign trade sector.

The IHK publishes its **TrainingAtlas** every year.

⇒ **To the website of the IHK**

## Internship

You can get to know an apprenticeship better during a work placement. You can arrange an internship with an **employer**. It lasts about one to two weeks or a maximum of 3 months.

**Further information can be found at** ⇒ [Internship](#)

## Further Careers Guidance sites

- On the ⇒ [website Berufe-TV.de](http://www.berufe-tv.de) the website contains more than 300 films on apprenticeships and careers for which you need a university degree.
- All the information you could need when choosing a course of study a career, college, university, studies, apprenticeship, or employment ⇒ [Abi.de](http://www.abi.de)
- Everything on the topics of education, career, help submitting your application ⇒ [planet-beruf.de](http://www.planet-beruf.de)
- ⇒ [Check-U Exploration portal](#) A free online test shows you which apprenticeship or degree programme will best suit your strengths and interests. Find out which alternatives suit you best. Be open to new things and discover your possibilities.
- The ⇒ [Youth Employment Agency of Kreis Höxter](#) supports people under the age of 25 in all matters relating to careers, studies, and apprenticeships.

## Open days

### Companies open their doors

Your child's **vocational orientation** begins in **the 8th school year**. As parents, you are very important advisors here.

In the 8th school year, your child explores various occupational fields. This takes place on 3 separate days. It is also helpful for parents to know about different professions and companies in the area.

We therefore cordially invite you to take part in the **"Company Open Day" event**. Visit a company with your child. Get to know different training programmes. Talk to trainers (teachers) and trainees.

Your child can **learn about professions and try them out in practice**. For example, they can build a small stool or make a hand cream.

The event takes place on a **Saturday**. Participation does not cost any money. The event starts in the morning and lasts until around 2.00 pm.

**There are four event days in the Höxter district:**

- Höxter/ Holzminden/ Beverungen region
- Brakel/ Bad Driburg region
- Borgentreich/ Warburg/ Willebadessen region
- Steinheim/ Nieheim/ Marienmünster region

**Further information and registration:**

Your child will receive information from the school. This will state the date of the day. You will also find all the information about registration there.

When registering, your child will select two occupational fields. After registration, your child will be allocated to a company. Your child can then familiarise themselves with the occupational field in this company.

We would be delighted if you would accompany your child on this day.

**Parents are important**

**Our parents' e-mail distribution list**

**... to keep you up to date with the latest career guidance information.**

**Dear parents and guardians,**

After the summer holidays, [careers guidance](#) begins in the eighth grade.

As parents and guardians, you have a special role to play here, as you are the most important advisors for your children.

Together with our partners, we therefore offer you **interesting and helpful programmes** that you can use to find out about career orientation and follow-up options and participate in your children's career orientation process. We would like to invite you to our events by e-mail.

**Stay well informed and register:**

<https://www.umfrageonline.com/s/elternmailverteil...>

**There are many new things for you and your children to discover :**

- What can your child do, what suits them and what do they enjoy?
- Which professions match your children's potential and interests?
- What steps do they need to take to start their career?

**Your children will ...**

... orientate themselves and explore their own strengths,  
... try out occupational fields, apprenticeships and study programmes and  
... work out their personal pathways to an apprenticeship or degree programme,  
in order to find a **suitable connection**.

We look forward to working with you. Your local school-to-work transition coordination centre.

**Your contact person:**

Nicolaus Tilly ☎ [052719653615](tel:052719653615)

## Vocational Training

### General information

### Vocational Training

There are over **340 skilled occupations** or trades for which you can train or do an **apprenticeship in Germany**.

In Germany a distinction is made between college-based training and in-company training (college and company).

If you want to **earn more** than you would in an unskilled job, in Germany you need to do an apprenticeship or undergo training. **Vocational training will give you a better chance of getting a good job!**

There is also the option of **part-time training**.

### college-based vocational Training

### College-based vocational Training (=Schulische Berufsausbildung)

**College-based vocational training** takes place in a **vocational college or private school**. As well as classes in college or school, this includes **internships or work placements in companies and institutions**.

**College-based vocations** include for example physiotherapist, occupational therapist, social worker or chemical-technical assistant.

A training allowance is not paid for school training. An exception is nursing and therapy training and training in the medical-technical field (e.g. nursing specialists).

School fees may have to be paid at **private schools**.

## Financial Support - Schüler BAföG (Federal Training Assistance Act for college-based training)

**BAföG** is a **monthly state allowance**, paid during school education (from tenth grade/class), during college-based training or studies. **Schüler BAföG** (⇒ school education and college-based training) **depends on the income of the parents and does not have to be paid back**. Every application is individually screened.

### Who can apply?

- Recognised asylum seekers
- recognised refugees in accordance with the Geneva Refugee Convention
- people granted subsidiary protection
- those with tolerance status, who have been living in Germany for at least 15 months.

**Asylum applicants whose application is still pending are not eligible to receive BAföG.**

**You will find more information here ⇒ [bafög.de](https://www.bafög.de).**

### Contact Person for "Schüler" BAföG (college-based training):

**Verena Koch**

☎ 05271 965 3144

@[v.koch@kreis-hoexter.de](mailto:v.koch@kreis-hoexter.de)

**In-company vocational Training ( also called dual training)**

### In-company vocational training (= betriebliche Berufsausbildung = duale Ausbildung)

In-company vocational training **takes place both in the company** and in the **vocational training college**. Training courses last between **two and three and a half years**.

In order to undergo **dual training**, you need to **find a company which offers training places**, and which will conclude a **training contract** with you. They will then also pay you a **training allowance**.

**Important: If your asylum application is still pending, or you have tolerance status, you have to send your training contract to the immigration authorities!**

**Part-time training**

### Part-time training

Part-time training is **vocational training** in which **working hours are reduced**.

This is a good solution for people who have **little time**. For example, if children need to be looked after or parents need to be cared for.

The training takes place at two locations. One place is the vocational school. Here you learn a lot for your profession. Another place is the company. This is where you work.

With part-time training, you work less in the company. This gives you more free time. You still get a **vocational qualification**.

**Further information can also be found here:**

⇒ [www.ausbildung-in-teilzeit.nrw](http://www.ausbildung-in-teilzeit.nrw)

⇒ [www.ausbildung-in-owl.de/Teilzeitausbildung/](http://www.ausbildung-in-owl.de/Teilzeitausbildung/)

⇒ [Video zur Teilzeitausbildung](#)

## Vocational training place with a tolerated status

### Training toleration (3+2 regulation)

**Tolerated persons** (persons whose asylum application has been rejected) are granted a toleration for a training placement for the **entire duration of the vocational training**. This means they are protected from being deported during their training.

The tolerated training permit must be **applied for** at the [Foreigners' Registration Office \(Ausländerbehörde\)](#). The most important thing is to **clarify the person's identity**.

**The Foreigners' Registration Office always examines whether a toleration can be granted for a training placement on a case-by-case basis.**

### Other requirements:

- The asylum procedure has been completed
- You have been in possession of a toleration ('Duldung') for at least 3 months OR
- You have started the training while the asylum procedure is still ongoing (then no waiting period)
- Start of at least **two years of in-company or school-based vocational training** ([List of state-recognised training occupations 2022](#)) OR
- Start of **assistant or helper training** if followed by two years of training in a shortage occupation. You must have been accepted onto a training placement for this.

### After completion of the training:

If you are taken on by the company after the training and **work in the profession you have learned**, you will receive a **residence permit for two years**. The residence title can then be extended.

If you are not taken on by the training company after completing your training, the Duldung will be **extended by six months** for the purpose of **seeking employment**.

### Reasons for refusal of a tolerated training placement include:

- failure to cooperate in obtaining identity and passport,
- a criminal conviction,
- a deportation order

**Important for companies:** If you drop out of training, you must immediately report this to the Foreigners' Registration Office.

### Further information:

⇒ Federal Ministry of the Interior and Community

⇒ 'Companies integrate refugees' network

### Training social assistant for refugees

#### Training as state-certified social assistant with focus on curative education for refugees

##### at Theresia-Gerhardinger-Berufskolleg Warburg

("Berufsfachschule für Sozialassistenten mit Schwerpunkt Heilerziehung")

- Full school education with practical parts
- Assistant work in the socio-pedagogical and nursing field of the disabled and elderly
- **Application** without work permit possible
- BAMF-certified **language course B2** included in training

### Access requirement:

At least secondary school leaving certificate (=Hauptschulabschluss) according to class 9 or an equivalent **recognised school leaving** certificate from the **home country** (no age limit).

### Contact:

**Frau Jansen**

@[sekretariat@kolping-schulwerk-warburg.de](mailto:sekretariat@kolping-schulwerk-warburg.de)

☎05642 9877180

**Lena Stecken**, Schulsozialarbeiterin

@[lana.stecken@kolping-schulwerk-warburg.de](mailto:lana.stecken@kolping-schulwerk-warburg.de)

☎05642 9877184

**Theresia-Gerhardinger-Berufskolleg Warburg**



📍 [Wilhelm-Poth-Str. 10, 34414 Warburg - Rimbeck](#)

⇒ [Flyer Social assisent](#)

⇒ [Video about the "Berufskolleg"](#) (German)

⇒ [to the Website](#)

## Vocational college (Berufskolleg)

Are you **over 15 years old**? Are you no longer in a general-education school (Allgemeinbildende Schule)? Then you have lots of options at vocational college:

You can prepare for your future career. You can get a general school-leaving qualification. In Germany, everyone under the age of 18 must attend school!

## Vocational colleges in the neighbourhood:

### Berufskolleg Kreis Höxter, in Brakel and Höxter

⇒ [Berufskolleg Kreis Höxter website](#)

#### Höxter

The vocational college in Höxter specialises in commercial training courses.

#### Brakel

The vocational college in Brakel specialises in **technical courses**.

### Johann-Conrad-Schlaun Berufskolleg in Warburg

⇒ [Johann-Conrad-Schlaun Berufskolleg website](#)

### Theresia-Gerhadinger-Berufskolleg in Warburg-Rimbeck (Kolping Schulwerk)

⇒ [Theresia-Gerhadinger-Berufskolleg website](#)

The Theresia-Gerhadinger-Berufskolleg focuses on **social education programmes**

## There are the following types of vocational colleges:

### Training preparation at vocational colleges

Vocational schools have programmes for pupils **with or without a secondary school-leaving certificate**. Have you not yet confirmed a place on a training course? Do you not yet have a clear idea of where you want to work? This will give you insights into various professional fields. You can build on your Hauptschule qualification. Or you can get your Hauptschule qualification.

## Vocational school:

Here, training takes place in a **dual system**. Part of your training happens at the school. You learn the other part in a company.

⇒ **Further information on dual (in-company) training**

## Vocational school:

Vocational schools for specific professions can prepare you for your future career. The courses last between 1 and 3 years. You need at least a **secondary school-leaving certificate**. They receive basic vocational training, vocational preparation or even a vocational qualification.

If you already have a school-leaving qualification, then you can get your next qualification here.

**The vocational schools are generally divided into the following occupational fields:**

- Economics and administration
- Health, education and social affairs
- Technology and natural sciences

## Technical college:

You can **continue your professional training** at a technical college. The courses usually last 1 or 2 years.

Do you already have professional training? Have you worked before?

These courses will expand your knowledge. Their aim is to go into more depth on what you know. After the courses, you can work in middle management or start your own business.

**The specialised schools are also divided into the following subject areas:**

- Engineering
- Economics
- Social work
- Agricultural economics
- Design

## Technical secondary school:

Have you already completed training? Do you have an intermediate school-leaving qualification? Then you can go to a specialised secondary school. You will spend two years there. This school prepares you for the **general higher education entrance qualification**. To do this, you must learn a second foreign language. If you don't learn a second foreign language, you will get a subject-specific university entrance certificate. That means you can only study certain subjects.

**The technical secondary school is available in the following specialisations:**

- Engineering
- Economy
- Health and social affairs

### **Vocational grammar school:**

Would you like to study at a university? Then you will need an Abitur, the general qualification for university entrance. You can earn your Abitur at a vocational Gymnasium (grammar school). To do so, you need an intermediate school-leaving certificate. Your grades must be 3.0 or better on average. Then you can attend a vocational Gymnasium for three years. After the three years, you will get your Abitur. This type of school is likewise split up into corresponding subject areas:

- Technical subjects
- Economics
- Social work and healthcare
- Agricultural sciences
- Biotechnological subjects
- Nutritional science

**How do I find an apprenticeship**

### **Are you looking for vocational training?**

On the [⇒ Vocational Guidance](#) page you will find information and links to various platforms for finding a vocational training.

## **Work**

**Entry into working life - The Job-Turbo in Germany**

### **Entry into working life - The Job-Turbo in Germany**

#### **(Information for people who receive citizen's allowance)**

Germany needs a large number of labourers. They bring **experience and knowledge** from their country of origin. With this knowledge you can take up a **job in Germany**. For this reason, the Federal Government's Job-Turbo programme has been launched in Germany.

### **What does this mean for you?**

**Basic language skills** (B1 or A2) are already sufficient to take up a job. Once you have completed the integration course, the job centre will **support you in finding a job**. There

are around **1.7 million job vacancies** in Germany. This is a great **opportunity** for you. You are expected to take advantage of it!

The **Höxter District Job Centre** will visit you at the end of the integration course. The job centre will then explain to you how to **enter working life**. Think beforehand about the **areas in which you can work**. If you have the opportunity to **create a CV** on the computer, please bring it with you. Your teacher will let you know in advance when the job centre will visit the integration course.

The Job Centre will invite you regularly after the language course. You will then receive **support in preparing application documents**. The Job Centre staff will work with you to **look for job vacancies** and also put you **in touch with companies**.

It is possible to have your previous training or studies recognised in Germany. The job centre will cover the necessary **costs for the recognition procedure** if the professional recognition greatly improves your chances of working in Germany.

**IMPORTANT: Before you initiate the recognition procedure, clarify in advance whether the job centre will cover the costs!**

### How can I improve my German language skills?

You can improve your language skills on the job. You will be working with colleagues at work, so you will be able to converse in German. There are also **extra-occupational language courses**. You can also **learn German yourself**. There are free courses on the internet.

⇒ Here you will find a selection of websites where you can learn German yourself.

### How can I continue my education?

If you have found a job and **need a qualification for the job**, then there is the option of doing **further training**.

### What do I get from the Job Turbo?

The **aim of the Job-Turbo** is to get a job quickly. This will make you more **financially independent**, improve your German language skills, familiarise you with the world of work, make new friends and give you a perspective for your life in Germany. This is also very helpful if you plan to return to your home country!

⇒ Further information on the Job Turbo can be found at the Federal Ministry of Labour and Social Affairs.

**When am I allowed to work?**

### When am I allowed to work?

In the first three months after your registration, you are not allowed to work.

**There are different regulations depending on your residence permit status (“Aufenthaltsstatus”):**

- **Asylum seekers from safe countries of origin** (Albania, Bosnia, Herzegovina, Ghana, Kosovo, Macedonia, Montenegro, Senegal and Serbia with application for asylum dated after August 31, 2015) are under "Beschäftigungsverbot" (employment ban), so they are **not allowed to work**.
- **Recognized refugees, applicants entitled to political asylum and subsidiary protection** have **full access to the job market**: They are immediately allowed to work and do not require any permission.
- **Asylum seekers, applicants for asylum and tolerated persons** (with proof of arrival = "Ankunftsnachweis") or temporary residence permit (= "Aufenthaltsgestattung") have to **apply for a work permit** at the "Ausländerbehörde" (=Foreigners' Authority). **A concrete job (offer) is required** for this.

The Foreigners' Authority can put an **employment ban** on tolerated persons, for example if they have violated their obligation to cooperate regarding their departure (especially the presentation of identification documents).

In most cases, the **Foreigners' Authority** requires permission from the "Bundesagentur für Arbeit" (=Federal Employment Agency). The Federal Employment Agency checks the working conditions. Even **temporary employment** is possible after authorization is granted.

### Information for companies

The following information is summarised in the **brochure** ⇒ **"Service for companies" (PDF)**

- Residence permit and work permit
- Residence documents
- Funding opportunities for companies and refugees
- Recognition of foreign professional qualifications
- Language / integration courses
- Refugees from Ukraine

---

**Further information about the authorities can be found here** ⇒ [Important administrations](#)

### Recognition of foreign professional qualifications

#### Recognition of foreign professional qualifications

**The recognition or assessment of qualifications gained abroad can be helpful in finding access to the job market.**

**Different certification authorities** are responsible, depending on which profession you have.

You can find out who is responsible for the recognition of your profession on the Internet at ⇒ [anerkennung-in-deutschland.de](https://anerkennung-in-deutschland.de) (this information is available in 11 languages) or on the telephone hotline [03018151111](tel:03018151111).

**Various documents** that prove your qualification are needed. If your application is granted, you will receive a certificate of recognition (“**Anerkennungsbescheid**”).

## Documents

**You should already have the following documents when you go to the counselling:**

- References/certificates (with translations, if you have them already). **Information about interpreters** ⇒ [here](#)
- Curriculum vitae
- Letters and notifications of authorities, if you have already tried to obtain recognition
- Job references from the past
- Personal identification or passport or residence permit

---

## Counselling

The counselling for recognition is free of charge and will help you, if you have learnt a profession abroad that you would like to pursue in Germany as well.

### Counselling at the adult education centre (VHS) in Bad Driburg "What else is possible? - Promoting professional development"

We will check with you whether a recognition procedure makes sense for your career path, we will support you in submitting applications and in clarifying any subsequent qualifications.

You will also receive counselling if you want to change careers or undergo further training.

**Please make an appointment.**

**Kontakt:**

☎ +49 (0) 5253974070

⇒ [zur Internetseite VHS BAd Driburg](#)

---

### Counselling centre for work and occupation of the VHS - Höxter-Marienmünster

⇒ [In the section "Counselling centres and offers of help" you will find all information on the counselling centre for work and career](#)

---

### IQ-Netzwerk NRW, SBH-West Paderborn

Counselling for recognition of foreign certificates and professions (After consultation of the integration point)

**Kontakt:**

**Martin Hohaus**

☎ [05251/700297](tel:05251700297)

@[martin.hohaus@sbh-west.de](mailto:martin.hohaus@sbh-west.de)

**Beate Klemm**

☎ [05251/700339](tel:05251700339)

@[beate.klemm@sbh-west.de](mailto:beate.klemm@sbh-west.de)

**Annette Neumann**

☎ [05251700297](tel:05251700297)

@[annette.neumann@sbh-west.de](mailto:annette.neumann@sbh-west.de)

---

## Advice on the recognition of vocational qualifications from the Chamber of Skilled Crafts Ostwestfalen-Lippe (HWK OWL) in Bielefeld

### Recognition procedure according to the BQFG (Berufsqualifizierungsfeststellungsgesetz)

Do you live in Ostwestfalen-Lippe (OWL)? You have acquired a vocational qualification abroad and want to work in a skilled trade in OWL in the future? Then the OWL Chamber of Skilled Crafts and Small Businesses and its contact persons are at your disposal to **check the equivalence of your vocational qualification**.

⇒ Further information you will find at the [Website of HWK OWL](#)

---

## General information on the internet

The Federal Government's information portal on the recognition of foreign professional qualifications ⇒

[www.anerkennung-in-deutschland.de/html/de/index.p...](http://www.anerkennung-in-deutschland.de/html/de/index.p...)

⇒ [Employment Agency \(=Agentur für Arbeit\)](#)

⇒ [Glosar = important terms concerning recognition](#)

⇒ [Network for integration through qualification](#)

⇒ [anabin - Information portal for recognition of educational qualifications](#)

How can I find a job?

**Punctuality and reliability are very important for the employer.**

## Job searching on the internet

### Federal Employment Agency

⇒ **Job market platform of the Federal Employment Agency** (=Agentur für Arbeit)

⇒ **This Job market platform as App you will find**

**In the search mask, you can enter the location and select what you are looking for:**

- Jobs as **specialists or in management** ("Fachkraft" or "Führungskraft") usually require a university degree, job experience and good knowledge of the German language
- Jobs as **assistants** ("Helfer") can be obtained with good knowledge of German and without qualification
- A **Minijob** is not an employment that is subject to social security contributions. The wage may not exceed 520 Euros
- **Internship ("Praktikum") or vocational training ("Ausbildung")**
- Under **search word** ("Suchbegriff") you can enter a job description yourself

### Other Job platforms

There are many other **job platforms** on the internet, for example:

⇒ **Jobbörse-stellenangebote**

⇒ **Kimeta.de**

⇒ **Meinestadt.de**

⇒ **Stepstone**

## Newspapers:

Many regional newspapers publish job advertisements on a regular basis, both online and offline. For example:

⇒ **Neuen Westfälischen Zeitung**

⇒ **Westfalen Blatt**

## Counselling and support

Next to the counselling services of "**Agentur für Arbeit Höxter- Warburg**" and the "**Jobcenter**" also the **Asylum counselling centres** or **volunteers** near your place of residence will **help you** in your search for a job or vocational training and will also assist you with the application.



⇒ Consulting services for refugees

## Internship

### Internship

Many **companies** expect an **internship before you get a job**. With this, the companies want to determine if you are suitable for the position. An internship usually takes **2-4 weeks, sometimes up to 3 months** and **is not paid**.

**Is the duration of the internship longer than 3 months, the Employee has to pay the minimum wage (= "Mindestlohn").**

**It is important that you inform the Jobcenter (for persons with residence permit) or the Foreigners' Authority (for persons in ongoing asylum processes or tolerated persons) before you start the internship.**

### How to find an Internship?

On the websites of "**Jobbörse der Agentur für Arbeit**" as well as "**Industrie- und Handelskammer und der Handwerkskammer**" you will find a platform where it is possible to search for an Internship or vocational Training (=Berufsausbildung).

**Website** ⇒ [jobbörse Agentur für Arbeit](https://www.jobboerse-agentur-fuer-arbeit.de)

**Website** ⇒ [IHK \(Industrie und Handelskammer\)](https://www.ihk.de)

**Website** ⇒ [HWK](https://www.hwk.de)

## Your application

### Your application

**When you have found an interesting job, you have to write an application.**

**Your application has three parts:**

- **Application letter (=Anschreiben):** In this letter you **introduce yourself** and you write why you are suitable for the advertised position. Describe, for example, what **professional experience** you already have and why you would like to work for this company. **Find out information about the company** and write why you would like to work there. Your letter should be just **one page long** and signed by yourself.
- **CV / Curriculum vitae (=Lebenslauf):** The CV lists your **entire professional experience in tabular form**. Write down from when until when you worked for **which company**, where you received **training or studied**, where you went to **school** and **which qualification** you gained. You do not have to include a photograph of yourself with

the CV, but many companies prefer to see a **photo**.

**You can create your CV in different languages online at ⇒ [europass.eu](https://europass.eu)**

- **References (=Zeugnisse):** It is very important to **add copies of your certificates/references**. Certificates/references include your **school-leaving certificate**, your **university degree/graduation certificate** as well as **job references** from past employers. You should also add the **certificate from your German language course**.

**Free templates can be found on the internet. For example ⇒ [karrierebibel.de](https://karrierebibel.de)**

## Form of the application

**The job advertisement describes precisely what the employer is looking for and how you should apply.**

- **In writing (=schriftlich):** Buy a neat **application folder** to file your application letter, CV and references/certificates. You can either send the application folder by post office or hand it in personally.
- **E-Mail:** Many applications are sent via email. Write a short text in the email to address the person who receives your application. Add your application letter, your CV and your references/certificates in **ONE PDF file** and send the file as **attachment to your email**.

**Here you will find a free software ⇒ „[PDF Creator](#)“**

- **Online:** Big companies have their own application portal. You need to register with your email address and upload your application.

---

**Counselling centres can help you compile your application documents ⇒ [consulting services and contacts](#)**

## Employment contract

Anyone who starts a job gets an employment contract. It governs the most important conditions of your work. It explains when you work, how much holiday you get, and how much you are paid. Both sides – workers and employers – must abide by these agreements. When you sign the contract, it becomes legally binding. So you should only sign it once you fully understand its content.

## Types of contracts:

### **Permanent job contract (Unbefristeter Arbeitsvertrag)**

Usually, there is a probationary period of three or six months. During this period, employment can be terminated within two weeks. The employer can terminate the employment. Or you as

the employee can terminate the employment. At the end of the probationary period, permanent employment begins. This gives you longer protection against dismissal. Working hours are usually up to 40 hours a week.

### **Fixed-term employment contract (Befristeter Arbeitsvertrag)**

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

### **Minijob**

The maximum monthly salary is €556 and is not taxed. You also don't have to pay social security contributions.

If you earn more than €556, you have a job subject to social security contributions. You then pay [social security contributions and taxes](#).

---

## **Illegal work**

You have paid work. But this work is not registered with the Tax Office (Finanzamt) or a health insurance provider. So you do not pay any taxes or social security contributions. This is **illegal**. It can be punished with fines and prison!

Do you receive social benefits or unemployment benefit? Despite this, are you working? And have you not told the Social Welfare Office (Sozialamt), the Employment Agency (Arbeitsagentur) or the Job Centre about it? This is **illegal** too. It means you are wrongly receiving state benefits, even though you are in paid employment.

---

## **Labour law**

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

- Minimum wage
- Regulation of working time
- Leave claim
- Protection against dismissal
- Representation of interests in the workplace (Works council)
- Trade union labour regulations
- and a few more

### **Social security payments and Taxes**

## **Social security payments and Taxes**

All employees in Germany pay part of their wages as taxes. Employers, in turn, are required to pay social security contributions for their employees. You and your employer each pay half of your total contribution to health insurance, long-term care insurance, pension insurance and unemployment insurance. Your employer makes accident insurance contributions on your behalf. The amount of your contributions depends on your income.

**Please note:** you do not have to worry about making social insurance contributions. Your employer deducts the designated percentage from your gross wages.

**Social security number:** For a job, you need a social security number. This can be obtained from your health insurer.

**Multilingual information on social security:**

<https://handbookgermany.de/en/social-insurance>

## Tax ID number

Your tax ID is an 11-digit number and is used for income tax purposes. The number applies throughout your life. The number allows the authorities to identify you at all times. Your employer needs this number. Do you not have this number in any of your documents? Then you can get it in person from the registration office (Meldebehörde). Or you can fill out a form and send it to the Federal Tax Office ([Bundesamt für Steuern](#)).

## Tax Return (Income Tax)

**Multilingual information on tax returns:**

<https://handbookgermany.de/en/tax-declaration>

## Minimum wage

### Minimum wage = Mindestlohn

The minimum wage in Germany is **12,82 Euro per hour**. This minimum wage applies for all employees from the **age of 18** in all industry sectors as well as for **internships of more than 3 months**.

**Exception:** Jobseekers under 18 years of age without educational qualification as well as long-term unemployed people are not entitled to the minimum wage.

## Immigration of Skilled Workers

### The Skilled Workers Immigration Act (Fachkräfteeinwanderungsgesetz)

The Skilled Workers Immigration Act makes it easier for skilled workers with vocational, non-academic training to immigrate to Germany for work purposes. Existing regulations for skilled workers with university degrees will be maintained and in some cases made even easier.

#### 1. For companies:

- **Accelerated skilled worker procedure:** With the power of attorney of the skilled worker, employers can file an accelerated skilled worker procedure with the competent Bureau for Foreigners (Ausländerbehörde) in Germany. An agreement must be concluded between the company and the Bureau for Foreigners (Ausländerbehörde). Among other things, the agreement must contain the powers of attorney and responsibilities of the

employer, the skilled worker and the authorities involved (Bureau for Foreigners (Ausländerbehörde), Federal Employment Agency (Bundesagentur für Arbeit), recognition offices, diplomatic representation abroad) as well as a description of the procedures including the parties involved and deadlines.

- The **fees** for the accelerated skilled worker procedure at the Bureau for Foreigners (Ausländerbehörde) come to 411 euros. In addition, there is a visa fee of 75 euros as well as any other applicable fees (certified copies, translations).
- **The Bureau for Foreigners (Ausländerbehörde) advises the employer** and supports them in carrying out the procedure for the recognition of the foreign qualification of the skilled worker. The Bureau for Foreigners (Ausländerbehörde) shall obtain the approval of the Federal Employment Agency (Bundesagentur für Arbeit) and check the conditions for granting the permit under aliens law. The recognition offices and the Federal Employment Agency (Bundesagentur für Arbeit) must decide within the specified deadlines.
- If all **requirements** are met, the Bureau for Foreigners (Ausländerbehörde) will issue a so-called advance approval, which it will then send to the employer for forwarding to the skilled worker. The skilled worker then books an appointment with the diplomatic representation abroad to apply for the visa, which will take place within three weeks. At this appointment, the original advance approval must be presented together with other documents required for the visa application.
- Once the completed **visa application** has been submitted by the skilled worker, a decision will normally be made on it within an additional three weeks.
- The **accelerated procedure** for skilled workers also includes the skilled worker's spouse and underage, unmarried children if they meet the legal requirements for family reunification.

## **2. For skilled workers**

- **Definition of skilled worker:** Skilled workers are defined as persons with a university degree or qualified vocational training of at least two years. A prerequisite for both groups is that their foreign qualifications have been recognised by the competent authority in Germany.
- **Labour market entry:** Entry into the labour market will be made easier: The qualified skilled worker must have an employment contract and a concrete job offer and a qualification recognised in Germany. The so-called priority review by the Federal Employment Agency (Bundesagentur für Arbeit; BA) no longer applies. This means that it is no longer necessary to check whether an applicant from Germany or the EU is available for the specific job. The examination of working conditions by the BA remains in place.
- **Employment opportunities:** A skilled worker may be employed in an occupation that their qualification allows them to do. This means that it is possible to work in related professions. Additionally, skilled workers with an academic education are allowed to work outside of jobs that require a university degree. They may also be employed in other qualified occupations which fall within the professional context of the qualification and for which, in principle, vocational, non-academic training is required. Assistant professions and training professions are excluded, it must be qualified employment in all cases. The EU Blue Card always requires employment appropriate to the professional qualification, which usually requires an academic degree.
- **Skilled workers with vocational training:** The employment of skilled workers with vocational, that is, non-academic training is no longer limited to occupations with shortages. With a vocational training that has been recognised in Germany, residence

permits (Aufenthaltstitel) for qualified employment will also allow these skilled workers access to all professions in which their qualifications allow them to work.

- **Entering the country to find a job:** Skilled workers with qualified vocational training are also able to enter the country to look for a job. You will receive a residence permit (Aufenthaltserlaubnis) for up to six months. Prerequisites are that the foreign qualification has been recognised by the competent authority in Germany, that your livelihood is secured for the duration of your stay and that you have the appropriate knowledge of German for the job you are seeking. As a rule, a minimum knowledge of German at level B1 of the Common European Framework of Reference for Languages is required. During your stay while looking for a job, trial employment of up to ten hours a week is possible. This allows employers and foreign skilled workers to test whether they are suitable for each other. Trial employment is also possible for skilled workers with recognised academic qualifications, who are also allowed to enter the country for up to six months in order to look for work, as before.
- **Residence for qualification purposes:** The possibilities of staying in Germany for qualification purposes are being expanded. The prerequisite for this is generally that a recognition procedure from abroad has been carried out at the competent authority in Germany, in which deficits have been identified in the acquired foreign qualification in comparison to the German training (notice of recognition). An additional requirement for the issue of a visa for the purpose of undergoing qualification programmes is above all a knowledge of German corresponding to the qualification programme. These are usually at least sufficient German language skills (corresponding to language level A2). For example, the 18-month residence permit (Aufenthaltserlaubnis) can now be extended by six months to a maximum period of two years for this purpose. After expiry of the maximum period of the residence permit (Aufenthaltserlaubnis), a residence permit may be issued for the purpose of training, study or employment.
- **Settlement permit (Niederlassungserlaubnis) for skilled workers from abroad:** Foreign skilled workers can obtain a settlement permit (Niederlassungserlaubnis) in Germany after only four years (previously five years).

### **3. For training and studies**

- **Entering the country to find a training placement:** It is already possible for prospective students to enter the country in search of a university placement. Under the new regulation, people interested in training can also enter the country to look for a training placement. Requirements are a level B2 knowledge of German, a degree from a German school abroad or a graduation certificate that entitles the holder to enter university, a maximum age of 25 years and independent livelihood provisions.
- **German language course** in preparation for training: With a residence permit (Aufenthaltserlaubnis) for a qualified vocational training course, a German language course or a job-related German language course may be attended in preparation.
- **Expanded changeover possibilities for international students** in Germany: International students already have the opportunity to change to other residence permits (Aufenthaltstitel) even before they have completed their studies. For example, instead of continuing their studies, they can start vocational training and receive a residence permit (Aufenthaltserlaubnis) for vocational training. The Skilled Workers Immigration Act has expanded the possibilities for such changes: Under special conditions and after examination by the BA, a job offer as a skilled worker can be accepted even during a study visit or a stay for vocational training or further education. This is accompanied by a change to a residence permit (Aufenthaltserlaubnis) for qualified employment.

- **Settlement permit (Niederlassungserlaubnis) for graduates** of an apprenticeship in Germany: Under the new law, foreign graduates of vocational training in Germany can, just like university graduates, obtain a settlement permit (Niederlassungserlaubnis) after only two years.

🌐 This and more information can also be found on the page [Make it in Germany](#)

🌐 Here you can also perform a [quick test](#) to see your possibilities!

## Self-employment

### Who can start their own business in Germany?

Is your asylum process still ongoing? Has your application been rejected? Do you have exceptional leave to remain (Duldung)? Then you are **forbidden** from being self-employed. In principle, everyone else has the option to set up their own business in Germany.

## More information

- ["GründerZeiten" online guide](#) (German and Arabic)
- [Business start-up portal](#) (German, French, Italian, Russian and Turkish)
- [Website of the IQ Competence Centre for Migrant Entrepreneurship](#) (German, English, French, Polish, Spanish, Pashto, Bosnian, Russian, Chinese, Ukrainian, Turkish, Tigrinya, Vietnamese, Arabic)

## Studies ( further education)

### Further Education

### Further Education

**In Germany you require a university degree for various occupations** (e.g. teacher, doctor and many others).

You can study for a degree at a **university of applied sciences** or at a **university**.

**Universities of Applied Sciences (Fachhochschulen = FH):** Courses of studies at universities of applied sciences are **practice based**, and fewer study places are available.

**Universities (= Uni):** Courses of studies at universities are generally **more scientifically, theoretically and research-based**.

---

## Preconditions

If you want to study for a degree, you **need a school-leaving qualification** which entitles you to a study place (a so-called "**general university entrance qualification**" =

“Hochschulzugangsberechtigung”).

There are **three types of general university entrance qualification**:

- The general advanced school-leaving certificate (**allgemeine Hochschulreife = Abitur**)
- The vocational advanced school-leaving certificate (**Fachgebundenes Abitur**)
- The general university of applied sciences entrance qualification (**Fachhochschulreife = Fachabitur**).

## Recognition of foreign certificates

The **first thing** you have to do is to **check** whether your school-leaving **certificate from your home country is recognised in Germany**.

There are **websites where you can find this out for yourself**:

⇒ **The database of the Central Office for Foreign Education** (Zentralstelle für ausländisches Bildungswesen = ZAB). Here you can **enter the country** in which you received your school-leaving certificate, and find out if this meets the requirements for the course of studies you have chosen.

⇒ **[www.study-in.de](http://www.study-in.de)**

⇒ **[www.kmk.org](http://www.kmk.org)**

## Semester Fees

Every student at a **state university pays a semester fee (a semester is 6 months)**. Fees vary depending on the institution.

Fees at **private universities** are considerably **higher** than those at **state universities**.

**I want to study**

## Help in finding the right course of studies

♦ If you **wish to study**, but you are not sure what subject you wish to study, you can **consult a job counsellor at the Federal Employment Agency (=Agentur für Arbeit)**.

You can **make an appointment** with a job counsellor at your school, at the Federal Employment Agency, (Weserstrasse 8-10 in Höxter or Paderborner Tor 99 in Warburg) or by telephone: 0800 4555500.

♦ Many universities and universities of applied sciences **have an open day**. Anyone can **visit the university on that day**, and find out about occupations that require a university degree, and about the individual universities.

**You can find out about occupations that require a university degree here ⇒ [studienwahl.de](http://studienwahl.de)**

## Application



In order to be able to study, you have to **apply for the particular course of studies** you have chosen.

It is important here to take note of the **application deadlines**, which every university publishes on their website. The best thing to do is to **contact the university directly**.

## Proof of German Language Skills

If you wish to study at a German university, you **need German language skills**, at least at CEFR (Common European Framework of Reference) **B2 level, or even better C1**. This varies from university to university. You can find out by getting in touch with the university directly.

**You can find information about language courses and exams here:**

⇒ [Goethe Institute](#)

⇒ [German Academic Exchange Service](#) (Deutscher Akademischer Austauschdienst / DAAD)

⇒ [Sprachnachweis.de](#)

**If you don't have proof of your German language skills, or that you have attended a German language course, you won't be able to study in Germany!**

## What documents do I need to enrol as a student?

The so-called **"Immatrikulation"** is an **enrolment at a university**. If your application is accepted, the university will contact you by post, requesting you to enrol.

**You will need the following documents:**

- **Identity card** or suitable proof of identity
- **University Entrance Qualification certificate** (e.g. "A" levels)
- **Health Insurance Certificate**
- Proof of **German language skills**

## Possible Qualifications

### Possible Qualifications

#### Bachelor

The period of study lasts a minimum of **6 semesters** and a **maximum of 8 semesters (3 to 4 years)**.

By attending **various courses** and **taking exams** you collect so-called ECTS (European Credit Transfer System) points.

**In order to receive a bachelor degree, you require sufficient points, and have to write a bachelor thesis.**

#### Master

A master's degree **follows on from the bachelor qualification**. During a master's degree course, the content and focus of the bachelor course are examined **more closely**. The period of study lasts **4 to 8 semesters (2 to 4 years)**.

### State Exam (= Staatsexamen)

Some courses of studies, for example **medicine, law, pharmacy and part of food chemistry**, together with teacher certification programmes, are completed by taking a **state exam**, the so-called "Staatsexamen".

### Doctorate (= Promotion)

A doctorate qualification is required for a **scientific career**, with only few exceptions. This requires you to **write a doctoral thesis, or dissertation**.

### Universities in the Höxter region

#### Universities in the Höxter region

##### Hochschule OWL

with study locations in Höxter, Warburg, Lemgo and Detmold. link to the International Office

**Link to** ⇒ [International Office](#)

**Website** ⇒ [Hochschule OWL](#)

##### HAWK Holzminden

**Link to** ⇒ [International Office](#)

**Website** ⇒ [HAWK Holzminden](#)

##### Universität Paderborn

**Link to** ⇒ [International Office](#)

**Website** ⇒ [Universität Paderborn](#)

### I am currently studying

#### Help during the studies

A lot of universities offer a "**mentoring programme**". Here you can have someone in a more advanced semester assigned to you. **Your mentor** is a student who is further on in their studies than you, and who **will help you with all issues** concerning your studies.

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

### Financial Support

## Financial Support

### BAföG = Bundesausbildungsförderungsgesetz (Federal Training Assistance Act)

This **support from the state** is designed to help students who do not have sufficient funds to support themselves, despite doing part-time jobs or receiving an allowance from their parents. You **receive a monthly allowance** during your course of studies. **Half of the total sum received has to be paid back at a later time.**

The BAföG office (belonging to the "Studentenwerk") screens each applicant individually to establish whether they are entitled to BAföG.

**Further information (in German) ⇒ [www.bafög.de](http://www.bafög.de)**

## Scholarships

There are many **scholarships which you can apply for**. Not just for the first semester, but for the **whole of your course of studies**.

- **Förderung durch ein Stipendium der Begabtenförderungswerke ⇒ [www.stipendiumplus.de](http://www.stipendiumplus.de) oder ⇒ [www.deutschlandstipendium.de](http://www.deutschlandstipendium.de)**
- **Der Deutsche Akademische Austauschdienst (DAAD) informiert ⇒ "[Stipendien finden - DAAD](#)".**
- **Mit Berufserfahrung an die Hochschule ⇒ [Informationen zum Aufstiegsstipendium](#).**
- **The Foundation Studienfonds OWL offers financial support for students in Ostwestfalen-Lippe with outstanding academic achievements and especially needy students. ⇒ [To the Website "Studienfonds OWL"](#)**

## The German Language

Integration courses and educational institutions

### Integration courses

The integration course comprises **700 teaching units**. The course consists of a **language course** and an **orientation course** on "**Life in Germany**". At the end of the course there are two **exams** and a **certificate**. You can achieve **language level B1**.

The **job centre**, the **social welfare office** or the **immigration office** can **oblige** you to take part in an integration course.

**You have not been obliged and would like to take part in a course voluntarily?**

Then you can **apply for an integration course at the Federal Office for Migration and Refugees (BAMF)**. Any person who is not obliged to leave the country or is in a Dublin procedure can apply for admission to the integration course.

### **Application for admission (form)**

### **Apply online at the federal portal (with registration)**

**Admission is not possible** if you are in school education or have sufficient knowledge of the German language.

## **Preparation for the exams**

⇒ **Information and exercises for the final exam (BAMF)**

⇒ **Catalogue of questions for the "Living in Germany" test & the "Naturalisation test" (link to download)**

⇒ **Exercises for the German test for immigrants (Goethe Institute)**

## **Educational institutions for integration courses**

**You can find integration courses in your area here:** ⇒ **Bamf-Navi** (Federal Office for Migration and Refugees)

You need a **participation permit** to take part in an integration course. This is a so-called "**authorisation certificate**" with which you can **register for a placement test** at an educational institution. The placement test shows which **language level** you have and which language course is suitable for you.

💡 **The placement test and course do NOT have to be organised by the same educational institution.**

**There are various educational institutions in the Höxter district that offer integration courses.**

**The educational institutions** also offer other courses (**beginners' courses "A1" or literacy courses**). Ask the educational institution in your town when and which course starts.

## **Bad Driburg, Brakel, Steinheim und Nieheim**

**Volkshochschule = Adult Education Centre (=VHS) ⇒ Website**

📍 Am Hellweg 9, 33014 Bad Driburg

☎ +49 (0) 5253974070

@[info@vhs-driburg.de](mailto:info@vhs-driburg.de)

## **Beverungen**

**VHS Zweckverband Diemel-Egge-Weser** ⇒ [Website](#)

📍 [Weserstraße 16, 37688 Beverungen](#)

☎ +49 (0) 5273392125

@[vhs@beverungen.de](mailto:vhs@beverungen.de)

### Borgentreich

**VHS Zweckverband Diemel-Egge-Weser** ⇒ [Website](#)

[Weserstraße 16, 37688 Beverungen](#)

☎ +49 (0) 5273392125

@ [vhs@beverungen.de](mailto:vhs@beverungen.de)

### Höxter

**VHS Höxter-Marienmünster** ⇒ [Website](#)

📍 [Möllingerstrasse 9, 37671 Höxter](#)

☎ +49 (0) 52719634304

@[vhs@vhs-hoexter.de](mailto:vhs@vhs-hoexter.de)

**FAW Fortbildungsakademie (Vocational Training Academy) der Wirtschaft gGmbH** ⇒ [Website](#)

📍 [Ludwig-Eichholz-Straße 17, 37671 Höxter](#)

☎ +49 (0) 5271920551

### Marienmünster

**VHS Höxter- Marienmünster** ⇒ [Website](#)

📍 [Möllingerstrasse 9, 37671 Höxter](#)

☎ +49 (0) 52719634304

@[vhs@vhs-hoexter.de](mailto:vhs@vhs-hoexter.de)

### Warburg

**VHS Diemel-Egge-Weser** ⇒ [Website](#)

📍 [Rathaus zwischen den Städten 9, 34414 Warburg](#)

☎ +49 (0) 5641921711

@[vhs@warburg.de](mailto:vhs@warburg.de)

## Willebadessen

VHS Diemel-Egge-Weser ➔ [Website](#)

📍 [Rathaus zwischen den Städten 9, 34414 Warburg](#)

☎ +49 (0) 5641921711

@[vhs@warburg.de](mailto:vhs@warburg.de)

The vocational language courses (BSK)

## Vocational language courses

**Vocational language courses (BSK)** are courses for **integration into the labour market**. They build on the integration courses. The courses prepare migrants and refugees for the world of work in Germany.

### Structure of the courses

**Basic course:** The basic courses focus on achieving cross-occupational German language skills. Each course concludes with a certificate examination (from B1 to B2, from B2 to C1 and from C1 to C2). The certificate is very helpful for your future career.

**Specialised courses:** Various special courses are also offered:

- Courses for people who are in the process of being recognised as academic medical professions and healthcare professionals.
- Courses with content in the following specialisations: Commercial technology and retail trade.
- Courses for people from the A1 and A2 integration courses who have not reached B1 level.

### Who can take part?

#### People who....

- have immigrated from third countries, are citizens of the EU or Germans with a migration background,
- have already completed an integration course and/or already speak German at A1, A2, B1, B2 or C1 level,
- want to attend a course with a target language level below B2 and have completed the previous integration course but have not passed the German test,
- are registered as jobseekers and are in receipt of unemployment benefit,
- are looking for an apprenticeship or are already doing one,

- are currently undergoing the recognition procedure for their vocational or training qualification,
- have "tolerated" status and are not allowed to take an integration course can take part in a specialised vocational language course with the A2 or B1 level.
- You are employed by an employer and need additional language skills for your job.

## Costs of participation

Participation in the vocational language course is generally free of charge. If your taxable annual income is over 20,000 euros, you will pay a contribution towards the costs. This amounts to a total of 1,024 euros for a course with 400 teaching units. The cost contribution can also be paid by your employer.

If you successfully complete the examination, you can apply for a refund of 50 per cent of the cost contribution.

## Eligibility for participation

- If you receive citizen's allowance or unemployment benefit, the job centres or employment agencies will decide on your eligibility.
- If you do not receive a citizen's allowance or unemployment benefit, please apply directly to the BAMF for authorisation to participate.

---

## Job-related language courses (JOB-BSK)

If you are in employment, you can improve your language skills specifically for your job by attending a job-related language course (JOB-BSK).

These courses are short and last 100 - 150 lessons. The courses can be virtual or on-site and are attended alongside work.

### Who can take part?

- Employees or people who are about to take up employment.
- People in labour market preparation measures, e.g. measures with an employer (MAG), measures with an institution (MAT).
- People from language level A2 with proof.

The Job-BSK are job-related and the content depends on your job. There are various JOB-BSKs for the following occupational areas:

- Health and care,
- Hotel and catering industry,
- Warehouse and logistics,
- Trade and technology (craft),
- Trade (retail),
- Information technology (IT),
- Office communication (administration).

## Who issues an authorisation to participate?

- If you also receive citizen's allowance, the [job centre](#) will issue an entitlement to participate.
- If you do not receive a citizen's allowance, you should apply to the [BAMF](#) for an authorisation to participate.
- If you have an annual taxable income of more than 20,000 euros, employees pay a cost contribution of 2.56 euros per teaching unit (50 per cent of the cost reimbursement). The cost contribution can also be paid by the employer.

## German courses for beginners

### German courses for beginners

#### Bad Driburg

## German courses for beginners

**The Catholic Adult and Family Education (kefb) from Paderborn offers courses for people aged 50 and over or for people with disabilities:**

- Tuesday and Thursday, 9:00 a.m. - 11:15 a.m. language level A1, 15 persons
- Tuesday and Thursday, 11:30 a.m. - 13:45 p.m. for beginners (basic course), 15 persons

📍 In the rooms of the church „Zum verklärten Christus“, Von-Galen-Str. 1, Bad Driburg

**Contact:** Kirkher, Tayisiya

☎ 0151/28784827

@ [t.kirkher@gmx.de](mailto:t.kirkher@gmx.de)

## Höxter

### German courses for beginners

The Diakonie Paderborn-Höxter offers **free German courses for beginners** at regular intervals.

Different language courses with different levels are offered and take place at different times.

One language course takes place **twice a week** and prepares you for the **language level A1**.

**Language course 1:** Mondays from 8:30 to 9:45 a.m. and Thursdays from 8:30 to 10 a.m.

**Language course 2:** Mondays from 10 am to 11:30 am and Wednesdays from 8:30 am to 10 am.

**Location:** Diakonie building in Höxter, Brüderstraße 7 (entrance Minoritenstraße), 37671 Höxter, Germany.

It is always possible to join on the **2st Wednesday at 10 a.m of the month**.



**Registration at:** [reinhard.grosskopf@t-online.de](mailto:reinhard.grosskopf@t-online.de) or directly at the Diakonie Phone: [052712204](tel:052712204) by the 30th of the previous month.

---

## Language meeting - German

### Höxter

Interested parties who would like to learn German can meet in the [VHS - Höxter](#) on Tuesday afternoon in a nice atmosphere to learn a first introduction to the new language.

**From 16.09.2025 every Tuesday from 4:00 p.m. to 5:30 p.m**

**Adult education center (VHS), auditorium**

📍 [Möllingerstrasse 9, 37671 Höxter](#)

---

You can find information on integration courses here

**Learn German yourself**

### Learn German yourself

**You can also learn German yourself on the Internet or via app. The offer mentioned here is free of charge**

### Overview of different offers

- ◆ The centre for vocational German of the **IQ-Network Hessen** has created a **good overview** with various links. ⇒ [PDF "Lernen Sie Deutsch mit Handy und Internet"](#)
- ◆ The **Bielefeld Municipal Integration Centre** has compiled a table with digital offers for newly immigrated young people and adults. ⇒ [Link list of online offers](#)
- ◆ On this website you will find **information about online German courses**. Here you can choose how and what you would like to learn - for example by **video** or for **reading**. ⇒ [Deutsch-lernen-online](#)

### Selection

#### Learning German in general from A1 to C1:

- ◆ **"Deutsche Welle"** ⇒ [to the Homepage](#)

"Deutsche Welle" offers **complete language courses** for self-study on its homepage. Many **learning videos** and slowly spoken **news** complete the offer, which can be translated into **29 different languages**.

- ◆ **The "Goethe-Institut"**

You can **practice German** on the website ⇒ **"My way to Germany"**. Here you will find **films and exercises, games and apps**. For example **"Deutschtrainer A1 App"**. ⇒ **Download**

You can also **test your German language skills** and find out how good your German is. ⇒ **Test your German**

♦ **The vhs-Learning Portal** ⇒ **to the vhs-learning Portal**

The vhs-Lernportal is the **free digital learning offer** of the German Adult Education Association (DVV). Here you will find **German courses (A1 to B2), exercises in writing, arithmetic** and preparation for the Secondary **school leaving certificate** ("Hauptschulabschluss"). **Registration** is necessary.

♦ **Deutsch Akademie** ⇒ **to the website**

Here you can learn **German (A1 to C1)** and select **exercises according to level, textbook or grammar topics**.

♦ **Ankommen-App** ⇒ **to the website and Download-Link**

Here you can **learn German** (from A1) and get **information** about the **asylum procedure, work, education and life in Germany** (in German, English, French, Arabic and Persian).

### **Literacy:**

♦ **Serlo ABC** ⇒ **to the Website Serlo ABC App**

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:**

♦ You can find an **overview** of the offers in the **PDF "Learn German with your mobile phone and internet"** (see above).

♦ On the **website of the Office for Vocational German** you will find **further information**, also for teachers. ⇒ **www.deutsch-am-arbeitsplatz.de**

♦ Online exercises in **vocational communication, general exercises** and exercises by **occupational field**. ⇒ **German at work** (Goethe Institut)

---

## **Reading, audio books, dictionaries and educational games**

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

### **On the Internet there are the following helpful websites:**

♦ On the website **Aduis** you will find **worksheets for German, mathematics** and some other school subjects. ⇒ **www.aduis.at/arbeitsblaetter**

- ◆ On the website Learning Apps you will find many **tasks for learning German**. There are also **games**, a collection of puzzles and cloze texts in various languages. ⇒ [www.learningapps.org](http://www.learningapps.org)
- ◆ 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](http://www.anderes-wort-fuer.de)
- ◆ On the website "[mulingula-praxis.de](http://mulingula-praxis.de)" you will find **books** for primary school **to read and listen** to in **seven different languages**. You can read the books yourself or have them read to you. For all books there are also **tasks for listening carefully**. ⇒ [www.mulingula-praxis.de](http://www.mulingula-praxis.de)
- ◆ 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 they can be downloaded. ⇒ [www.amira-pisakids.de](http://www.amira-pisakids.de)
- ◆ On the **website Lingonetz.de** you will find **texts for reading and listening** and instructions for **experiments**. Many **nice photos** illustrate the site. ⇒ [www.lingonetz.de/kids](http://www.lingonetz.de/kids)
- ◆ On the **website Ohrka** you can find many **audio books in German** for **children** between five and eight years. The **audio files** can be **downloaded** and can also be transferred to mobile phones and tablets. ⇒ [www.ohrka.de](http://www.ohrka.de)

**The following helpful apps are available for the mobile phone:**

#### **Dictionaries:**

- ◆ The "**LEO Dictionary**" translates words into different languages. Additionally, there is a **learning game** for learning vocabulary in a playful way.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

- ◆ In the "dict.cc dictionary" you can translate words into different languages.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

#### **Vocabulary training**

- ◆ With the app "**Learn German**" you can learn German **vocabulary** with the **help of pictures** and **correct pronunciation**. It is suitable for children and beginners.

⇒ [to download for Android mobile phone](#)

#### **Learning games and movement games**

- ◆ Learning German with Mumbro & Zinell is an **interactive learning game for children** of primary school age from "Planet Schule" of SWR (Süd-Westdeutscher Rundfunk).

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

♦ **"Ein rätselhafter Auftrag"** is a **learning adventure game** from the **Goethe-Institut e.V.** You apply as a player in the story in a company and experience an **exciting detective story**.

♦ The **"Kitu-App: Play and move together"** brings fun, games and exercise for the whole family. Simple and effective **movement exercises** from the Kinderturnstiftung Baden Württemberg and the Auerbach-Stiftung from about **4 years** of age.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

### Audio books and radio

♦ With the **LibriVox audio books** app, you can listen to over **24,000 audio books**. Volunteers read them, not professionals. But the many audio books are available in over **30 languages**.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

♦ With the **ARD Audiothek App** you can listen to content from the radio programmes of ARD and Deutschlandradio. Here you can find **audio books for children**. But there are also **many offers for adults**, such as thrillers, podcasts, comedy, documentaries and much more.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

## Support and learning materials (libraries)

### Private tutoring

**Various institutions offer support and tutoring for free:**

#### Diakonie Paderborn-Höxter e.V.

📍 Brüderstr.7, 37671 Höxter

**Open language teaching:** Monday, tuesday and wednesday from 10:00 a.m. - 12:00 a.m.

#### Welcome e.V.

📍 Grubestraße 28, 37671 Höxter

**Private tutoring (German language)** : Monday from 5:00 p.m. - 7:00 p.m.

### Study materials on site

### Library

You can borrow books and learning materials from a library. Here you first need to obtain a **library identity card**. Then you can **take the books home with you**, but you are **not allowed to keep** them. You can ask at the library when you have to **bring the books back**.

⇒ **Here you can find an online map with all libraries in the district of Höxter**

## **Bad Driburg**

### **Stadtbücherei (Civic Library)**

📍 Am Hellweg 29, 33014 Bad Driburg

☎ 05253 940704

@[stadtbuecherei@bad-driburg.de](mailto:stadtbuecherei@bad-driburg.de)

Monday: closed; Tuesday and Wednesday: 10:00 a.m. – 12:00 a.m. and 3:00 p.m. – 6:00 p.m.  
Thursday: 3:00 p.m. – 6:00 p.m.; Friday: 10:00 a.m. – 12:00 a.m. and 3:00 p.m. – 6:00 p.m.

## **Beverungen**

### **Die Bücherei (Library) St. Johannes Baptist**

📍 An der Kirche 9, 37688 Beverungen

☎ 05273 389626

Sunday and Wednesday: 10:00 a.m. – 11:00 a.m., Tuesday: 3:00 p.m. – 5:00 p.m.; Thursday:  
5:00 p.m. – 6:30 p.m.

## **Borgentreich**

### **Bücherei Borgentreich (Library)**

📍 Heidemühlenweg 6, 34434 Borgentreich

Sunday: 11:00 a.m. – 12:00 a.m.; Monday: 7:00 p.m. – 8:30 p.m.; Wednesday: 9:30 a.m. – 10:30 a.m.; Thursday: 5:00 p.m. – 6:00 a.m.

## **Brakel**

### **Katholisch-Öffentliche Bücherei (Catholic Public Library) St. Michael Brakel (KÖB)**

📍 Kirchplatz 4, 33034 Brakel

☎ 05272 35 60 20

Sunday: 10:00 a.m. – 12:00 a.m.; Tuesday: 4:30 p.m. – 5:30 p.m.; Thursday: 5:30 p.m. – 6:30 p.m.; Friday: 10:30 a.m. – 11:30 a.m.

## **Höxter**

### **Stadtbücherei (Civic Library)**

📍 Möllingerstrasse 9, 37671 Höxter

Monday and Friday: 2:00 p.m. – 6:00 p.m.; Tuesday: 1:00 p.m. – 6:00 p.m.; Wednesday: 8:00 a.m. – 1:00 p.m.; Thursday: 2:00 p.m. – 7:00 p.m.

## Nieheim

### Katholische öffentliche Bücherei (Catholic Public Library) Nieheim (KÖB)

📍 Paternosterstrasse 1, 33039 Nieheim

Wednesday: 4:00 p.m. – 6:00 p.m.; Sunday: 10:00 a.m. – 12:00 a.m.

## Steinheim

### Stadtbücherei (Civic Library)

📍 Hinter der Mauer 1, 32839 Steinheim

Monday and Thursday: 4:00 p.m. – 6:00 p.m.; Wednesday: 4:00 p.m. – 7:00 p.m.

## Willebadessen

### Stadtbücherei (Civic Library)

📍 Abdinghof 1, 34439 Willebadessen

## Warburg

### Katholische öffentliche Bücherei (Catholic Public Library), St. Johannes Baptist

📍 Kalandstr. 8 (in Haus Böttrich), 34414 Warburg-Neustadt

Tuesdays and Friday: 4:00 p.m. – 5:30 p.m.; Sundays: 10:30 a.m. – 12:00 a.m.

### Katholische öffentliche Bücherei (Catholic Public Library), St. Marien

📍 Bernhardstr. 2 (in Arnoldihaus), 34414 Warburg-Altstadt

Saturdays and Thursday: 4:00 p.m. – 5:30 p.m.

### Evangelische Gemeindebücherei (Protestant Community Library), Familienzentrum Arche

📍 Ahornweg 3, 34414 Warburg

Mondays: 3:00 p.m. – 4:00 p.m.

### Katholische öffentliche Bücherei (Catholic Public Library)

📍 Stiepenweg 70, 34414 Warburg (in the HPZ St. Laurentius)

Mondays: 9:00 a.m. – 12:00 a.m.; Wednesdays: 4:30 p.m. – 5:30 p.m.; Fridays: 3:00 p.m. – 5:00 p.m.

## Scherfede

### Städtische öffentliche Bücherei (Civic Library)

Briloner Str. 30, Scherfede, 34414 Warburg, (in the municipal administration office).

@[buecherei@warburg.de](mailto:buecherei@warburg.de)

Wednesdays: 2:30 p.m. – 6:30 p.m.

### Translators and interpreters

## Language Guide Pool from the Communal Integration Centre (KI), District of Höxter

For people who only speak a little German, or hardly any, **“language guides” (=translator)** can provide valuable help. All **institutions and associations** can ask the municipal integration center (KI) for a language guide. For example, for **translations at school**, for **counseling sessions** or for **appointments with authorities**.

### Becoming an interpreter

Do you speak very good English, German or another Language? Then you can support your compatriots who do not speak English or German. For example, you can accompany them to government offices or other appointments.

Please contact Mrs Bozkurt:

#### Contact person:

Elif Bozkurt

☎ 05271 965 3610

@[e.bozkurt@kreis-hoexter.de](mailto:e.bozkurt@kreis-hoexter.de)

⇒ **Here you will find further information and the registration form**

---

#### The following languages are currently available:

**Albanian, Arabic, Bosnian, Bulgarian, Croatian, Dari, English, Farsi, French, Georgian, Greek, Hindi, Italian, Kurdish, Montenegrin, Pashto, Persian, Polish, Portuguese, Punjabi, Roma, Romanian, Russian, Serbian, Serbo-Croatian, Spanish, Tajik, Tigrinya, Turkish, Ukrainian, Urdu, Uzbek**

---

## Translation Agencies

In Germany, you are only allowed to have **official documents** such as educational certificates, marriage or birth certificates **translated by a state certificated translator**. These translations **can be expensive**. Check carefully beforehand whether you really need a certified

translation. There are **translation agencies for example in Paderborn and Kassel.**

**You will find an overview of state certified translators/interpreters here ⇒**  
[www.justiz-dolmetscher.de](http://www.justiz-dolmetscher.de).

### **Paderborn**

#### **Übersetzungsbüro Sasur**

📍 Borchener Str. 28, 33100 Paderborn

@[info@sasur.de](mailto:info@sasur.de)

☎ [05251/760868](tel:05251760868)

⇒ **Website**

#### **Übersetzungsbüro speak2**

Slovakian Languages

Heidturmweg 11a, 33100 Paderborn

Phone: 05251 5472768

@[info@slowakisch-dolmetscher.de](mailto:info@slowakisch-dolmetscher.de)

⇒ **To the Website**

#### **Prolangco GmbH**

All Languages

Address for visitors:

Tor 3, Breslauer Str. 34, 33098 Paderborn

☎ 05251 147 3614

@[hello@prolangco.de](mailto:hello@prolangco.de)

⇒ **To the Website**

### **Kassel**

#### **KERN AG Kassel**

All Languages

📍 Obere Königsstrasse 11, 34117 Kassel

☎ 0561 71 28 20

Fax: 0561 71 32 25

@[kern.kassel@e-kern.com](mailto:kern.kassel@e-kern.com)



⇒ [To the Website](#)

## Children, youth and family

### Offers for children

#### Multilingual playgroups "Griffbereit"



**JOIN IN! Play, learn, have breakfast!**

**A multilingual sing-language and play group for all parents with children aged 1 to 3 years.**

**Further information** ⇒ [www.integration.kreis-hoexter.de](http://www.integration.kreis-hoexter.de)

**Participation is free of charge!**

**Contact:** If you are interested, please contact the Höxter District Municipal Integration Centre:

**Eva Lisa Mlody**

☎ 05271/965-3611

@[e.mlody@kreis-hoexter.de](mailto:e.mlody@kreis-hoexter.de)

#### **"Griffbereit" 1st playgroup in Höxter**

**WHEN:** every Tuesday from 8:45 am to 10:15 am

**WHERE:** Family centre KUNTERBUNT ([Schlesische Straße 20, 37671 Höxter](#))

**If you are interested, please contact:**

☎ [052712609](tel:052712609) or [052717608](tel:052717608) or [052719653611](tel:052719653611)

#### **"Griffbereit" 2nd playgroup in Höxter**

**WHEN:** Every Monday from 9:00 to 10:30 a.m.

**WHERE:** Welcome e. V., Grubestraße 28, 37671 Höxter

**Contact person:** Maria Pankratz

---

## "Griffbereit" playgroup in Beverungen

**WHEN:** every Tuesday, from 10 am - 12 pm

**WHERE :** Burgstraße 21, 37688 Beverungen

**Contact persons:** Rawda Alsouki and Amal Biro

---

## "Griffbereit" playgroup in ZUE Borgentreich

**WHEN:** every Wednesday from 10 am

**WHERE :** Am Maihof 1, 34434 Borgentreich

**Contact persons:** Ilze and Rawda

---

## Kulturrucksack NRW - Höxter District

### Kulturrucksack NRW - Kreis Höxter

### More culture for children and young people from 10 to 14 years of age.

A whole backpack full of **art and culture!** Painting, dancing, filming, acting or being creative - in the studio, at the screen or behind the camera. Since 2013, there have been various **free offers** in the district of Höxter.

On the website of the **cultural office** you can find all offers and also ideas for at home ⇒  
[www.netzschafftkultur.de](http://www.netzschafftkultur.de)

Here you can find ⇒ [a video about the Kulturrucksack Kreis Höxter](#)

### Leisure activities

⇒ [See also offers for families](#)

⇒ [You can also find current events in the event calendar](#)

---

## "Maus International"

The **"Maus"** is typically German and every child knows it. Have a look!

**Website** ⇒ [Maus international](http://Maus international)

---

## OPEN SUNDAY - Free sports programme for primary school children in the Höxter district

OPEN SUNDAY is an open and free exercise programme for **children aged 6 to 11**.

There are currently OPEN SUNDAYS in **Bad Driburg, Beverungen, Höxter and Warburg**.

No registration required! All children in the Höxter district can attend all OPEN SUNDAYS.

Please bring sportswear and indoor shoes!

⇒ [Further information](#)

---

## Internet pages with tips for tinkering and playing

♦ On the **website Aduis** you will find **craft ideas** and craft instructions for download. They contain templates and step-by-step **handicraft tips** for all seasons and occasions. ⇒

[www.aduis.at/bastelideen](http://www.aduis.at/bastelideen)

♦ The "**Kitu-App: Play and move together**" brings **fun, games and exercise** for the whole family. Simple and effective movement exercises from the "Kinderturnstiftung Baden Württemberg" and the "Auerbach-Stiftung" from about **4 years of age**.

⇒ [Download for Android-Handy](#)

⇒ [Download for iPhone](#)

## Holiday programme

During the **summer holidays**, many towns offer a **special holiday programme for children**.

⇒ [Further Information about holiday programs you will find here.](#)

## Music school

The **music school** offers the opportunity to learn how to **play an instrument** or take **singing lessons**.

If you require **assistance with the application**, please contact the **local social worker** or a **volunteer helper** ⇒ [see here the contactpersons](#) (**consulting Services**)

### Bad Driburg

⇒ [Website of the music school](#)

### Steinheim and Nieheim

⇒ [Website of the music school](#)

### Höxter

⇒ [Website of the music school](#)

## Warburg

⇒ [Website of the music school](#)

## Swimming lessons for children

⇒ [here you will find information about swimming lessons for children.](#)

Offers by the Kinderschutzbund (Child Protection Agency)

### Offers by the Kinderschutzbund (Child Protection Agency)

Kinderschutzbund (Ortsverband Höxter e.V [Local Child Protection Agency in Höxter])

📍 [Berliner Platz 1, 37671 Höxter](#)

⇒ [www.kinderschutzbund-hoexter.de](http://www.kinderschutzbund-hoexter.de)

Contact:

☎ [052714989220](tel:052714989220)

@[info@kinderschutzbund-hoexter.de](mailto:info@kinderschutzbund-hoexter.de)

### 'Kleiderstübchen' charity shop

Kinderschutzbund Höxter e.V. offers (second-hand) **children's clothing**. All **families** can buy used baby and children's clothing as well as shoes, toys, books, pushchairs, baby cots, child seats, etc. in the **'Kleiderstübchen' charity shop** at **affordable** prices.

📍 [Berliner Platz 1, 37671 Höxter](#)

**Opening hours:** Tuesdays from 9.00am–12.00am and wednesdays from 3:00 p.m. to 6:00 p.m.

### "Kein Kind ohne Essen" (No Child without Food)

**Paying** for **schoolchildren's lunch in the cafeteria** can sometimes be difficult.

**The Child Protection Association wants to help and offers support:**

- with applying for [BUT \(Education and Participation Package\)](#)
- in communicating with the food supplier (caterer)
- in covering the costs of your child's lunch at short notice if you run into financial problems. You pay the money back at a later point in time.

You can get **more information** by calling 'Kein Kind ohne Essen' ☎ [015223224524](tel:015223224524)

Please call us or contact us by text message/WhatsApp!

## Offers for young people

### Youth Centre

#### Youth Centre

A **Youth Centre** is a place where **young people** (adolescents) and **older children** can meet and spend their **leisure time** together. Qualified educational staff is present on site as **contact persons**.

There is a great **variety of offers**, outdoors and indoors, for playing or "chilling".

#### Höxter

##### "Jugendtreff" JUZI

📍 [Brenkhäuserstr. 3, 37671 Höxter](#)

##### Opening times:

Monday to Friday: 05:00 pm – 08:00 pm  
every first Saturday of the month (special offers)

The "**Jugendtreff**" in **Höxter** is an institution for public child and youth work offering an extensive **programme for children and young people aged 12 years and older**. The offers are organised, supervised and carried out by a team of **three educational assistants**.

##### For example:

♦ "**Offener Treff**" (**Open Club**) with kicker table, billiard, Playstation, kiosk, a music room for rehearsing, Football room, fitness room and much more.

♦ **offers that require registration**: for example Pottery, the mountain bike tour or skateboard workshops and **other courses** (for current offers visit the website)

**For information about all offers visit the website** ⇒ [to the Website](#) (in German)

##### Contact:

☎ 05271 920 393

@[jugendtreff@hoexter.de](mailto:jugendtreff@hoexter.de)

#### Brakel

##### "Jugendfreizeitstätte" Brakel

##### HOT-Haus der offenen Tür

📍 [Heilige Seele 1, 33034 Brakel](#)

**Opening times:** Monday to Friday 02:30 pm to 08:30 pm

The "**Jugendfreizeitstätte**" offers room for interesting and useful **leisure activities** as well as opportunities for mutual **exchange** and **assistance in social issues**.

The offers are meant for **children and young people aged between 10 and 22 years** and they are for **free**. However, some projects require registration and a fee.

### Facilities and offers:

#### Indoors:

♦ Table tennis ♦ Billiard ♦ Kicker table ♦ Air Hockey ♦ Cafeteria – with music system ♦ Collection of board games ♦ Computer room ♦ Games consoles ♦ Kitchen ♦ Girls' room ♦ Crafts room with kiln, pottery wheel, enamelling furnace ♦ Large room with stage (for events, e.g. film screenings, concerts, disco, badminton and others) ♦ Rehearsal room for music bands

#### Outdoors:

♦ Football field ♦ Table tennis ♦ Basketball ♦ Skating ground ♦ Climbing wall ♦ Pavilion ♦ "Eagle's nest" with nest swings ♦ Trampoline

**Times of use and rules apply for outdoor facilities!**

#### Project: "Lunchtime supervision"

There is the opportunity for pupils and students from **primary school age to 16 years** to get **support with their homework** and **eat lunch** after school. **Registration** is required. **Parents have to contribute to the costs.**

**For information and offers visit the website** ⇒ [to the Website \(in German\)](#)

#### Contact:

☎052726147

@[jugendfreizeitstaette@stadtbrakel.de](mailto:jugendfreizeitstaette@stadtbrakel.de)

### Nieheim

#### Municipal children's and youth centre "Timeout"

📍[Richterstraße 5 \(2nd floor\), 33039 Nieheim](#)

#### Contact:

☎01515/9883304

#### Opening hours:

#### Tuesdays:

**Kids' meeting:** 15.30-17.30 (8-12 years)

The Kids-Treff offers a wide range of activities. We get creative together, go outside, play team games and bake or cook. You also have time to take advantage of all the offers at the "Timeout".

**Open Meeting:** 18.00-20.00 (from 12 years)

At the open meeting place you can spend your free time as you like. A pool table, a play station, a music system, table football and lots of board games are waiting for you!

There is also a lot of handicraft material to be creative with.

Cosy seating areas and our meeting kiosk invite you to chill out.

### **Wednesdays:**

**Open meeting:** 3.30-6.00 p.m. (from 10 years).

### **Fridays:**

**Small Treff:** 16.00-18.00 (8-12 years).

At the Small Meeting you can get a taste of what the Open Meeting is like. You can play freely in the youth meeting place, there will not be a fixed offer every time, as in the Kids' Meeting Place.

**Open Meeting:** 18.00-20.00 (from 12 years)

### **Holidays:**

There is a separate programme during the holidays. The opening times may be different. Please note our respective holiday programme.

### **These offers are available at the "Treff":**

- ◆ Billiards
- ◆ Table football
- ◆ Board and card games
- ◆ Handicraft materials
- ◆ Playstation
- ◆ free WLAN

## **Steinheim**

### **Jugendzentrum „Eckpunkt“**

📍 [Hinter der Mauer 4, 32839 Steinheim](#)

**Opening times:** Monday: 03:00 pm – 09:00 pm ; Tuesday + Wednesday + Friday: 03:00 pm – 10:00 pm

**“Eckpunkt“ is closed on Thursdays!**

Young people are offered **answers to their questions** here. The centre is a place where young people can **meet, listen to music** together, "chill" and take part in **leisure activities**.

#### **Regular leisure offers:**

- ◆ Kicker ◆ Billiard ◆ Darts ◆ Board games ◆ Table tennis ◆ Video games ◆ Beamer, TV, movies ◆ Music system ◆ Sports (Tuesdays from 04:00 pm)
- ◆ Outdoor activities (for example ice skating, cinema, cycling tours, public pools, canoe)
- ◆ Tuition in the school subjects German, English and Mathematics (if required and according to arrangement)
- ◆ joined cooking, Wednesdays from 04:00 pm

#### **Youth social work**

- ◆ Counselling for different situations in life
- ◆ Pedagogical integration and prevention work
- ◆ Mediation with counselling centres
- ◆ Cooperation with authorities, schools, youth centres, the support association "Jugendarbeit" and local clubs and associations
- ◆ Special events with young people and their social surrounding

#### **Contact:**

Sebastian Nolte

☎ 05233940740

[@eckpunkt@sthm.de](mailto:@eckpunkt@sthm.de)

**For further information see ⇒ [here](#)**

### **Warburg**

#### **Jugendzentrum Mönchehof (KOT)**

📍 [Sternstraße 31, 34414 Warburg](#)

This youth centre (400 sqm on 2 floors) offers qualified and pedagogical **assistance for young people aged 10 to 21 years**.

#### **Offers:**

- ◆ Table tennis ◆ Air hockey ◆ Billiard ◆ Punching bag ◆ Two kicker tables ◆ Rehearsal room with set of drums and keyboard
- ◆ Creative arts and crafts with different materials ◆ Pottery



- ◆ Workshop for craft activities with soapstone, Yton (aerated concrete) and wood
- ◆ Computer games (PS4, Wii)
- ◆ Outdoor activities (football, volleyball and basketball)
- ◆ "Chiller's lounge" (a room for exchange or relaxing)
- ◆ Prevention offers concerning drugs, sexuality and contraception, conflicts and nutrition/diet
- ◆ Counselling for job applications and choosing a career
- ◆ Help and support with all situations in life

**Contact:**

Rita Assauer

☎05641741987

## KulturPass

### What is the KulturPass?

The KulturPass is an offer from the Federal Government for **everyone who celebrates their 18th birthday in 2023**.

They receive a **budget of 200 euros** from their **18th birthday**. They can use this money for tickets, books, CDs, records and much more. This makes it even easier to experience culture locally.

**To use the KulturPass you need the KulturPass app. Online registration is also necessary!**

One of the **following** three **documents** is required

- Identity card with online ID function (for German citizens) or
- eID card (for EU citizens) or
- Electronic residence permit (for non-EU citizens residing in Germany)

⇒ **Further information can be found on the KulturPass website .**

---

## Kulturrucksack District of Höxter

⇒ **Here you can find information on the Kulturrucksack (an offer for all children from 10 to 14 years).**

---

## Families

### Offers for families

### Offers for families

#### Family compass

This information platform is the central point with helpful offers for families with children in the Höxter district. From having children to starting a career.

⇒ [To the Familinekompass website](#)

You can also find current offers ⇒ [under Events](#)

---

### Family portal

⇒ [Here you will find information about the family.](#) The information is available in different languages.

(The family portal was created by the Federal Ministry for Families, Senior Citizens, Women and Youth)

---

### Family hikes in the Höxter district

- for families with children from 0-8 years and pregnant women -

**Discover the forest together and experience adventures! Always from 2:30 until 4:30 p.m. Free of charge & outdoors.** Please always remember to bring drinks and a picnic.

**Parents are responsible for supervision.** Older siblings are of course welcome.

The early help ("Frühe Hilfen") team and "kinderstark" will be there. They will answer questions from pregnancy to starting primary school. There are great hands-on activities for the kids.

#### Dates:

**Sunday, 14.09.2025 in Hardehausen:** We walk the bison trail together. There are many interactive and discovery stations along the way. Let's discover the wild animals and the forest. **Please note:** The programme is particularly suitable for younger children. **Meeting point:** in front of the Café am Hammerhof, Hardehausen.

⇒ [To the registration for the hikes](#)

⇒ [Further information](#)

---

### Digital offers for families

The district of Höxter offers **digital lectures on various topics**. Always from **7.30 to 8.30 pm**.

⇒ **Registration** (possible 2 days before the event))

⇒ **Further information**

## **Course offer of the Adult Education Centres = Volkshochschulen (VHS)**

The **VHS offer courses for children and parents** on a regular basis.

**VHS in Bad Driburg, Brakel, Nieheim und Steinheim**

♦ **The current courses for children and families in you can find** ⇒ [here](#)

## **Familienbildungsstätte (Family Education Centre)**

The **Catholic Centre for Adult and Family Education** (kefb) also offers courses for parents and their children.

Everyone can play and sing together and parents can exchange information on education, everyday life and much more.

⇒ **to the website**

## **Family Center in the Höxter district**

⇒ **Click here to go to the Family Centers page**

## **Marriage and relationships**

### **Equality of women and men**

**Men and women have equal rights.** Equal rights for men and women is **set down in the constitution** (GG Art 3) ! Regardless of whether they are a man or a woman, everyone has the **same right** to attend **school**, to learn a trade or **profession, to study** or **to go out to work**. Women and men also have the same standing in everyday life. A **woman** can make her **own decisions**, have a **regular job** and play an **active role in society**.

### **Marriage**

Couples often live together in Germany **without being married**. **Everyone here can decide for themselves** whether, when and whom they marry. It is not allowed to force someone to marry against their will.

**Marriage** ceremonies in Germany take place **at the registry office (=Standesamt)**.

Marriage ceremonies which are only conducted by a priest or an imam are not legally valid in Germany. The couple to be married must both **be present in person** at the registry office

ceremony, and **at least eighteen years old**.

## Divorce

**Either partner can file for divorce** if the marriage no longer works, and the partners have been **separated for at least one year**. **The Family Court** is the court of jurisdiction for divorce, and decides who the children are to live with after the separation, and who is allowed to continue living in the family home.

## Homosexuality

**Homosexual couples are also allowed to get married in Germany**. Marriage partnerships are allowed between **men and women**, between **a man and another man**, and between **a woman and another woman**.

Homosexuality is allowed in Germany, and is very widely accepted. Lesbian, gay, bisexual, transgender, queer and intersex people (LSBTI) people are **allowed to live in freedom**.

⇒ [More information about LGBTI](#)

## Protection against Violence

**In a marriage, it is forbidden for either partner to insult, swear or hit at the other partner**. The **police** can **only** be called in an **emergency**, and can then come to the aid of a victim of violence inflicted by the other partner. If there are **problems in a marriage or in a family**, a marriage guidance counsellor or family counsellor can provide help.

**Support and Counselling can be found here:**

⇒ [Women's counseling centers in the district of Höxter](#)

⇒ [Family and life counselling in the district of Höxter](#)

## Parental Custody for Children of Both Partners

**For children** of both marriage partners, **the parents have joint legal custody**. All important decisions must be taken jointly by the parents.

**Children have the right to an upbringing free from violence, to good health and to education**. If children's rights are violated, the **Youth Welfare Office and the Family Courts** intervene, and decide upon the right of custody.

## Family benefits

### Parental leave

## Parental leave

### General information

Every parent is entitled to parental leave for childcare and education. This applies to children up to the **age of 3**.

Parental leave is an entitlement of the employee vis-à-vis the employer.

The employment relationship is suspended during parental leave. You therefore do not go to work. After parental leave, you can return to work.

## Here are the most important rules:

### Joint parental leave

Both parents can take up to **3 years of parental leave** at the same time.

### Flexible 24 months

A transfer of a maximum of 24 months to the period between the child's 3rd and 8th birthday is possible. The employer's consent is not required.

### Application

There is no application for parental leave. You register your parental leave with your employer in writing and with a signature.

⇒ **Here you can find a [sample form for notifying your employer of parental leave \(pdf\)](#)**

The **notification period** for parental leave (up to the age of 3) is **7 weeks**.

The **notification period** for parental leave between the 3rd and 8th birthday is **13 weeks**.

Parental leave can be divided into **3 periods** for each parent. Further periods can be agreed with the employer's consent.

### Protection against dismissal during parental leave

Once parental leave has been registered, the employer may not terminate the employment relationship.

### Parental allowance and child benefit

#### Parental allowance


Parental allowance is a compensation for previous income. You receive parental allowance if you work less or not at all after the birth. You then have more time to look after your child in the first few months. Even if you had no income before the birth, you can still receive parental allowance.

If you are not from an EU country, you must have a **valid residence permit**. The parental allowance office will check whether you can receive parental allowance.

There are three types of parental allowance: Basic Parental Allowance, Parental Allowance Plus and Partnership Bonus.

### Further information and application:

 **Parental allowance office of the district** Höxter  Moltkestr.12, 37671 Höxter , @  
[elterngeld@kreis-hoexter.de](mailto:elterngeld@kreis-hoexter.de)

 **[www.familienportal.nrw/elterngeld](http://www.familienportal.nrw/elterngeld)** On the family portal you will find the **application as a PDF and the online application**. To submit the application online, you need a BundID account. "Username and password" is sufficient. All you need is a valid e-mail address.

 **[Website of the federal family portal](#)** (in different languages).

## Child benefit


All parents with a **residence permit** are **entitled to child benefit**. You must **apply for** child benefit yourself at the **family benefits office**. This pays out child benefit for every child from birth until **the age of 18**.

For the first two children, you will receive **219 euros per month per child**. For the third child you will receive 225 euros and for each additional child 250 euros.

### Responsible family benefits office:

**Federal Employment Agency, Detmold Family Benefits Office**

 Braunenbrucher Weg 18, 32758 Detmold

 02318422286 oder [+49 \(0\) 8004555530](tel:+4908004555530)

 [Familienkasse-Nordrhein-Westfalen-Ost@arbeitsagen...](mailto:Familienkasse-Nordrhein-Westfalen-Ost@arbeitsagen...)

### Further information and application:

 **[Website of BAMF](#)** (brochure in German, English, Turkish and Russian)

 You can find the **online application form** at [www.familienkasse.de](http://www.familienkasse.de).

 **[Website of the federal family portal](#)** (in various languages)

## Unaccompanied minor refugees

### Unaccompanied minor refugees

Refugees **under 18 years** of age who have come to Germany without any guardians are called unaccompanied minor refugees (unbegleitete minderjährige Ausländer = **umA**).

These young people are registered with the **Youth Welfare Office**. The Youth Welfare Office speaks to them and **establishes their age**. The decision on how old the child is determines whether the Youth Welfare Office will take care of the underage person (younger than 18) and place them in special **accommodation for young people** ("custody").

If the Youth Welfare Office thinks the person is an **adult** (over age 18), the person will receive a **notice of refusal** and be treated as an adult. The Youth Welfare Office will bring an interpreter to the appointment.

If your **arrival certificate** says that you are **under 18** but the Youth Welfare Office gives you a notice of refusal, the Youth Welfare Office will have to **enter a different date of birth** on the decision. Only then can you have your documents updated at the Immigration Office and at the Social Welfare Office.

Some **minors** (persons under the age of 18) come in to the country **without their parents**, but with relatives (for example with an uncle or aunt, with cousins or with older siblings). The administration office at your accommodation centre will tell the Youth Welfare Office about this after your arrival. The **Youth Welfare Office** talks to the minor and the adult relatives and **checks** whether the minors can stay there.

In addition, the Youth Welfare Office will decide whether to appoint a official **guardian**. The Youth Welfare Office will provide an interpreter for the appointment.

**Adult relatives** can also go to the **Family Court** to apply to be the **child's official guardian**.

### **What does guardianship and guardian mean?**

**Guardianship** gives a person **full responsibility for the minor in place of the parents**. This person is then the **official guardian** of the minor.

---

## **Youth migration service AWO district association Paderborn e.V.**

**Counselling for young migrants aged 12 - 27 years.**

The **consultations** are **free of charge!** We are subject to the **obligation of secrecy**.

**If you have questions about the following topics, please feel free to contact us:**

- Learning the German language
- School and training
- job and occupation
- Stay in Germany
- Financial benefits
- Leisure activities

### **Contact:**

Claudia Horster

☎05251 274 05

☎0162 244 437 3

@[c.horster@awo-paderborn.de](mailto:c.horster@awo-paderborn.de)

**To the Homepage ⇒ [www.awo-paderborn.de](http://www.awo-paderborn.de)**

---

## Consulting in Höxter

**AWO Familienstützpunkt**

📍 [Gartenstraße 7, 37671 Höxter](#)

## Consulting in Bad Driburg

**AWO-office**

📍 [Caspar-Heinrich-Str. 7, 33014 Bad Driburg](#)

**Counselling centres and support services**

## Counseling and help services

**Children and families are under special protection in Germany.**

This protection begins **during pregnancy** and continues **until the child is 18 years old** (= of legal age).

**Every child has to go to school.**

In Germany it is forbidden to beat children. Also, violence in marriage is prohibited. There are **authorities** who make sure that a child does not suffer harm from his environment (including the family).

You are not alone with your questions, worries and problems. There are various **counseling centers** in the district Höxter.

### Counselling for women

[Family and life counselling](#)

---

## Jugendamt Höxter (= The Youth Welfare Office)

Moltkestr.12, 37671 Höxter

⇒ [To the Website](#)

**The Youth Welfare Office** (Jugendamt) has the function to provide **help and support for children, young people and families.**

### **Its responsibilities include:**

- **Day care for children** in a day care centre (Kindergarten) or with child minders
- Providing **support for families** when they need help
- **Protecting children** when there are problems in the family

Ensuring the **well-being and safety of children** is an important function of the Youth Welfare Office.



**Committing acts of violence against children is against the law.** If it is suspected that a child is being neglected or mistreated, in serious cases the Youth Welfare Office may even remove the child from the family for its own safety.

**After your child is born**, a few weeks later the **Youth Welfare Office will contact you to arrange an appointment** for a welfare worker to **visit you at home**, and get to know you. He or she will give you a folder full of useful information and **services for your child and you family**.

If you need support or help in bringing up your child, you can get in touch with the Youth Welfare Office or an Advice Centre (Beratungsstelle).

---

## General Social Service (ASD)

### General Social Service (=ASD)

**The ASD of the district of Höxter offers help and advice in all matters of upbringing, care and support.**

Its task is to support young people in their development, to support parents in their right to care for and bring up their children, to take action to protect children and young people and to provide information and advice on social matters.

### Important services for families are:

- Counselling and care for children, young people and adults
- Intensive outpatient socio-educational family assistance
- participation in court proceedings in cases of separation and divorce
- Temporary protective measures, such as taking children and adolescents into care and emergency admissions
- Placement of children and adolescents, e.g. in residential institutions, foster families and residential groups

### Further services:

- Foster child service, full-time care
- Day care, weekly care
- Care measures in day groups, school afternoon groups and other afternoon offers
- Counselling and information for single parents
- Support with placement in day care centres
- Cooperation with institutions such as schools, day care centres, police, courts, child and youth psychiatry etc.

### Outpatient and semi-inpatient flexible educational support such as:

- Social-pedagogical family support, educational assistance, social group work are carried out in the district of Höxter by the staff of the independent youth welfare organisations; these include the Arbeiterwohlfahrt (AWO), Caritas, Diakonisches Werk and the Paritätische Wohlfahrtsverband.
- Partial inpatient help (day groups) is offered by the AWO (Family Pedagogical Centre in Steinheim) and the Petrus Damian Youth Village (Warburg).

**Counselling by the socio-educational professionals is free of charge and confidential.**

### **Who can contact the ASD?**

The ASD advises **children, adolescents and young adults** up to the age of 21 if ...

- they need advice and support
- they have problems at home or where they live
- they have difficulties at school and/or with friends
- they want to change their current life situation and need help in doing so
- they are exposed to physical, psychological, sexual or other forms of violence
- they are being threatened and need protection
- they are in conflict with the law
- The ASD advises mothers and fathers when ...
- they have problems with their upbringing
- they feel overwhelmed by their situation
- they have questions about finding suitable care for their children
- the children are unprovided for in emergency situations
- there are problems at school
- they need advice and support in partnership issues
- they are in separation or divorce situations
- they have questions about custody and access arrangements
- their children are in conflict with the law

### **Contact consulting ASD:**

#### **Höxter, Beverungen und Marienmünster**

📍 [Corveyer Allee 5, 37671 Höxter](#)

☎ [052719653306](tel:052719653306)

@ [asd-hoexter@kreis-hoexter.de](mailto:asd-hoexter@kreis-hoexter.de)

#### **Warburg, Borgentreich and Willebadessen**

📍 [Bahnhofstr. 26, 34414 Warburg](#)

☎ [0564178993361](tel:0564178993361)

[@asd-warburg@kreis-hoexter.de](mailto:@asd-warburg@kreis-hoexter.de)

**Brakel, Bad Driburg, Nieheim und Steinheim**

[!\[\]\(4729e517bc6a7cd81c8025b9646574fb\_img.jpg\) Westmauer 3, 33034 Brakel](#)

[!\[\]\(cbe80b694ebd74fcfe136a095b608235\_img.jpg\) 0527237313010](tel:0527237313010)

[@asd-brakel@kreis-hoexter.de](mailto:@asd-brakel@kreis-hoexter.de)

## Children's rights

**Violence against children is prohibited in Germany.** The welfare and protection of the child are important tasks of the Youth Welfare Office. If there is a suspicion that children are being neglected or abused, the Youth Welfare Office can even take the child out of the family to protect it.

## Children's rights

As a child, you need special protection. That's why you have special rights. These rights are established in the Convention on the Rights of the Child. This Convention was passed by the General Assembly of the United Nations in 1989.

The **UN Convention on the Rights of the Child** is divided into **four sections**: the right to life and personal development, equal treatment, their wellbeing, and to be involved. In detail, that means:

- Every child has the right to everything they need to live. This includes food, drink and medical treatment.
- Children also have the right to go to school, and the right to play and have free time.
- All girls and boys have the same rights, and no child should be treated worse than other children.
- Every child has the right to grow up in a healthy environment where they are cared for and protected from violence.
- Every child has the right to live with their parents, or, if their parents live separately, to have contact with both parents.
- All girls and boys have the right to form and stand up for their own opinions.

You can find a declaration of the **10 most important children's rights** here:

1. The right to equality
2. The right to protection in war and flight
3. The right to health
4. The right to an upbringing free from violence
5. The right to parental care
6. The right to care in the event of disability
7. The right to education

8. The right to freedom of expression and participation
9. The right to play and leisure
10. The right to protection from economic and sexual exploitation

**Are you experiencing violence? Then the Youth Welfare Office ([Jugendamt](#)) can give you advice.**

## **Holiday programmes in the district of Höxter**

### **Holiday programme**

Most [⇒ youth centres](#) have a holiday programme. **Registration** is necessary for most of the holiday programmes. Some programmes cost money, some are free. If you receive social benefits, you can apply for money for the leisure activities through the [⇒ Education and Participation Package \(BuT\)](#). It will be checked whether you meet the requirements.

**In the summer holidays, there is a special holiday programme for children and young people in many places. The programme includes creative activities, sports activities, excursions, community activities and much more:**

#### **Bad Driburg**

In Bad Driburg there are some adventure offers. An overview of the offers can be found on the [⇒ website of the city Bad Driburg](#).

#### **Beverungen**

In Beverungen, the Kinderschutzbund organises the **Ferien(s)pass programme**. Further information and contact can be found on the [⇒ city website Beverungen](#)

#### **Brakel**

An overview of the **numerous holiday offers** in Brakel can be found in the **holiday and guest programme**. You can download the programme and the registration form from the [⇒ city website Brakel](#).

#### **Borgentreich**

You can find an **overview of the holiday offers** in Borgentreich on the [city's website Borgentreich](#).

#### **Höxter**

In Höxter and the surrounding area there are many offers with the Ferien(s)pass. [An overview of the holiday programme](#) in Höxter und Boffzen can be found here [⇒ Ferien\(s\)pass Höxter / Boffzen](#).

#### **Marienmünster**

You can find an overview of the holiday **offers** in Marienmünster in this PDF [⇒ Programm 2025.pdf](#) and on the [⇒ website of the city Marienmünster](#)

#### **Nieheim und Steinheim**

In Nieheim and Steinheim there are holiday offers with the Ferien (**s**) pass. The holiday pass can be purchased by all children and young people between the **ages of 4 and 13**. An overview of the offers can be found ⇒ on the website of the city of Steinheim.

### Warburg

An overview of the numerous holiday offers in Warburg can be found on the ⇒ homepage of the town Warburg. You can also download the **programme booklet** here.

### Do you need help with registration?

⇒ Here you can find volunteer help circles for each city.

Or ask the social worker in your town ⇒ Contacts to counselling centres

## Health

**You can also find information on the healthcare system in various languages here:**

- [www.migration-gesundheit.bund.de](http://www.migration-gesundheit.bund.de) (Bundesministeriums für Gesundheit)
- [www.handbookgermany.de/de/category/health](http://www.handbookgermany.de/de/category/health)

### Health insurance

#### Health Insurance

There is a **general insurance obligation** in Germany. If you wish to apply for a residence permit, you must be a member of a health insurance fund.

As a rule, your health insurance fund will pay the costs of your visits to the doctor and hospitalisation. Most people are insured under a statutory health insurance scheme. Health insurance costs money and has to be paid every month. You can choose your own health insurance company.

**All information in various languages on the subject of health insurance:**  
[handbookgermany.de/health-insurance](http://handbookgermany.de/health-insurance)

---

While you are classified as an **asylum seeker**, you have **no health insurance** cover, but the **social welfare office guarantees a basic service.**

#### Asylum seekers are entitled to:

- Recommended vaccinations
- Medical check-ups
- Basic medical care (care and treatment by a doctor that is essential to safeguard health)

### You should go to a doctor if:

- you are very ill or you are in pain
- you are chronically ill (e.g. with diabetes, epilepsy, psychological disorders etc.). If you still have some of your medication, or the accompanying leaflet, bring this with you
- you are pregnant

### "Krankenschein" (sickness certificate)

If you become ill, you first have to go to the **Social Security Office (Sozialamt)** and get a **"Krankenschein"** (sickness certificate).

There is **one "Krankenschein" for the family doctor and one for the dentist.**

If you need to consult a **specialist doctor**, you will need a **referral (= "Überweisung")** from your family doctor.

**Sickness certificates are valid for a quarter.**

### What is a quarter?

**A year has four quarters:**

- **1st quarter: January, February, March**
- **2nd quarter: April, May, June**
- **3rd quarter: July, August, September**
- **4th quarter: October, November, December**

### Operation

Should you need an **operation**, ask your doctor to give you an **estimate for the cost of the operation**, and **submit this to the Social Welfare Office ("Sozialamt")**.

**The "Sozialamt" has to authorise the operation, otherwise the costs will not be covered.** The same applies to **psychotherapeutic treatment**.

**Doctors and pharmacies**

### Family Doctors = General Practitioners = Allgemeinarzt

In Germany, **family doctors are responsible for all physical and psychological illnesses.** They provide **basic medical care**, and are the **first contact in the case of all health issues**. They carry out the first examination, and decide what further treatment is necessary.

If you need a **specialist doctor**, your doctor will give you a referral (= **Überweisung**).

### Search for a doctor and psychotherapist

⇒ **With the practice finder from the KVWL** ("Association of Statutory Health Insurance Physicians in Westphalia-Lippe") - you can find a practice near you.

## Specialist Doctors / Specialists

**Specialist doctors** are specialised in a particular area of **medical expertise**. If there is a **danger to life**, you should call the **emergency number** immediately (Phone: 112).

## Doctors Who Speak Other Languages

**Medical conditions** can only be treated properly and in the best way possible when doctor and patient **understand each other fully**. The Communal Integration Centre has compiled a **list of doctors who speak other languages**.

⇒ **Specialist Doctors (= Fachärzte)**

⇒ **Dentists (= Zahnärzte)**

Voluntary social workers and advice centres can **use this service to refer patients to a suitable doctor**.

## Pediatricians in the district of Höxter

### Bad Driburg

**Dr. Gerhard Broer**

Additional title: Psychotherapy

📍 [Dringenberger Straße 47, 33014 Bad Driburg](#)

☎ 05253/7171

### Höxter

Joint practice

**Dr. med. Beate Storkebaum** and

**Dr. med. Maike Stein**

📍 [An der Kilianikirche 14, 37671 Höxter](#)

☎ 05271/97650

@[stoki-kinderarztpraxis@t-online.de](mailto:stoki-kinderarztpraxis@t-online.de)

**Herr Firooz Ahmadi** and

**Frau Dr. med. Antje Christiansen**

Fachgebiet: Kinder- und Jugendmedizin

📍 [Brenkhäuserstr. 69, 37671 Höxter](#)

☎ 05271/96668710

### Steinheim

**Dr. med. Florian Palm**

📍 [Hospitalstraße 11c, 32839 Steinheim](#)

☎ 05233/350

@[info@doktor-palm.de](mailto:info@doktor-palm.de)

### Warburg

**Dieter Hauptmann** and

**Dipl.-Med. Karin Pohlan**

📍 [Kuhtrift 8 a, 34414 Warburg](#)

☎ 05641/8514

@[praxis-k.pohlan@web.de](mailto:praxis-k.pohlan@web.de)

## Medicines and Pharmacies

If you need **medicines**, your doctor will give you a **prescription (= Rezept)**. You can take this prescription to any **pharmacy**, where you will **receive the medicine** you need. Even if you have a prescription, **sometimes you have to pay a supplementary charge**.

However, as an asylum seeker, you will receive many medicines free of charge. If in doubt, you should consult your doctor. **Without a prescription**, you **always have to pay** for medicines from the pharmacy.

### Emergency

## Emergency

You are **only allowed to go to the hospital without a medical treatment certificate (= Behandlungsschein) in an emergency**. You have to present your **"Proof of Arrival"** (=Ankunftsnachweis) or your **identity document**, to prove that you are an asylum seeker, and that the **costs will be covered by the Social Security Office (= Sozialamt)**.

## Emergency Phone Numbers:

From all landline and mobile networks:

- ♦ Police ☎ [110](#)
- ♦ Fire Service, Rescue Service, Emergency Doctor ☎ [112](#)
- ♦ Medical Emergency service ☎ [116117](#)



(Medical emergency service = acute health threat outside the doctor's office hours)

**You can always call emergency numbers on your mobile phone, even if your prepaid card has no more credit!**

### Important information to pass on in an emergency call:

- **Who** is calling?
- **Where** has something happened?
- **What** has happened?
- **How many** people have been injured or are sick? Are they children or adults?
- **What kind** of injuries or illnesses have to be treated?

Try to **keep calm and speak clearly**, so that the person you are talking to can understand you.

**Don't end the call.** The emergency services / police will end the call when they have all the information they need.

### Health counselling

**Under the heading 'Counselling and support services' you will find ⇒ Counselling services on the subject of health**

**(counselling for people with disabilities, psychosocial counselling in Paderborn, counselling for the elderly and nursing care, addiction counselling).**

---

## Films About Various Health Topics

**The German Red Cross (DRK)** has made short **informative films** on various topics relating to health.

For example, they explain the **German health system**, and show you how you can **protect yourself** from illnesses and **stay healthy**.

The films are available in Arabic, English, German and Sorani.

**Watch the film at this website ⇒ German Red Cross (DRK)**

### Vaccinations

## Vaccinations

Thanks to vaccinations, some **diseases no longer exist** in Germany, or they have become very rare. This means that **vaccinations are very important**, especially for children.

Vaccinations are logged in your **vaccination pass**.

Your **doctor** is best qualified to advise you as to **which vaccinations** are advisable and necessary for you.

### What is a Vaccination?

A vaccination deliberately brings an organism into contact with disease-causing agents (antigens). These agents cannot cause a disease, but they **stimulate the immune system**, so that it generates the **body's own defence agents** (antibodies).

In the process of vaccination, the body undergoes a mild version of what happens in the case of illness:

The body's own immune system reacts by **generating antibodies, which protect you from the respective infective disease**. Some vaccinations **have to be repeated** from time to time, in order to **maintain this protection**.

**More information about vaccinations for children and young people** ⇒ [in this leaflet \(Deutsch\)](#)

The leaflet on vaccination against measles, mumps and rubella is available in Arabic, English, French, Turkish, Russian and German⇒ [impfen-info.de](http://impfen-info.de)

## Inclusion - Rights for people with disabilities

### General information

### Inclusion - what is it?

**When every person can be part of what's going on everywhere - in school, at work, where they live, in their free time - we talk about inclusion (= belonging).**

**"It's normal to be different. Everyone's welcome."** (The organisation "Aktion Mensch", on the inclusive society). This particularly concerns **people with disabilities being able to take part in society**. However, an **inclusive society** also comprises people of different genders, skin colours, religions and cultures.

**Inclusion is a human right**, set down in the **UN Disability Rights Convention**. Germany is a signatory to this convention, and is duty bound to develop an inclusive society.

**If your child has a disability, or has special needs, you can get in touch with the District of Höxter local education authority (=Schulamt).** They can explain what kind of **support** is available for your child.

### Contact Person:

Kreis Höxter,

Franka Pirone

☎052719653211

[@f.pirone@kreis-hoexter.de](mailto:@f.pirone@kreis-hoexter.de)

## Counselling for people with disabilities

### The Supplementary Independent Participation Counselling (EUTB®) Höxter

**The EUTB offers independent and free advice on all aspects of disability. The counselling is independent of cost bearers (statutory pension and health insurance, employment agency, regional association) and service providers.**

#### Who is the counselling aimed at?

- People with (imminent) disabilities,
- chronically ill,
- Relatives of people with disabilities and
- other persons who support people with (imminent) disabilities.

#### Which topics does the EUTB advise on?

- Participation,
- rehabilitation,
- applications, and
- concerns regarding social law.

During counselling, you will receive help with individual participation services. The counsellor will also help you find suitable **support options in different areas of life**, such as:

- housing,
- work,
- education,
- free time,
- family,
- health,
- mobility,
- sexuality and partnership,
- assistance in all areas of life and other aids.

**Counselling can be provided in person, by phone or by email. Counselling is free of charge.**

#### Contact:

The Equal NRW-Höxter District Group

Supplementary independent participation counselling (EUTB®) for the district Höxter

📍 [Möllingerstraße 5, 37671 Höxter](#)

Contact person: **Matthias Daniel**

☎ [05271/36675](tel:05271/36675)

Fax: 05271/38530

@ [teilhabeberatung-hoexter@paritaet-nrw.org](mailto:teilhabeberatung-hoexter@paritaet-nrw.org)

### Office hours

Monday: 9:30 am to 12:30 pm and 2:00 pm to 5:00 pm; Wednesday to Friday: 09:30 to 12:30 and by appointment.

⇒ **Go to the website:** [www.teilhabeberatung-hoexter.de](http://www.teilhabeberatung-hoexter.de)

⇒ **Flyer EUTB Höxter.pdf**

⇒ **Further information on the EUTB®-Offers in Germany can be found at:**  
[www.teilhabeberatung.de](http://www.teilhabeberatung.de)

## Preventive medical examinations for children

### Preventive medical examinations for children

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 diseases at every free preventive examination, the so-called "U". Diseases can be detected early and treated successfully.

There are a total of **10 screening examinations**: The first is called U1 and is already carried out in the first hours of life, the last appointment is U9 at the pre-school age of 5 ½ years.

At these appointments, the paediatrician checks, 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**.

### You should definitely take advantage of these examinations with your child:

- U1 directly after birth (usually in hospital)
- U2 3rd to 10th day of life
- U3 4th to 5th week of life
- U4 3rd to 4th month of life
- U5 6th to 7th month of life
- U6 10th to 12th month of life
- U7 1 year and 9 months to 2 years of age
- 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
- U11 9th to 10th year
- J1 13th to 14th year of age
- J2 16. to 17. year of age

**U examinations are important to monitor the child's development and to detect problems in time.**

**Discuss the vaccination schedule with your paediatrician. Vaccinations can protect against many contagious diseases.**

⇒ **Here you can find more information about vaccinations.**

**FGM – female genital mutilation**

## **FGM – female genital mutilation**

### **Counselling for those affected and supporters**

- Wenn Sie von Genitalverstümmelung betroffen oder bedroht sind, wenden Sie sich an das **Hilfetelefon unter der 116016**. Die Mitarbeiterinnen des Hilfetelefons sind Tag und Nacht und in **verschiedenen Sprachen** für Sie da.
- **Counselling for women in the district of Höxter - AWO**
- Beratungsstelle **"stop mutilation Deutschland e.V."** @ [j.cumar@stop-mutilation.org](mailto:j.cumar@stop-mutilation.org) ☎ 0211-93885791
- In Berlin wurde ein **„Zentrum für Opfer von Genitalverstümmelung“** ("Desert Flower **Cebter Waldfriede**") gegründet. Hier werden nicht nur die körperlichen, sondern auch die psychischen Folgen kostenfrei und anonym behandelt. Sie brauchen dafür keine Krankenversicherung.
- **YUNA** - Fachstelle zur Prävention von und Intervention bei weiblicher Genitalbeschneidung FGM, @ [yuna@lobby-fuer-maedchen.de](mailto:yuna@lobby-fuer-maedchen.de) , ☎ 0221/65084330
- **Bildungsportal "KUTAIRI"** Hier finden Sie schnell zugängliche Informationen zur weiblichen Beschneidung.

In Germany, female genital mutilation (FGM) is prohibited. Since September 2013, FGM has been punishable with imprisonment. Parents are also not permitted to leave the country to get their daughter cut abroad. This is also punishable under German law. Girls and young women can apply for asylum if they are in danger of being cut.

Many girls die during genital mutilation or from its consequences. There are many dangerous consequences of FGM:

- Incontinence,
- Pain,
- Heavy bleeding,
- Complications having sex and giving birth,
- Infertility,

- Danger of HIV and hepatitis infection,
- Blood poisoning and tetanus,
- Shock,
- Psychological trauma,
- Depression.

In most cases, girls and women cannot experience sexual pleasure after FGM.

In Germany, it is possible to get clitoral reconstruction surgery. This operation can be performed by plastic surgeons. Ask a gynaecologist (women's doctor) for advice.

## Voluntary Work

### What is voluntary work?

#### What is voluntary work?

**Many of the people who help and support refugees do so voluntarily.** They often do this in parallel to their regular job, their family and other commitments. This means that **they receive no payment for the work they do.** The help they provide is voluntary. Please bear this in mind, should voluntary workers be unable to help on occasions due to lack of time. This makes it all the more important to treat them with due respect.

On the other hand, you should speak out when something becomes too much for you, or if you want to learn how to deal with something yourself, in order to learn how to become independent in Germany. Everyone should treat other people with respect, and tell them when something is causing problems.

#### Do you want to engage voluntary?

**If you would like to help other people, you can also take part in voluntary work.**

Anyone who wants to can do voluntary work. Most of the people who work for **sports clubs, cultural societies or mosque communities** also do this voluntarily.

**Ask at a refugee initiative or a club or society in your town how and when you might be able to help.**

⇒ [Here you can find contacts to refugee initiatives](#)

**Geschäftsstelle Ehrenamt (Volunteer Office) in the district of Höxter**



## Volunteer Office in the district of Höxter Geschäftsstelle Ehrenamt

**An office for all volunteers** active in the district has existed in the Höxter district administration since January 2020.

The office staff provide **support and advice** to volunteers with their important work and **offer help** in all areas having to do with volunteering. The **website** features many answers to frequently asked **questions**, current **dates**, **training courses** and **financial support options** for volunteers.

**You can find out more here:** ⇒ [www.ehrenamt.kreis-hoexter.de](http://www.ehrenamt.kreis-hoexter.de)

### Why is there a Geschäftsstelle Ehrenamt (Volunteer Office) in the district of Höxter?

The district of Höxter now has over **26,800 citizens active in volunteer work**. Up until recently, there was no central point of contact to ask questions about life in the community, financial support options, etc. The federal government has now decided to try out this project in **18 districts** across Germany. This group **meets regularly** to share ideas and experiences and to record tips, tricks and obstacles. The project **will run for three years** after which it will end and the results will be made publicly available.

### When can I contact the Geschäftsstelle Ehrenamt (Volunteer Office)?

You can reach out to staff at any time in person, by telephone or in writing. All **counselling services are free of charge** and non-binding.

### Would you like to volunteer or do you need help yourself?

Our **Volunteer Office arranges all volunteer activities**. You're in the right place no matter if you **require help or would like to offer help**.

**You can find more information here** ⇒ [Ehrenamtsbörse \(Volunteer Office\)](http://Ehrenamtsbörse)

### Get in touch with us!

Anyone who is a volunteer – or interested in becoming one – can reach out to staff at the Geschäftsstelle Ehrenamt (Volunteer Office) **in person, by phone, email or post** and ask any questions.

**Contact:** Katharina Serinelli and Sascha Atteln

📍 [Moltkestr. 12, 37671 Höxter](https://www.google.com/maps/place/Moltkestr.+12,+37671+Höxter)

☎ [052719659801](tel:052719659801)

@ [ehrenamt@kreis-hoexter.de](mailto:ehrenamt@kreis-hoexter.de)

## Help groups - Volunteering

### Voluntary associations for refugee and integration work (Flüchtlingsinitiativen)

The helper groups support people with an international history and refugees in various areas. For example, with documents and authorities, in the search for work or an apprenticeship, with job applications and with leisure activities.

Most volunteer support groups have regular open meetings. Everyone is welcome to drop by and get to know each other.

**Do you have the time and interest to become active and help?** All clubs are looking for volunteers to help out.

### Bad Driburg

#### Asylum group of the Catholic parish "Zum verkörnten Christus"

##### Contact:

**Bilinda Jungblut**

@ [bjungblut@gmx.de](mailto:bjungblut@gmx.de)

☎ [+49 \(0\) 52535398](tel:+49(0)52535398)

##### Interreligious dialogue

In the St. Peter and Paul community meeting place

📍 [Prälat-Zimmermann-Str. 9, 33014 Bad Driburg](#)

Once a month. Dates are announced in the parish bulletin and in the daily newspapers.

**Contact:** Bilinda Jungblut

##### International women's café:

In the parish centre "Zum verkörnten Christus"

📍 [Von-Galen-Str. 1, 33014 Bad Driburg](#)

Dates will be announced.

**Contact:** Marion Henneböhl

☎ [+49 \(0\) 15254128786](tel:+49(0)15254128786)

@ [marion.henneboehl@googlemail.com](mailto:marion.henneboehl@googlemail.com)

### More volunteers in Bad Driburg



**Bernarda Hülsmann**

@[behuelsmann@gmail.com](mailto:behuelsmann@gmail.com)

**Hans-Joachim Kurze**

@ [asyl@kurze-home.de](mailto:asyl@kurze-home.de)

☎ [+49 \(0\) 1754447773](tel:+49(0)1754447773)

## Beverungen

### Grenzenlos e. V.

The association sees itself as a meeting place and coordination centre for volunteers and refugees in Beverungen.

📍 [Burgstraße 21, 37688 Beverungen](#)

**Café Grenzenlos**

Every Tuesday: 16:00 - 18:00

**Contact: m**

Serge Oldenbourg

☎ [052736147](tel:052736147)

☎ [015223158865](tel:015223158865)

## Brakel

### Ecumenical Refugee Aid Brakel

📍 [Rathaus, Am Markt 12, 33034 Brakel](#)

@[Hans-Georg.Harrer@t-online.de](mailto:Hans-Georg.Harrer@t-online.de)

☎ [+49 \(0\) 52725217](tel:+49(0)52725217)

**Facebook page:** [www.facebook.com/fluechtlingshilfebrakel](https://www.facebook.com/fluechtlingshilfebrakel)

**Website:** [www.fluechtlingshilfe-brakel.de](http://www.fluechtlingshilfe-brakel.de)

**Counselling café**

📍 [Im Märsch 1, 33034 Brakel](#)

Opening hours: Once per Month, Friday: 16.00 - 18.00 hrs

### MARAH e.V.

"The non-profit organisation MARAH e.V. (marah = Arabic "cheerfulness", Hebrew "bitterness") pursues the goal of giving people who have been affected and harmed by war and refugee experiences or racist conditions the chance to live in safety and self-determination."

📍 [Ostheimerstraße 5, 33034 Brakel](#)

**Contact:**

Marita Menne

@[marita.menne@googlemail.com](mailto:marita.menne@googlemail.com)

☎ [+49 \(0\) 1754687503](tel:+4901754687503)

Opening hours: Tuesday 3 pm - 6 pm, Friday and Saturday 10 am - 1 pm

### WiKult e.V. - Association for knowledge & culture

The WiKult e.V. association has been involved in the education and integration of people from different nations and cultures for several years.

📍 [Am Bahndamm 7, 33034 Brakel](#)

☎ [0162260416](tel:0162260416)

[info@wikult.com](mailto:info@wikult.com) or [r.karaca@wikult.com](mailto:r.karaca@wikult.com)

**Website:** [www.wikult.com/](http://www.wikult.com/)

## Höxter

### Welcome e. V.

A meeting place and coordination centre for volunteers and refugees in Höxter.

📍 [Grubestraße 28, 37671 Höxter](#)

**Café Welcome:**

Open meeting for everyone Tuesdays and Thursdays: 3.00 - 7.00 p.m.

**Open language lessons for everyone:**

Tuesdays: 16.00 - 17.30 in the auditorium of the VHS Höxter (Möllingerstr.9)

**Bicycle workshop:**

Fridays 14:00 - 16.00

📍 [Heilige Geist Straße, 37671 Höxter](#)

@[welcome.hoexter@web.de](mailto:welcome.hoexter@web.de)

☎ 01590 2345671 othe 01736078396

**Facebook:** [www.facebook.com/WelcomeHx](https://www.facebook.com/WelcomeHx)

## Höxter-Ovenhausen

### Flüchtlingshilfe Ovenhausen

📍 Stadtweg 11, 37671 Höxter-Ovenhausen

✉️ [@fluechtlingshilfe-ovenhausen@gmx.de](mailto:fluechtlingshilfe-ovenhausen@gmx.de)

☎️ [+49 \(0\) 15155595434](tel:+49015155595434)

## Höxter- Stahle

### Flüchtlingshilfe Stahle

📍 in der Alten Schule: Alter Kirchweg 16, Höxter-Stahle

Consultation hours: Thursdays 2 p.m.

## Marienmünster

### Refugee Initiative Marienmünster (FIMM)

#### "Encounter Café"

The Marienmünster Refugee Initiative invites all citizens to the "Begegnungs-Café"!

The cafés take place every second friday from 17:30 in the parish hall in Vörden. Everyone is welcome!

⇒ [You can find more current dates under Events](#)

📍 [Pfarrheim Marienmünster-Vörden, Marktstr. 14, 37696 Marienmünster-Vörden](#)

#### Contact:

✉️ [@mm.ist.bunt@web.de](mailto:mm.ist.bunt@web.de)

Nicole Lüke

☎️ [015168407173](tel:015168407173)

Anne Loke

☎️ [01607837568](tel:01607837568)

⇒ [Website](#)

## Nieheim

### Nieheim refugee aid centre

## "Begegnungscafé" - meetings, games and German lessons, by arrangement

📍 [Wasserstraße 11, 33039 Nieheim](#)

**Nieheim language mentors**

@[elsner@nieheim.de](mailto:elsner@nieheim.de)

## Steinheim

### Association "Steinheim international"

📍 [Neue Straße 11, 32839 Steinheim](#)

☎ [+49 \(0\) 15120525503](tel:+49(0)15120525503)

@[info@steinheim-international.de](mailto:info@steinheim-international.de)

**Website:** [www.steinheim-international.de](http://www.steinheim-international.de)

### Café International Plus Klön Café

With the Café International, the association creates opportunities for refugees and locals to meet.

**Meeting point** at "Klön Café": Thursdays: from 14:00 to 18:00

📍 [Marktstraße 18, 32839 Steinheim](#)

## Warburg

### Zweite Heimat e.V.

The organisation aims to create a place for encounters and intercultural exchange. It offers help with social participation, counselling for problems and everyday questions.

📍 [Hauptstraße 45, 34414 Warburg](#)

### Women's café

Tuesdays from 10.00 - 12.00 am. The women's café offers space and the opportunity to meet other women, get to know each other and exchange ideas or make new contacts.

### Sewing course for Women

Every 2. and 4.th tuesday

### Craft hour for children with parents

Wednesdays, 4.00 - 6.30 pm

### Counselling café

Thursdays, 4.00 - 6.30 pm

@[info@zweite-heimat-warburg.de](mailto:info@zweite-heimat-warburg.de)

Website: [www.zweite-heimat-warburg.de](http://www.zweite-heimat-warburg.de)

## MENToRee

### "MENToRee"

The Communal Integration Centre (KI) has a great project for children, teenagers and adults:

⇒ The intercultural mentoring project "MENToRee"

This project **brings two or more people together**: on the one hand, there are the **"Mentees"** - these are people who require support. On the other hand, there are the **"Mentors"** - these are people who provide **individual support** for the "Mentee".

### Would you be interested in getting support from a Mentor?

**Let the "KI" help you find a mentor.** They will be there for you if you need help. You can count on them! Let them help you discover your strengths!

### What does it mean to be a Mentee?

In the **"MENToRee"** project, a mentor is assigned to you who will be glad to share their experiences with you. This means that your mentor can give you tailor-made **tips and information to help you** with your personal life, your school education or your career.

### How much time will this involve?

During the **first meeting** with your mentor, you will talk about how you both personally view this exchange of ideas, both in terms of content and the time involved.

You can also **contact each other via email, Facebook, telephone or Skype.**

### Get in contact:

**Contact:** Nursen Eliyazici

📍 [Moltkestr.12, 37671 Höxter](#)

☎ [052719653626](tel:052719653626)

@ [n.eliyazici@kreis-hoexter.de](mailto:n.eliyazici@kreis-hoexter.de)

## Making Integreat better: Integreat Community

Do you use Integreat in your everyday life? Do you want to make Integreat better?

We want to hear your opinion. We do interviews or send you a questionnaire. We also organise small workshops. You can help us a lot with little time!

You want to be part of it? Then send us an e-mail with your name to [community@integreat-app.de](mailto:community@integreat-app.de)  
- we'll get back to you!

## Information about Ukraine

### Information on the war in Ukraine

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

Here you can find out what is important at the moment - for example, what the current [situation](#) is. You can also find rules here if you want to enter Germany or if you need a visa. We have already written down some important questions and answers for you:

### I am in Germany without a visa - what can I do now?

If you come from Ukraine, you do not need a visa to come to Germany until **4 December 2025**. From the day you enter the country, you can stay here for up to 90 days without a special permit. You can even stay in Germany without a special residence permit until **4 March 2026**.

During the 90-day visa exemption period, you can consider whether you would like to stay in Germany for longer. There are various options for this:

1. You can apply for a residence permit under Section 24 of the Residence Act within 90 days of your first entry into Germany. This provision specifically regulates the situation for war refugees from Ukraine on the basis of the EU decision. You can find out who is eligible for a residence permit under Section 24 of the Residence Act [here](#). You can find answers to the procedure [here](#).
2. You can apply for a residence permit for another purpose within 90 days of your first arrival in Germany. For example, to study or for gainful employment. This may be more favourable for you. You can seek advice on this from the authorities if you have an appointment, or you can find out more in advance on the website: <https://www.make-it-in-germany.com/>.
3. Alternatively, 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.

### Do you have a valid residence permit in accordance with Section 24 of the Residence Act as of 1 February 2025?

Your residence permit will be automatically extended and will then be valid until 4 March 2026. You do NOT need to visit the immigration office for this. You can find more information on [Germany4Ukraine](#).

### What happens when you arrive in Germany?

When you come to Germany, there are a few important steps that you need to take one after the other. This is how it works:

- First, you register - this is called registration.
- If you need help from the state (for example money or food), you will be told where you can live.
- Then you register your new address, i.e. where exactly you now live.
- Finally, you apply for a permit so that you can stay in Germany for longer.

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

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

Yes, you can. However, before you can work, the immigration authority must authorise it. The immigration authority will often already enter in your residence permit that you are allowed to work - even if you do not yet have a job. This is good, because then you no longer need an extra permit from another authority.

The immigration authorities will issue so-called fictitious certificates as soon as you submit your application. These bridge the right of residence until the actual residence title can be issued and granted. The foreigners authority will also enter "Gainful employment permitted" in the fictitious certificate. This fictitious certificate therefore authorises you to work in Germany either as a self-employed person or as an employee. Special professional access requirements (such as a licence to practise medicine or a permit for a trade requiring a licence) naturally apply to persons with temporary protection in the same way as to all others. However, the procedures for recognising foreign professional qualifications are also open to those affected, just like everyone else.

Persons with a residence permit for temporary protection in Germany can also receive counselling and placement services from the employment agencies in accordance with SGB III.

## **Should people from Ukraine apply for asylum?**

No, that is not necessary. The necessary protection is granted in a different, faster procedure. It is therefore recommended that you do not apply for asylum. However, if you want to apply for asylum later, you can still do so.

As a result of the decision to admit war refugees in accordance with Article 5 (1) of Council Directive 2001/55/EC of 20 July 2001 on minimum standards for giving temporary protection, a residence permit in accordance with Section 24 of the Residence Act (AufenthG - Residence Permit for Temporary Protection) will be granted to the group of persons covered by the decision upon application.

Registration upon entry does not constitute an application for asylum. An application for asylum must be submitted to the responsible branch office of the Federal Office for Migration and Refugees in order for an asylum procedure to be carried out.

For these reasons, it is not necessary to file an asylum application to secure a right of residence or to claim social benefits.

## **Information portal of the German government**

The Federal Ministry of the Interior and Homeland offers a digital information portal in German, English, Russian and Ukrainian. Here you will find all official information about residence and living in Germany.

 [Germany4Ukraine](https://www.germany4ukraine.de)

## Embassy of Ukraine in Berlin

 [+493028887128](tel:+493028887128)

 [Albrechtstraße 26, 10117 Berlin](https://www.google.com/maps/place/Albrechtstra%C3%9Fe+26,+10117+Berlin)

## Help for Ukrainians

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

The Federal Office for Migration and Refugees has created an information sheet. Here you will find a good overview of help for refugees from Ukraine. The information is available in German, Ukrainian and Russian.

⇒ [Information sheet-help-refugees-ukraine \(PDF, German\)](#)

⇒ [Website of Federal Office for Migration and Refugees \(BAMF\)](#)

### Information from the municipal integration center for the district of Höxter

Further information and further links can be found here ⇒ [website of the municipal integration center.](#)

The help portal "Germany4Ukraine" will help you find your way around Germany. Here you can get an up-to-date overview of information, accommodation and medical care ⇒ [www.germany4ukraine.de](https://www.germany4ukraine.de)