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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:

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

🕒 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 can be used to make first contact with companies from Ostwestfalen-Lippe.

Here you will find general information about handicrafts ⇒ [www. Handwerk.de/](https://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

Website ⇒ 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](#) 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](#)
- Everything on the topics of education, career, help submitting your application ⇒ [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

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

⇒ 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

☎ 05642 9877180

Lena Stecken, Schulsozialarbeiterin

@lena.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://www.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

Beate Klemm

☎ [05251/700339](tel:05251700339)

@beate.klemm@sbh-west.de

Annette Neumann

☎ [05251700297](tel:05251700297)

@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...

⇒ **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](#)

Website ⇒ [IHK \(Industrie und Handelskammer\)](#)

Website ⇒ [HWK](#)

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://europa.eu/europass/)

- **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://www.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](https://www.pdfcreator.com/)“

- **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](https://www.bundesamt-fuer-steuern.de)).

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**

⇒ **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

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](https://www.goethe.de)

⇒ [German Academic Exchange Service](https://www.daad.de) (Deutscher Akademischer Austauschdienst / DAAD)

⇒ [Sprachnachweis.de](https://www.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

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 oder ⇒ 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"](#)**