

## Table of Contents

Welcome	3
The district of Olpe	3
Daily Life	4
Save energy	4
Broadcasting fees - GEZ	4
Cleanliness and waste separation	4
Consumer Advice Centre	6
Travel and mobility	7
Travelling in the district of Olpe	7
Travelling in Germany	9
Driving licence	10
Internet (WiFi) and mobile phone	10
Insurance	10
Bank account	11
Shopping	13
Religious houses and communities	17
Holidays and intercultural calendar	18
More links	19
Important Offices and Authorities	19
Housing	24
Kindergarten, school and education	27
Enabling education	27
Learning opportunities on the internet	29
Child day care and family centres	31
Educational opportunities for families	32
School	33
School system in Germany	33
Recognition of school qualifications	33
How is my child going to join school?	35
Vocational training and university studies	35
Professional orientation	36
Vocational training	37
School-based vocational training	37
Company-based vocational training	38
Vocational training place with a tolerated status	39
Searching for an apprenticeship	39
University study	41
Studying at university	41
I would like to study	42
Degrees	43
Universities in the surrounding area	43
I am currently studying	44
Financing your studies	44
Work	44
When can I work?	44
The recognition of professional qualifications	45
How Can I Find Work?	46
Internships	48
Other activities (FSJ and BufDi)	49

The application	49
Minimum wage	50
German language	50
Learning German independently	50
Integration courses and education providers	53
Translations and interpreters	54
Free time, culture and sports	56
Leisure activities	56
Culture	59
Sports and exercise	65
Counselling centres and assistance services	65
Advice Centres for Integration and Migration	65
Advice on the subject of discrimination, racism and extremism	66
Women's counselling	70
Men's Counseling	72
Health	72
Electronic patient file (ePA)	72
Disabilities	74
Children's health	75
Hospitals	76
Health Insurance	77
Pregnancy and Childbirth	78
Self-help	80
Doctors and pharmacies	81
Emergency	82
Health counselling	82
Vaccinations	89
Basic Values – Living in Germany	89
Fundamental rights – Political and legal order	89
Societal rules	90
Marriage and relationships	91
Voluntary work	92
Volunteering - What is it?	92
Parent and pupil guides	95
Where can I help and become active?	96
Asylum and migration	96
Registration and accommodation	96
Information on the asylum procedure	97
Unaccompanied minors	99
Financial Support	101
Obligation to reside at your place of residence and residence requirement	103
Important Documents	104

## Welcome

### Welcome to the district of Olpe



In order to **provide a source of orientation and support for all refugees, as well as all voluntary helpers**, the Municipal Integration Centre of the district of Olpe has equipped this app with information – including information specifically about the district of Olpe. This includes, for example, **everyday help, information** on important **documents** and **procedures**, as well as overviews of **Advice Centres**.

The **Team at the Municipal Integration Centre** of the district of Olpe is happy to receive **feedback** and comments and will be happy to help with any questions.

Kind regards

Team – Integreat App for the district of Olpe

### Alexander Fleischmann | Team Integreat-App

📍 [Westfälische Str. 75, 57462 Olpe](#)

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## The district of Olpe

### The district of Olpe

**The district of Olpe** is located in the south-east of **North Rhine-Westphalia** in Germany's **Sauerland** region. It belongs to the **Governmental District of Arnsberg**, is part of the **Landschaftsverband Westfalen-Lippe** and is part of the **region "Südwestfalen"**.

The district of Olpe includes **seven towns and municipalities**. The seat of the district is the town of Olpe, the most populous town is Lennestadt. This district has the lowest population of all districts in North Rhine-Westphalia with about **135,000 inhabitants**.

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

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

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## Useful information

- **Overview of refugee counselling centres for all 7 towns can be found here** ⇒ **Advice centres and support offers**
- 

## City map / Where am I?

- There are various **free apps** with which you can download a **city map** (for example Google Maps or maps me).

## Daily Life

### Save energy

### Saving energy = saving money

Detailed information and helpful tips are available from the [consumer advice centre](#) or make an appointment for a [consultation](#).

### Broadcasting fees - GEZ

### What are broadcasting fees ()?

In Germany, the **broadcasters ARD, ZDF and Deutschlandradio** provide independent radio, television and online content. They report in a way that is free from economic and political influences. For this, all people pay money together. This is called “broadcasting fees”.

According to the **law**: In Germany, a broadcasting fee must be paid for **each apartment**. However, **only one person per apartment has** to pay the radio licence fee. This costs **€18.36 per month** and must be paid to the **Fee Services department (Beitragsservice)** of ARD, ZDF and Deutschlandradio.

Further information can be found in the following **information sheet (here)** also in English, French, Arabic, Spanish, Chinese and Russian) and on the **website**.

### Do I have to pay?

Some people can be **exempted** from this payment. For example, if you receive **benefits according to the Asylum Seekers' Benefits Act (Asylbewerberleistungsgesetz) or other social benefits (for example, Unemployment Benefit II)**. An **application** must be submitted for exemption from the broadcasting fee.

You can find the application for exemption **here**!

### Cleanliness and waste separation

In Germany, **cleanliness is very important**. Rubbish must not simply be thrown on the street, but rather put in rubbish bins. **Plastic waste** is particularly **problematic for the environment**. That's why we try to avoid using plastic bags.

### **In Germany, we separate waste!**

**Paper** belongs in the waste paper, because paper is made again from old paper.

We also separate other types of waste to protect the environment. This is because new things are made from the old. For this purpose, there are different coloured bins almost everywhere, so that you know where which rubbish goes.

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## **What goes in which bin?**

### **Paper - Green bin:**

For example: Newspapers, magazines, exercise books, paper bags, cardboard

### **Biowaste - Brown bin:**

For example: Food scraps, peels of bananas, lemons, oranges, kiwis, potatoes, bones (chicken, beef), fish bones

### **Residual waste - Grey bin:**

For example: Nappies, cigarettes, toiletries

### **Lightweight materials - Yellow bin:**

Only empty packaging: for example yoghurt pots, cans, milk cartons – everything that does not food leftovers.

### **Clothing**

Old clothes should be taken to an old clothes container.

### **Glass:**

Separated by colour and thrown into glass containers.

**On the free app** ⇒ **“my muell”** [you can find](#) the container locations for glass and old clothes.

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## **Refuse collection**

**The litter bins** are at every house. If you want to enjoy a great neighbourhood, you should sort your waste properly. No waste is to be placed next to the bins.

**The rubbish bins are placed at the street and collected by the rubbish collection service, there are fixed collection days.**

**Dates for waste collection** in your municipality can be found here:

⇒ [Town of Attendorn](#)

⇒ [Town of Drolshagen](#)

⇒ [Municipality of Finnentrop](#)

⇒ [Municipality of Kirchhundem](#)

⇒ [Town of Lennestadt](#)

⇒ [Town of Olpe](#)

⇒ [Municipality of Wenden](#)



## Consumer Advice Centre

You can get advice on the following topics from the consumer advice centre **Verbraucherzentrale NRW** - Beratungsstelle Lennestadt:

- Money and Insurance
- Debtor and Insolvency Counselling
- Digital
- Food
- Environment & Household
- Health & Care
- Energy
- Travel & Mobility
- Contracts & Complaints
- Exemption from Co-payments (Medication, Medical Services)

Further information is available from the [\*\*Verbraucherzentrale NRW - Beratungsstelle Lennestadt.\*\*](#)

## Contact:

Hundemstraße 29, 57368 Lennestadt

 [02723/719570](tel:02723719570)

## Opening hours:

Monday from 1:00 PM to 5:00 PM

Tuesday from 9:00 AM to 1:00 PM

Wednesday closed

Thursday from 1:00 PM to 5:00 PM

Friday from 9:00 AM to 1:00 PM

## Travel and mobility

### Travelling in the district of Olpe

You can explore your **city/community and the district of Olpe**. With a “Wohnsitzauflage” (residence requirement), you can **travel** throughout Germany. To move around, there are **several possibilities**.

### Bus and train

In the district of Olpe, you can use **public transport via bus and train**. You need a **valid ticket for each journey**. **Without a ticket** you have to pay a **fine of at least EUR 60**.

You buy a **bus ticket** directly **from the bus driver**. You can buy a **train ticket** from **machines on the platform or on the train**. You can find out when the trains and buses leave via the **Timetable** or ask at the **Travel Office** or at the city council offices.

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**Information on timetables and tickets online ⇒**

**[Zweckverband Personenverkehr Westfalen-Süd](#)**

**Or by telephone: [01806/504030](tel:01806504030)**

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### TaxiBus (bus on order)

You can order the **TaxiBus** like a taxi **quickly and easily!**

Here you will find all the information about the **TaxiBus**.

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### MobilitätsCard - the social ticket for bus and rail

#### The “MobilitätsCard”:

- currently costs **EUR 32.30/month**.
- is available as a monthly ticket **for at least one month**.
- is valid as a comprehensive network card across the entire **district of Olpe as well as Siegen-Wittgenstein** (inland network of the Verkehrsgemeinschaft Westfalen-Süd).

- is a **person-bound ticket**.
- is valid all day **without restrictions on bus and train** (2nd class).

### Who is the MobilitätsCard for?

- Recipients of **Unemployment Benefit II and Social Benefit** (SGB II)
- Recipients of benefits for **basic security in old age** and in case of a **reduction in earning capacity** as well as current assistance for subsistence outside institutions ("Social Assistance", SGB XII)
- Recipients of standard benefits according to the **Asylum Seekers' Benefits Act**
- Recipients of the **Aid for Subsistence** according to the Federal Pensions Act

### How to apply for the MobilitätsCard?

- Conveniently using the **application form** ([PDF](#))
- at the Jobcenter in the districts of Olpe and Siegen-Wittgenstein, the Citizens' Offices or Social Welfare Offices of the towns and municipalities in the districts of Olpe and Siegen-Wittgenstein
- online at [www.kreis-olpe.de](http://www.kreis-olpe.de), [www.siegen-wittgenstein.de](http://www.siegen-wittgenstein.de) or [www.zws-online.de](http://www.zws-online.de)
- The completed and **signed application (in duplicate)** together with the **copy of the current approval decision** and the **payment slip or transfer slip** must be sent by post, fax or email **to the ZWS**.

### Zweckverband Personennahverkehr Westfalen-Süd

#### Mailing address:

Koblenzer Str. 73

57072 Siegen

#### Visitor's address:

St.-Johann-Straße 18

57074 Siegen

**Find more information** ⇒ [here](#)

### Registration is organised by surname:

#### A to K:

 [0271/3332428](tel:0271/3332428)

 [fischer@zws-online.de](mailto:fischer@zws-online.de)

## L to Z:

0271/3332438

stoetzel@zws-online.de

## Travelling in Germany

There are different ways to travel in Germany.

### A) Travelling by train

Travelling by train is fast. Sometimes, Deutsche Bahn offers so-called “**Spartickets**” (**savings tickets**). With the ⇒ **free Deutsche Bahn app** you can find **savings tickets and buy** them online.

### Group tickets

There are train tickets that allow **5 people to travel together** from 9 AM and share the cost. For example, the **Weekend Ticket** or the **NRW Ticket**.

**Important: All names must be written on the ticket and all must show identity papers.**

**All information on train connections and tickets can be found online ⇒ [bahn.de](https://www.bahn.de)**

or at larger stations **at the ticket counter**.

### B) Buses

A long-distance bus is much cheaper than the train. The station for buses is called **ZOB (Zentraler Omnibusbahnhof)** and is the same everywhere in Germany.

- **The “Fernbus App” (long-distance bus app) shows all long-distance buses at a glance ⇒ [busliniensuche.de](https://www.busliniensuche.de)**
- **The most famous bus operator is called ⇒ [Flixbus.de](https://www.flixbus.de).** Tickets can be purchased online.

### C) Carpooling

It is cheaper if **several people travel together**. You can travel together by train or by car.

To book a **place in a private car, there are car-sharing agencies**. This is where drivers and passengers are brought together.

- **The best-known car-sharing agency is ⇒ [Blablacar](https://www.blablacar.com)**

## Driving licence

### Driving licence and car

**Your foreign driving licence is valid in Germany for 6 months.** After that, you must have your **driving licence revalidated in Germany** and take an examination, as your foreign driving licence is no longer valid **in Germany**. This is associated with **costs** and is checked on an individual basis.

#### How it works:

1. You look for a **driving school** where you can take the **exam**.
2. The driving school submits the **application to the driving licence office** of the district.
3. You go **in person and show your identity papers** to prove your identity.

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### Car registration and driving licence office in the district of Olpe:

Westfälische Str. 75, 57462 Olpe

[Internet](#)

## Internet (WiFi) and mobile phone

### WiFi hotspots

Throughout the district of Olpe, there are **public places where you can use WiFi** free of charge. All you have to do is log in to the WiFi, open your browser and confirm the General Terms and Conditions.

You can find an overview of the WiFi hotspots here: [Europakarte](#)

#### Find free WiFi

In addition to the WLAN hotspots mentioned above, there is also the **“Freifunk”** in the district of Olpe.

**On the website** ⇒ [freifunk.de](https://freifunk.de) you can select your **city or town** and see where there is **free WiFi** near you.

## Insurance

### Liability insurance

In Germany, **no one is automatically covered by liability insurance**.

Liability insurance costs **money**. Without liability insurance, every person is in principle **personally obliged to compensate for damages**. You are liable with all of your assets.

**The authorities or municipalities do not pay for the damages!**

Some municipalities or helper associations have taken out **group insurance for refugees and asylum seekers**.

## Accident insurance

Asylum seekers are usually **not insured against accidents**.

However, if refugees work as **volunteers on behalf of the municipality** or are employed by the municipality in the form of a so-called **“work opportunity” (AGH)**, they are **legally insured against accidents**.

During these activities, the asylum seekers are legally insured against accidents through the **accident insurance funds of the federal states**. The prerequisite is that the work is carried out on behalf of **the respective municipality**. The insurance cover also includes the direct routes associated with the work.

**Kindergarten children and schoolchildren** are insured against accidents through the accident insurance fund of the institution.

## Health insurance

Asylum seekers and persons with a tolerated status have a **right** to basic **medical care** in case of **“acute illnesses and painful conditions”**.

Before you go to the doctor, you need a **sick note**. You can get it at the **Social Welfare Office of your town** or at the **ZUE** (Central Accommodation Facility).

**If you have an insurance card, you no longer need a health insurance certificate.**

If you have taken up a **job** that is subject to social insurance contributions, you are insured under the **statutory health insurance scheme**. Here, a notification to the social insurance provider is made by the **employer**.

## Bank account

**In Germany you need a bank account!**

Having a bank account is important. It helps you to:

- **Receive wages**
- **Transfer** money
- Receive **cashless payments**
- Set up **standing orders**
- Use **direct debit** services
- Cash **cheques**

- Make cashless payments **with the EC/Maestro card**
- Withdraw **money** at the bank counter or an ATM, and **Print your bank statements.**

If you still have a **“Aufenthaltsgestattung” (residence permit)**, then the bank often asks for **authorisation from the Social Welfare Office**. The Social Welfare Office will give you a form to open an account. Make a **appointment at a bank** to open a **account**.

**An account is not always free.** Some banks charge an **account maintenance fee**. If you withdraw money from cash machines which belong to other banks, you will often be **charged**. Before setting up a bank account, ask which fees might apply.

**Bring a person to help you if you don't speak German very well yet.**

**Important: 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.**

**At the Verbraucherzentrale NRW - Beratungsstelle Lennestadt you can get more information on the topic of debt**

## 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 with your bank card. You should print out your account statements **regularly and always keep them safe**, preferably in a folder.

### What is a 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 **bill is paid**. Nevertheless, check the bank statement two days later to see whether the money has been transferred.

### What is a standing order?

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

### What is a direct debit?

With a **direct debit**, you give a company your account details and they **then debit money from your account**. For example, if you order something on the Internet, you have to give your

bank account details when you order, **so that the money can be debited from your account**. If you return something, you will get your money back 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**. It is no longer necessary to go to the bank branch to make transfers or print account statements. **Everything is done by computer** or smartphone.

It is **important to** install **security software** on your computer or smartphone to protect your **bank account**! Without this security, your computer can be hacked and your bank details can be stolen by strangers so that they can take your money.

Online banking makes many things easier and is inexpensive.

**You need to log in to your bank for online banking.** Simply go to your bank branch for information and advice on this topic.

## 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

In many places in the Olpe district, there are **clothing charity shops or second-hand shops** where you can buy clothes or furniture at low prices:

### Attendorn

**Clothing store** in the social and meeting center of the Ev. Parish

📍 Danziger Straße 2, 57439 Attendorn

📅 Mondays from 2:00 p.m. to 4:00 p.m.  
Wednesdays from 2:00 p.m. to 5:00 p.m.

Contact via the lebensfrohe.Kirche in the shop: ☎ [02722 5408691](tel:027225408691) or [0170 7828841](tel:01707828841) and  
👤 Claudia Schulz: ☎ [0176 977 68 499](tel:017697768499)

**Furniture Exchange** of the Catholic Youth Work Olpe e.V. – **FÖRDERBAND**

📍 Danziger Straße 2, 57439 Attendorn

📅 Mondays from 2:00 p.m. to 4:00 p.m.  
Wednesdays from 2:00 p.m. to 4:00 p.m.

👤 Markus Lupp  
☎ [02722 634 1491](tel:027226341491) ☎ [0160- 301 09 10](tel:01603010910)

**Clothing charity shop run by the AWO at the “Altes Amtsgericht”**

📍 Hohler Weg 17, 57439 Attendorn

📅 every 1st Tuesday of the month from 2:00 PM - 5:00 PM

👤 Gerhard Jahn

☎ [02722/52498](tel:0272252498)

**Clothing charity shop run by the Cath. Parish**

📍 Grüner Weg 17 57439 Attendorn

📅 Every 2nd and 4th Tuesday of the month from 2:00 PM - 5:00 PM

👤 Renate Tillmann

☎ [02722/54270](tel:0272254270)

**FahrWerk Bicycle Repair Shop**

📍 Hohler Weg 1, 57439 Attendorn


📅 Pick-up and drop-off by appointment


👤 Markus Lupp  
☎ [02722-634 14 91](tel:027226341491) ☎ [0160-301 09 10](tel:01603010910)


**Drolshagen**

**Clothing charity shop run by the Cath. Parish**

📍 Gerberstraße (Haus Wendelin – formerly Getränke-Mekka), 57489 Drolshagen


 Thursdays 2:00 PM - 4:00 PM


 Ruth Clemens

 [02761/72580](tel:0276172580)


## Finnentrop

### Clothing charity shop run by the Cath. Parish

 Bamenohler Straße 258 (across from the train station), 57413 Finnentrop


 Every 1st and 3rd Tuesday of the month from 3:00 PM - 5:00 PM


 Ilse Klein


 [02721/5570](tel:027215570)

### Furniture exchange run by the Cath. Parish

 Kopernikusstraße (across from the “Rathaus” [town hall]), 57413 Finnentrop


 Issue of goods by arrangement


 Jürgen Willeke

 [02721/70581](tel:0272170581)

## Kirchhundem

### Clothing charity shop

 Hundemstraße 36, 57399 Kirchhundem


 Tuesdays from 9:00 AM - 4:30 PM and Thursdays from 9:00 AM - 5:30 PM

 Ms Wöbking

 [0160/4403699](tel:01604403699)

## Lennestadt

### Clothing charity shop “Jacke wie Hose” run by the DRK

 “In den Höfen”, 57368 Lennestadt

 Mondays - Fridays from 10:00 AM - 6:00 PM

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**Clothing charity shop run by the Cath. Parish of Meggen**

📍 Meggener Straße 27a (Caritashaus), 57368 Lennestadt

🕒 Thursdays 2:00 PM - 4:00 PM

👤 Edeltraud Hufnagel

☎ [02721/82810](tel:02721/82810)

**Furniture exchange run by the association “Kath. Jugendwerk Olpe e.V.” - FÖRDERBAND**

📍 Bielefelder Straße 122, 57368 Lennestadt

🕒 Tuesdays from 2:30 PM - 5:00 PM and Thursdays from 2:30 AM - 5:00 PM

👤 Dietrich Bensberg

☎ [02723- 956 81 0](tel:02723-956810) ☎ [0151 -416 806 94](tel:0151-41680694)

**Olpe****Clothing charity shop run by the Cath. Parish**

📍 Kölner Str. 2, 57462 Olpe

🕒 Wednesdays from 11:30 AM - 4:00 PM

👤 Katharina Gerner

☎ [02761/5910](tel:02761/5910)

**Clothing charity shop run by the “Caritasverband für den Kreis Olpe e.V.”**

📍 Bruchstraße 13, 57462 Olpe

🕒 Mondays - Thursdays from 9:00 AM - 6:00 PM, Fridays from 9:00 AM - 4:00 PM, Saturdays from 9:00 AM - 1:00 PM


☎ [02761/8288959](tel:02761/8288959) ☎ [02761/944624](tel:02761/944624)

**Clothing charity shop run by the “Lebenshilfe-Center”**


📍 Franziskanerstraße 10, 57462 Olpe


🕒 every 1st Saturday of the month from 10:00 AM - 6:00 PM


 Sabine Wagner

 [0151/53752234](tel:0151/53752234)

### **Clothing charity shop “Jacke wie Hose” run by the DRK**


 Finkenstraße 17, 57462 Olpe

 Mondays - Fridays from 9:30 AM - 12:30 PM and from 2:30 PM - 6:30 PM

 [02761/40956](tel:02761/40956)

### **Furniture Exchange “Alter Bahnhof”**

 Bahnhofstraße, 57462 Olpe


 Every 1st and 3rd Wednesday of the month from 5:30 PM - 6:30 PM


 Ms Hesse

 [02761/61446](tel:02761/61446)

## **Wenden**

### **Fair-Markt - Clothing charity shop run by the “Caritasverband für den Kreis Olpe e.V.”**


 Koblenzer Straße 35, 57482 Wenden


 Mondays - Fridays from 9:30 AM - 12:30 PM and 2:30 PM - 6:00 PM, every 1st Saturday of the month from 9:30 AM - 12:30 PM

 Marion Grebe

 [02762/9887801](tel:02762/9887801)

### **Fair-Markt - Furniture shop run by the “Caritasverband für den Kreis Olpe e.V.”**

 Koblenzer Straße 26, 57482 Wenden

 Tuesdays - Fridays from 9:30 AM - 12:30 PM and 2:30 PM - 6:00 PM, every 1st Saturday of the month from 9:30 AM - 12:30 PM

 Veronika Hunold

 [02762/4070870](tel:02762/4070870)

## **Religious houses and communities**

## Religion and religious houses

In Germany, everyone **has the right to practice their faith, religion and culture freely** (German's Basic Law [GG]). The laws and the rights of other people must be respected in the process.

As a rule, every town has **one Protestant and one Catholic church. Mosques or Turkish-Islamic associations** can be found in Attendorn, Finnentrop, Lennestadt and Olpe. There are also other faith communities and other religious houses.

An overview with the addresses of the churches and religious communities in the district of Olpe can be found [here](#).


## “Friedensgebete” (peace prayer)

In the town of Lennestadt, a **peace prayer** takes place once a year in September.

### Contact person at the city of Lennestadt:

Mr Jens Dommies  
Family, Social Affairs, Integration

Thomas-Morus-Platz 1, 57368 Lennestadt

 [02723/60899501](tel:02723/60899501)

 [j.dommies@lennestadt.de](mailto:j.dommies@lennestadt.de)

Further information on integration and migration in the city of Lennestadt – such as the integration guide – can be found [here](#).

## Holidays and intercultural calendar

### Holidays and festivals

In the [intercultural calendar](#) you will not only find the most important Christian holidays. The festival days of the four other world religions (Buddhism, Hinduism, Islam and Judaism) can also be found.

Apart from the Christian holidays, there are **other festivals**. For example **Carnival, shooting festivals, summer festivals** and much more. Please find out the necessary information about this on the Internet site.

### Interreligious calendar

If you want to know more about the festivals and holidays of the larger **religions** represented in NRW, you can find them in the [Interreligious Calendar](#).

## More links

- **Handbook Germany**

provides answers from A-Z about life in Germany using videos and texts in seven languages. [⇒](#)

[Go to the website](#)

## Important Offices and Authorities

### District of Olpe - District Administration

Westfälische Straße 75, 57462 Olpe

**Telephone information:** [02761/810](tel:02761810)

Internet page: [www.kreis-olpe.de](http://www.kreis-olpe.de)


The district administration offers **various services** for the citizens. In addition to the municipalities, the district administration is responsible for cross-municipal and equalising tasks. The district administration is divided into various departments. This includes, for example, the **“Ausländerbehörde” (Immigration Office)**, the **“Gesundheitsamt” (Health Office)**, the **“Jugendamt” (Youth Welfare Office)**, the **“Straßenverkehrsamt”** (Driving Licence, Vehicle Registration), the **“Schulamt” (Schools Office)**, the **“Regionale Bildungsnetzwerk” (Regional Education Network)** and many more.

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### The “Kommunale Integrationszentrum (KI)” (Municipal Integration Centre) District of Olpe

Westfälische Straße 75, 57462 Olpe

**Contact:** Susanne Spornhauer

 [02761/81180](tel:0276181180)

 [s.spornhauer@kreis-olpe.de](mailto:s.spornhauer@kreis-olpe.de)

 [Kommunales-Integrationszentrum](http://Kommunales-Integrationszentrum)

The **Municipal Integration Centre** of the district of Olpe **coordinates, advises and supports** the different actors in the **integration work**. The focus is on the topics **education and cross-section**.

For example, a Language Mediator Pool is coordinated, information and language materials are produced, qualification events are offered, or schools are advised on intercultural school development.

An overview (PDF) of the various offers and contact persons can be found in the right margin column under "Documents".

The Municipal Integration Centre is funded by the Ministry for Children, Family, Refugees and Integration of the State of North Rhine-Westphalia and the Ministry for Schools and Education of the State of North Rhine-Westphalia.

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## Federal Office for Migration and Refugees (BAMF)

### Office Cologne (responsible for the district of Olpe)

Poller Kirchweg 101, 51105 Köln



[0911/94317951](tel:0911/94317951)

### When do I have to go to the BAMF?


You file your **asylum application** with BAMF, and the **hearing** (= interview) also takes place there.

**On the website you will find further important information** ⇒ [BAMF](#)

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## Ausländerbehörde (Immigration Office)

Danziger Straße 2, 57462 Olpe

 [02761/810](tel:02761810)

**Consultation hours:**

Monday to Friday from 8:00 AM - 13:00 PM

Monday to Thursday from 2:00 PM - 5:00 PM

**Please make an appointment on the website!**

The website: [Ausländerbehörde \(Immigration Office\)](#)

**What does the “Ausländerbehörde” (Immigration Office) do?**

- Residence permits: Issuance and extension in the asylum procedure
- Issuance and extension of residence permits (temporary residence permit, toleration and permanent settlement permit)
- Issuance of employment permits upon application counselling, application and organisation/accompaniment of voluntary departures
- Implementation of deportations
- Exemption permits, for travel outside the residence obligation, etc.

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**Social Welfare Office of the district towns and municipalities****When is the Social Welfare Office responsible?**

As long as you are in an asylum procedure or have a tolerated status, you will receive benefits from the Social Welfare Office. To receive these benefits, you need a bank account.

The following links will take you to the contact points or contact persons in the respective town halls of the towns and municipalities in the Olpe district:

⇒ [Town of Attendorn](#)

⇒ [Town of Drolshagen](#)

⇒ [Municipality of Finnentrop](#)

⇒ [Municipality of Kirchhundem](#)

⇒ [Town of Lennestadt](#)

⇒ [Town of Olpe](#)

⇒ [Municipality of Wenden](#)

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## Youth Welfare Office District of Olpe

Westfälische Straße 75, 57462 Olpe

**The Youth Welfare Office** is an **authority of the district of Olpe**. Its task is **children's, youth and family welfare**. The "Jugendamt" (Youth Welfare Office) regulates:

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

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

If you need **support or help** with parenting, you can contact the Youth Welfare Office or an Advice Centre.

⇒ [What youth welfare offices do](#)

### Contact for counselling at the District Social Service (BSD)

The District Social Service of the Youth Welfare Office works at three locations in the Olpe district.

- **Attendorn Working Group**

⇒ responsible for the municipalities of Attendorn and Finnentrop

- **Lennestadt Working Group**

⇒ responsible for the municipalities of Kirchhundem and Lennestadt

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- **Working Group Olpe**

⇒ responsible for the municipalities of Drolshagen, Olpe and Wenden

You can find the contact persons for your place of residence on the [Internet page](#) of the district of Olpe.

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## **Employment Agency (Agentur für Arbeit)**

The Employment Agency will handle further support needs if you are in an **ongoing asylum procedure (Aufenthaltsgestattung)** or your **asylum application has been rejected (“Duldung” or “tolerated status”)**.

Rochusstraße 3, 57462 Olpe



[0271/2301100](tel:0271/2301100)

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## **Jobcenter**

### **What does the Jobcenter do?**

The Jobcenter is responsible for you if you receive a **residence permit** and **receive benefits according to the German Social Code (SGB II)**.

### **You come from Olpe, Drolshagen or Wenden:**

#### **Jobcenter, District of Olpe, Location: Olpe**

Bruchstraße 50, 57462 Olpe



[02761/941260](tel:02761/941260)



[jobcenter-kreis-olpe@jobcenter-ge.de](mailto:jobcenter-kreis-olpe@jobcenter-ge.de)

### **You come from Attendorn or Finnentrop:**

#### **Jobcenter, District of Olpe, Location: Attendorn**

Hansastraße 25, 57439 Attendorn

■ [02761/941260](tel:02761941260)

■ [jobcenter-kreis-olpe@jobcenter-ge.de](mailto:jobcenter-kreis-olpe@jobcenter-ge.de)

### **You come from Lennestadt or Kirchhundem:**

#### **Jobcenter, District of Olpe, Location: Lennestadt (in the “Rathaus” [Town Hall])**

Thomas-Morus-Platz 1, 57368 Lennestadt

■ [02761/941260](tel:02761941260)

■ [jobcenter-kreis-olpe@jobcenter-ge.de](mailto:jobcenter-kreis-olpe@jobcenter-ge.de)

#### **Opening hours without appointment:**

Tuesday to Thursday from 9:00 AM - 12:00 PM

#### **Consultation by prior appointment:**

Monday to Thursday from 8:00 AM - 3:30 PM

Friday from 8:00 AM - 12:30 PM

■ [jobcenter-kreis-olpe](mailto:jobcenter-kreis-olpe)

## **Housing**

### **Shared accommodation**

During the asylum procedure, most refugees in the district of Olpe live in **communal accommodation**.

In shared accommodation, there are sometimes problems because many people with different cultures, religions and habits live in a small space. If you experience **problems** in shared accommodation, contact the caretaker, the Social Welfare Office in your town or the volunteer caretakers.

## Own apartment and shared apartment

Upon a **positive decision by the BAMF**, everyone is allowed to move into their own apartment. **You have to consider in which town you can live.**

Upon assignment, you also receive a **“Wohnsitzauflage” (residence requirement)**. This means that you can only search for a apartment in the place to which you are assigned. In **exceptions** (job or family) you can live elsewhere. **You have to apply for this.** Find out more at the **“Ausländerbehörde” (Immigration Office)**.

⇒ [Application to change or cancel the residence assignment](#)

## Cost and rent

**The costs for rent and heating are covered by the Jobcenter** as long as you do not have a job. The **Jobcenter** defines how much a apartment may cost. **You can get more detailed information at the Jobcenter in the district of Olpe** (telephone: [02761/941260](tel:02761941260)) or on the [Internet](#).

The **total rent** for a apartment is made up of the **cold rent** and the **additional costs**. The **cold rent (KM)** is the price without heating, electricity and water.

The **utilities** include water, rubbish and other things.

You have to find **an electricity supplier** yourself, take out a **contract** and pay the electricity **monthly**. You also have to pay for **telephone and internet** yourself.

For **every dwelling** in Germany, a so-called **“Rundfunkbeitrag” (TV & Radio Licencing Fee)** must be paid. **However, only one person per apartment** has to pay the broadcasting fee. This costs **€18.36 per month** and must be paid to the **Contribution Service of ARD, ZDF and Deutschlandradio**.

**Make sure you use water, electricity and heating sparingly. This costs extra money and is not included in the rental price.**

### Deposit

The landlord of a apartment requires a deposit from you. A **deposit** is an **amount of money** that you pay **to the landlord** before moving into the apartment **and that you get back** when moving out of the apartment.

You only get the money back if the apartment is left clean and without damage.

**In some cases, the Jobcenter can cover the cost of a deposit on a loan basis.** However, this must be clarified individually with the person in charge.

### Rental contract

You are the tenant and take out a rental agreement with the landlord. This is an important document for you to sign. Only sign what you understand.

**Important: Before you sign the rental agreement, the Jobcenter must agree, otherwise, the costs will not be covered.**

### How do I find a apartment?

**Freely available apartments** are publicly advertised in **local newspapers and on the internet**. There are **whole apartments** or **single rooms in a shared apartment (WG)** for rent. In this case, you can rent a room and share the apartment with other people.

If you are **interested** in a apartment or room, you must call the telephone number **and ask for a viewing appointment**. While at the appointment, you can have a look at the **apartment**. After that, the landlord or the apartment-sharing group of people will decide who gets the apartment or room.

**There are various housing exchanges. Here are a few examples:**

⇒ [Immobilienscout 24](#)

⇒ [immonet.de](#)

⇒ [“Wohnungsbaugenossenschaft” in the district of Olpe, Südsauerland eG](#)

⇒ **Local newspapers:** for example [“Sauerlandkurier”](#)

## Kindergarten, school and education

### Enabling education

#### **Education and Participation Package (BuT; Bildungs- und Teilhabepaket)**

If you receive **social benefits**, it is possible for your child to receive **financial support** through the “Education and Participation Package”. This is possible for **children up to their 18th birthday**.

**Young adults up to their 25th birthday** receive support in their **education** if they attend school but do not earn money during an apprenticeship. Support in the **area of leisure, culture and sport is only available up to the age of 18**.

#### **The following grants are part of the Education and Participation Package:**

- Children and young people **up to their 18th birthday** each receive **€15.00 per month**, for example, for **lessons, courses or free time** in the areas of **culture, art, education and sport**. This only applies to offers in leisure time.
- For **excursions** and **multi-day trips** with the **school** or the **day-care centre**, costs (travel costs, food, admission) are covered.
- The **communal lunch** in the school and in the day care centre will be covered in **full from August 2019**.
- School children receive **per school year €174.00 for school materials**, copying money and other costs of tuition.
- School children can receive **learning support (tutoring)** under certain conditions. The school confirms in which subjects and to what extent learning support is required.
- In rare **exceptional cases, transport costs for the way to school** can be financially supported.

### Group of people:

#### Children and adolescents from families that receive

- unemployment benefit II/social benefit (so-called Hartz IV benefits) according to Book 2 of the Social Code (SGB II),
- social assistance in accordance with Book 12 of the Social Code (SGB XII),
- child supplement – KIZ according to the Federal Child Benefit Act (BKKG) or housing benefit according to the Housing Benefit Act (WoGG),
- benefits according to Section 2 Asylum Seekers' Benefits Act (AsylbLG) or according to Section 3 Asylum Seekers' Benefits Act (AsylbLG) in conjunction with Section 6 Asylum Seekers' Benefits Act (AsylbLG).

**Please enclose the current notice of a positive decision with your application for benefits from the Education and Participation Package as proof of receipt of the social benefit.**


### Who is responsible?

**Depending on which benefits you receive, different authorities are responsible.**

**a) Recipients of unemployment benefit II or social benefit (Hartz IV) can hand in their applications at the Jobcenter of the district of Olpe.**

#### Jobcenter Kreis Olpe

Hansastraße 25  
57439 Attendorn

 [02761/941260](tel:02761941260)

Fax: 02761/94126205

 [jobcenter-kreis-olpe@jobcenter-ge.de](mailto:jobcenter-kreis-olpe@jobcenter-ge.de)

 [Jobcenter District of Olpe](#)

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

**b) Recipients of housing benefit, child supplement, social assistance and basic security (according to the 3rd and 4th chapter of SGB XII) and of benefits according to the Asylum Seekers Benefits Act can submit their applications to the following office: District of Olpe - "Fachdienst Finanzielle soziale Hilfen".**

## District of Olpe

Westfälische Str. 75, 57462 Olpe

Further information and forms can be found [here](#).

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## Pupil BAföG (= Federal Training Assistance Act)

You can apply for the **“Schüler BAföG”** for your school education. BAföG is a **monthly financial support**, during the school years **(from grade 10)**. **It does not have to be paid back.**

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

## Learning opportunities on the internet

### 20. Reading, audio books, dictionaries and educational games

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

**On the internet there are the following helpful websites:**

◆ **“Die Maus”** is typically German and every child knows it. Take a look!

**Website ⇒ [“Die Maus”](#)**

◆ 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 Learning Apps website you will find many **tasks for learning German**. There are also **games**, a **puzzle collection** and gap texts in different languages. ⇒ [www.learningapps.org](http://www.learningapps.org)

◆ This website is a **synonym dictionary**. Here you can find other words for a source word and expand your vocabulary. ⇒ [www.anderes-wort-fuer.de](http://www.anderes-wort-fuer.de)

◆ On the website **“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**. There are also targeted listening tasks for all the books. ⇒ [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 can be downloaded. ⇒ [www.amira-pisakids.de](http://www.amira-pisakids.de)

◆ On the website [Lingonetz.de](http://Lingonetz.de) you can find **texts for reading and listening** and instructions for **experiments**. Many **beautiful photos** illustrate the page. ⇒ [www.lingonetz.de/kids](http://www.lingonetz.de/kids)

◆ On the Ohrka website, you can find **many audio books in German** for the **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)

**There are the following helpful apps for the mobile phone:**

#### **Dictionaries:**

◆ With the “**LEO dictionary**” you can have words translated into different languages. In addition, there is a **learning game** for playful vocabulary learning.

⇒ [To download for Android mobile phone](#)

⇒ [To download for iPhone](#)

◆ In the “**dict.cc dictionary**”, you can have words translated 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**

◆ “Ein rätselhafter Auftrag” is a **learning-adventure game** from the **Goethe-Institut e.V.** As a player in the story, you apply for a job in a company and experience an exciting detective story.

◆ With the **Lingo-Quiz app** you can play alone or against friends. In the process, you learn about the subjects of **mathematics, computer science, natural sciences and technology**.

⇒ [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” foundation from about **4 years**.

⇒ [To download for Android mobile phone](#)

⇒ [To download for iPhone](#)

#### **Audio books and radio**

♦ With the app **LibriVox Audiobooks** you can listen to over **24,000 audiobooks**. Volunteers read, not professionals. Many audio books are even 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, there are **audio books for children**. As well as **many offers for adults** like thrillers, podcasts, comedy, documentaries and much more.

⇒ [To download for Android mobile phone](#)

⇒ [To download for iPhone](#)

## Child day care and family centres

### Children's day-care

**Day care centres take care of children of pre-school age** and enable both **parents to go to work** or attend a language course. Here your child can make friends, learn the German language and discover new things in a process of interaction with the caregivers and other children.

**In Germany, all children from the age of one are entitled to a childcare place** (but not children from central accommodation facilities [ZUE]).

This can be in a **“kindergarten”** or in a **“day care”**. There is no “obligation for a child to attend kindergarten”. Parents pay a [contribution](#) each month, which is calculated individually.

The **transport** to the day care centre is to be arranged **by the parents themselves**.

In the district of Olpe, there are **90 day care centres** and about **60 day carers**.

**Help with finding** ⇒ [child day care centres](#)

If you receive a **rejection** from the desired day care centre in your residential area, you as parents can contact the **Youth Welfare Office** (see Contact below).

### Family centres

Family centres are **day-care centres for children** which, in addition to providing care and education for children of pre-school age (up to 6 years of age), also offer a **service for families and parents**. The aim is to support families holistically in raising children and shaping their family life.

The family centres have **various offers of help, events and activities**, such as counselling for parents or arranging babysitters and much more.

⇒ **Family centres can be found at** [child day care centres](#)

## Kindertageseinrichtungen = Kita = “Kindergarten”

Children from the age of one to the start of compulsory schooling are cared for in a group of 10 to 25 children by two to three educators.

### Registering for the “Kindergarten”:

**The registration** of children takes place no later than **in November for the coming year by the parents directly at the kindergarten.**

## Child day care = “childminder”

A day care worker looks after up to 5 children **aged 0 to 3 years** in the home or in rented rooms. Up to 3 day carers can also join forces and look after up to 9 children in total. The prerequisite for childcare is a qualification as a childminder or educator.

### “Servicestelle Kindertagesbetreuung” (Child Day Care Service Centre)

The district of Olpe has set up the **Servicestelle Kindertagesbetreuung (Child Day Care Service Centre)** as a contact point **for all questions** on the topic of day care for children (day care facilities and day care for children).

**If you have any questions about day care for children, you can go here:**

### Contact

District of Olpe, “Fachdienst Finanzielle Jugendhilfen” (Financial Youth Assistance Service)

Mr Sebastian Hüpper

Westfälische Straße 75, 57462 Olpe

 [02761/81470](tel:0276181470)

 [se.huepper@kreis-olpe.de](mailto:se.huepper@kreis-olpe.de)

**Educational opportunities for families**

## Offers of the Adult Education Centre (VHS)

The **“Volkshochschule” (Adult Education Centre [VHS])** always offers **courses for children and parents.**

- **You can find the current courses ⇒ [here](#)**

## Family education centres

The **Catholic Educational Centre for Adults and Families** also offers courses for parents with their children.

We play and sing together, while parents can talk about **educational and everyday questions** and much more. [Go to the course programme](#)

## School

### School system in Germany

#### Compulsory education

Education is very important and a prerequisite for undertaking a regular job. In Germany, therefore, attending **school is mandatory**. Attending school is free of charge.

All children **from the age of 6 until the age of 18** must come to school every day from Monday to Friday. Exceptions are school and public holidays. Teaching hours are determined by the timetable.

If your child cannot come to school, this must be communicated by telephone by the parents. In case of illness, a **medical certificate is required** from the 4th day.

Parents' consultation days (**Elternsprechtage**) are held regularly for parents. Please attend, there you can talk to the teachers and get important information.

#### School system in Germany

The German school system offers various options for your child.

- **Via this link, you will find a flyer about the German school system in different languages ⇒ ["Schulsystem NRW - einfach und schnell erklärt"](#)**

⇒ **[Flyer on the school system \(German\)](#)**

- **Via this link, there is a ⇒ [short film on the school system](#)** available in German, English, Arabic, Bulgarian, Persian, Polish, Romanian, Serbian and Turkish.

### Recognition of school qualifications

#### Recognition of foreign graduation certificates

**Qualification certificates** are very important in Germany. If you want to start further education or vocational training, you have to present your certificates. You must first have your foreign certificate recognised.

### What do I need to do?

1. Seek advice from the **IQ Network** on whether translation and recognition is necessary.

#### Digital counselling via web app throughout NRW:

Westdeutscher Handwerkskammertag e.V. (WHKT), IQ Mobiles Beratungsteam, [www.whkt.de](http://www.whkt.de),  
[www.iq-netzwerk-nrw.de](http://www.iq-netzwerk-nrw.de)  
 Theodora Schiller (



[0211/3007704](tel:02113007704), [anerkennungsberatung@iq-netzwerk-nrw.de](mailto:anerkennungsberatung@iq-netzwerk-nrw.de))

Consultation languages: **English and Arabic.**

2. First find a **translator**. The translation must be done by a professional translator.

**An overview of interpreters licensed in Germany can be found here ⇒**  
[www.justiz-dolmetscher.de](http://www.justiz-dolmetscher.de)

3. After that, you need an **official certification** of your certificate. The following bodies can do this: public authorities, for example, city councils (town hall), district administration, mayors and notaries.

4. As a last step, you have to submit an **application** and send the following **documents** with it:

- Copy of passport with residence permit
- A curriculum vitae (CV)
- Foreign certificate and translated certificate.


### Responsible government offices

**Depending on the school-leaving qualification, different authorities are responsible for the recognition of your certificate:**

**A) Intermediate school leaving certificate ("Mittlere Reife") and lower secondary school leaving certificate ("Hauptschulabschluss")**

**Bezirksregierung Köln**

Zeughausstr. 2-10, 50606 Köln

 [0221/1472048](tel:02211472048)

Telephone consultation hours: 9:00 AM - 11:30 AM (Monday + Wednesday) and 1:00 PM -3:00 PM (Tuesday + Thursday)


Visitors' day: Thursdays, 8:30 AM - 3:00 PM

**Application form and further information can be found [⇒here](#)**

### **B) General school leaving certificate ("Allgemeine Hochschulreife")**

#### **Bezirksregierung Düsseldorf**

Am Bonnhof 35, 40474 Düsseldorf

 [0211/4750](tel:02114750)

**Application form and further information available [⇒ here.](#)**

**How is my child going to join school?**

### **How is my child going to join school?**

At the **Residents' Registration Office (in the town hall)** you can find out who is responsible for school registration in your town. The person in charge will tell you **which school your child can go to.**

In the second step, parents **contact the designated school** and **register their child directly with the school.**

**The admission process** for the registered child at the school shall take place **within three days.**

### **Health check**

The school arranges an **appointment for an examination** of the registered child with the **Health Service for the District of Olpe** and notifies the parents about this.

If **assistance with translation** is needed, then the school or the Health Office can apply for a **[language mediator](#)** free of charge at the Municipal Integration Centre.

### **Language support groups and support classes**

If the German language skills of the children and young people are not yet sufficient, there are **language support groups at over 30 schools.** In these groups, the pupils are prepared for the fastest possible entry into regular classes through intensive German lessons.

For **older adolescents, international remedial classes at vocational colleges** are available, in which they are prepared for a school-leaving qualification and possible entry into working life.

## **Vocational training and university studies**

## Professional orientation

### BOFplus: Vocational orientation for people with refugee and migration experience

Participants learn about training, studying, retraining and further education in Germany. They also find out what help is available after the course.

Participants can **familiarise themselves with** various **professions**. They can **try out** these professions in practice rooms and **internships**.

In the BOFplus course, participants learn **German for the job**. Specialised vocabulary is particularly important.

Participants are taught how to apply for a job. They learn what they need to be able to do.

We help participants with problems and answer their questions throughout the course.

We support the participants in their **search for training, retraining and further training in companies**.

### The BOFplus project consists of

#### 1. two-week orientation phase:

- Initial career orientation
- Language and specialised instruction
- Aptitude assessment

#### 2nd BOFplus course

- Full-time: 26 weeks
- Part-time: 34 weeks

### You can choose from these professions:

- Colour & Interior Design
- Housekeeping
- Warehouse/logistics
- Metal/plastic processing
- sales
- Woodworking
- Cosmetics & body care

 [flyer](#)

 [More info](#)

## CJD Olpe

📍 Zum Vordamm 8, 57462 Olpe

👤 Christiane Hesse

☎ [02761 9643-31](tel:02761964331)

☎ [0151 721 70 861](tel:015172170861)

@[christiane.hesse@cjd.de](mailto:christiane.hesse@cjd.de)

## Vocational training

### Vocational training

In Germany, there are more than **340 apprenticeship occupations**.

There is a distinction between **school-based training** and **company-based training** (school and company).

In order to earn more than in a temporary job, you need training in Germany. **With vocational training, the chances of getting a good job increase.**

### Information on apprenticeships

On the website of the **Federal Employment Agency**, you will find an **overview of all apprenticeship occupations** and helpful information on the contents of the **vocational training, requirements, application** etc.

[Go to the website](#)

## School-based vocational training

**School-based vocational training** takes place in a **vocational college** or a **private school**. In addition to **school attendance**, **internships** take place in companies and institutions.

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

During the vocational training, **no training salary** is paid. Some of these apprenticeships are also subject to a fee.

### Financial support - BAföG (=Ausbildungsförderung)

**The BAföG** is a form of **monthly financial support**, during the **school years (from year 10)**, during **school-based vocational training** or during **studies**. Pupil **BAföG** (⇒ during school time and school-based vocational training) is **dependent on the parents' earnings** and **does not have to be paid back**. Each application is reviewed individually.

### Who can apply?

- Recognised refugees
- Refugees recognised under the Geneva Convention
- Subsidiary beneficiaries of protection
- Persons with a tolerated status who have been living in Germany for 15 months

**Asylum seekers in an ongoing asylum procedure cannot receive BAföG.**

**Find more information here ⇒ [bafög.de](https://www.bafög.de)**

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### **Contact for pupil/student loan enquires (BAföG)**

#### **For the surnames: A - M**

Mr Holger Besting



[02761/81553](tel:0276181553)



[h.besting@kreis-olpe.de](mailto:h.besting@kreis-olpe.de)

#### **For the surnames: N - Z**

Ms Silvia Dohle



[02761/81224](tel:0276181224)



[s.dohle@kreis-olpe.de](mailto:s.dohle@kreis-olpe.de)

Further information on the BAföG office of the district of Olpe is available [here](#)

#### **Company-based vocational training**

**Company-based vocational training = dual vocational training**

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

In order to complete a **dual vocational training programme**, you need a **training company**, which concludes a **training contract** with you. You will then also receive a **training salary**.

**Important: If you are involved in a current asylum procedure or have a “Duldung” (tolerated status), you must send the training contract to the “Ausländerbehörde” (Immigration Office).**

**Tip: Free app to learn German [Lunes App](#).**

## Financial support

The **Berufsausbildungsbeihilfe (BAB)** is a form of **monthly financial support** during company-based vocational training and can be obtained from **Agentur für Arbeit** (Federal Employment Agency) under certain conditions.

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

## Vocational training place with a tolerated status

A vocational training place with a tolerated status is granted to a **trainee** whose asylum procedure has been completed and whose **asylum application has been rejected**. The “Ausländerbehörde” (Immigration Office) checks whether a tolerated status for a vocational training place can be issued. The tolerated status is granted **for the duration of the vocational training** plus six months.

If the trainee **is taken on in his or her company after the vocational training** or finds another employer, the tolerated status **is extended for two years**.

## Searching for an apprenticeship

### Searching for an apprenticeship

### Career guidance from the “Agentur für Arbeit” (Federal Employment Agency)

If you do not yet know which **training occupation** 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 Federal Employment Agency (Agentur für Arbeit, Rochusstraße 3, 57462 Olpe) or **by telephone at [0271/2301100](tel:02712301100)**.

Your vocational counsellor will also support you in your **search for an apprenticeship**.

**You can find information (in German) on various professions [here](#)**

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

On the **websites** of the companies of the Chamber of Industry and Commerce and the Chamber of Crafts you can **search for an apprenticeship or an internship**.



[IHK Lehrstellenbörse](#)



[HWK Lehrstellenbörse](#)

**The Chamber of Crafts also offers direct help for refugees.**

#### **Contact:**

Mr. Udo Linnenbrink (Welcome Guide of the HWK)

Brückenplatz 1, 59821 Arnsberg



[02931/877372](tel:02931877372)



[udo.linnenbrink@hwk-swf.de](mailto:udo.linnenbrink@hwk-swf.de)

Ms Ute Joachimczak (Welcome Guide of the Vocational Training Centre [BBZ] of the IHK-Siegen)

Birlenbacher Hütte 10, 57078 Siegen




[0271/8905735](tel:02718905735)



[joachimczak@bbz-siegen.de](mailto:joachimczak@bbz-siegen.de)

### **Internship**

You can get to know an apprenticeship better during a work placement. You can arrange the internship with an **employer** and it lasts about one to two weeks, maximum 3 months.

For more information, see ⇒  [internship](#)

### **Entry-level qualification (=EQ)**

You can complete a one-year internship, a so-called entry-level qualification, with the **approval of the Employment Agency and the “Ausländerbehörde” (Immigration Office)**.

## University study

### Studying at university

#### Studies

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

In Germany, you can study at a **university of applied sciences (“Fachhochschule”)** or a **university (“Universität”)**.

**Universities of Applied Science (Fachhochschulen - FH):** Studies at a university of applied sciences are **practice-oriented** and fewer courses are offered.

**Universities (Uni):** Studies at a university tend to be **academic and theoretical** and more research-oriented.

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#### Prerequisites

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


**There are three types of university entrance qualifications:**

- The **general higher education entrance qualification** (“Abitur”),
- The **subject-specific higher education entrance qualification** (“Fachgebundenes Abitur”) or
- The **advanced technical college entrance qualification** (“Fachabitur”).

#### Recognition of foreign graduation certificates

The first thing you should, therefore, check is whether the **university entrance qualification** from your home country is **recognised** in Germany.

**There are websites where you can check this yourself:**

 **Database of the Central Office for Foreign Education** (= ZAB). There you can enter the country in which you graduated and find out whether your school-leaving certificate is sufficient for the desired degree programme.

 **[www.study-in.de](http://www.study-in.de)**

 **[www.kmk.org](http://www.kmk.org)**

## Semester fee

At **state universities** every student pays a semester fee (one semester is 6 months). The amount depends on the respective university.

**Private universities** have significantly **higher fees** than state universities.

I would like to study

## Help in finding the right study programme

♦ If you are interested in studying and do not yet know what you would like to study, then get advice from the **Vocational Guidance Service provided by the Employment Agency (BfA)**.

You can make an **appointment with a career guidance counsellor** either at your school, at the Employment Agency (Agentur für Arbeit, Rochusstraße 3 in Olpe) or by telephone at [0271/8905735](tel:02718905735).

♦ Many universities and colleges offer an **“Open Day”**. **Everyone can come by** and find out about study-related professions and the individual universities.

**Information on study-related professions can be found here** ⇒  [Studienwahl.de](https://www.studienwahl.de)

## Job applications

**In order to be able to study, you must apply for the selected study programme.**

One important detail here are the **application deadlines**, which each university publishes on its website. The best thing to do is to find this out **directly from the university**.

## Proof of German language skills

If you want to study at a German university, you need German language skills, at least **level B2, while level C1 is considered better**. This varies from university to university. Find out more information from the university itself.

**You can find information about language courses and language exams here:**



**Goethe-Institut**



**“German Academic Exchange Service” DAAD**



**www.sprachnachweis.de.**

**You cannot study in Germany without proof of proficiency in German or proof of participation in a German language course!**

## What documents do I need to register?

The “**Immatrikulation**” is a form of **enrolment at the university**. If your application has been accepted, you will receive mail from the university asking you to enrol.

### The following documents are needed:

- **Passport**, identity card or equivalent proof of identity
- **University entrance qualification** (for example, “Abitur” [equivalent to an international university entrance qualification])
- **Certificate of health insurance**
- Proof of **German language skills**

## Degrees

### Possible degrees

#### Bachelor’s degree

The duration of study is at least **6 to a maximum of 8 semesters** (3 to 4 years). You collect so-called ECTS points through various courses and examinations. To get a Bachelor’s degree, you need to have enough points and write a **Bachelor’s thesis**.

#### Master’s degree

A Master’s degree is a **postgraduate degree** taken after the Bachelor’s degree. Content and focus in the master’s degree course intensifies the bachelor’s degree. The programme lasts **4 to 8 semesters** (2 to 3 years).

### “Staatsexamen” (State examinations)




Courses of study – for example, medicine, law, pharmacology and aspects of study in food chemistry and teaching – are completed with a state examination, the so-called “Staatsexamen”.

### PhD

A PhD (**doctorate**) is the requirement for an academic career, with very few exceptions. Before that, you have to write a **doctoral thesis**.

## Universities in the surrounding area

### Universities in South Westphalia:

-  [Fachhochschule Südwestfalen \(South Westphalia University of Applied Sciences\)](#)
-  [Universität Siegen \(University of Siegen\)](#)
-  [Fernuniversität Hagen \(University of Hagen\)](#)

Here you can find further [information on student advice and counselling](#) in NRW.

I am currently studying

### Help during studies

Many universities have **mentoring programmes**. In these programmes, you can have someone from a higher semester assigned to you. Your mentor is a person from a higher semester and will help you with all questions about your studies.

Many universities have an **“International Office”**. It is responsible for managing students' semesters abroad, as well as international students. You can get help and support there.

Financing your studies

### Financial help

#### BAföG = Federal Training Assistance Act

This **government funding** is intended to help students if they do not have enough money through part-time jobs or parental support.

During the study period, you will receive a **monthly amount of money**. Half **of the total sum** must be repaid **later**. The responsible **BAföG office is linked to the student union at your university** and checks each person individually to see whether they are entitled to Bafög.

### Bursary

There are many grants for which you can **apply**. Not just for the first semester, but for the whole course of study.

- **You can get an overview here** ⇒  [Stipendienlotse.de](https://www.stipendienlotse.de)

## Work

When can I work?

### Work permit and employment ban

**You are not allowed to work for the first three months after your registration.**

Depending on which **residence status** you have, there are **different rules**:

- **Asylum seekers from safe countries of origin** (Albania, Bosnia, Herzegovina, Ghana, Kosovo, Northern Macedonia, Montenegro, Senegal and Serbia with an asylum application after 31.8.2015) have a **ban on employment**, i.e. they are **not allowed to work**.

- **Recognised refugees, persons entitled to asylum and beneficiaries of subsidiary protection** have full **access to the labour market: You can work immediately and do not need a permit.**
- **Asylum seekers, asylum seekers and tolerated persons** (with proof of arrival or residence permit) must submit an **application for a work permit** to the “Ausländerbehörde” (Immigration Office). A specific job must be available in this case. **The form can be found** ⇒ [here](#).

For tolerated persons, the “Ausländerbehörde” (Immigration Office) can issue an **employment ban**, for example, because you have violated your obligation to cooperate in leaving the country (in particular, by presenting identification documents).

**The “Ausländerbehörde” (Immigration Office) usually needs the permission of the Federal Employment Agency.** The latter will check the working conditions. After approval, temporary work is also possible.

**In the district of Olpe, a priority review takes place.**

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### What is a priority review?

**The Federal Employment Agency reviews whether there is a privileged employee for the position, for example, a person with German nationality. After 15 months, no more priority checks will be made. In some regions, the priority review still exists (for example Dortmund, Bochum).**

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**Further information on the authorities can be found here ⇒ [Important authorities](#)**

The recognition of professional qualifications

### Recognition of foreign professional qualifications

**Recognition or assessment of qualifications obtained abroad can help with access to the labour market.**

Depending on what profession you have, **different recognition bodies** are responsible.

**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 by calling the telephone hotline 030/18151111.**

There are **different documents** that are required to prove your qualification. If your application is approved, you will receive a **“letter of recognition”**.

The best thing to do is to make an **appointment to receive advice at one of the [Advice Centres for Integration and Migration](#)** near you. The advice service regarding **the recognition of qualifications** is **free** and helps you if you have learned a **profession abroad** and would also like to work in this profession in Germany.

### Documents

## You should already have the following documents for the consultation:

- Certificates (with translations if you already have them). **Information on translation agencies** ⇒ [here](#)
- A curriculum vitae (CV)
- Letters and assessments from authorities, in the event that you have already tried to obtain professional recognition
- References from your previous jobs
- Passport, ID card or residence permit

## Advice

- **Advice Centres Integration and Migration**

## Important information on the Internet

- [arbeitsagentur.de](#)
- [anerkennung-in-deutschland.de](#) (Educational Institute for Vocational Training)
- [netzwerk-iq.de](#) (Network Integration through Qualification)
- [anabin](#) (Information on the recognition of educational qualifications)

## How Can I Find Work?

**It is important to know that punctuality and reliability are very important for an employer.**

## Search for work on the internet

### Agentur für Arbeit (Employment Agency)

⇒ [Job exchange platform of the Federal Employment Agency](#)

⇒ [The "Jobbörse" as the app](#)

### In the search mask, you can enter the location and select what you are looking for:

- For a job as a **skilled worker or manager**, you usually need a degree, professional experience and a good knowledge of German.
- As a **"Helper"**, you can find a job even with a good knowledge of German and without a degree.
- A **"minijob"** is not a job subject to social insurance contributions. The wage must **not exceed EUR 520**.

- **Internship or training**
- With the “**Search term**” you can enter an occupation yourself.

### Other job platforms

There are many other **job platforms on the internet**, for example:

-  [Kimeta.de](https://www.kimeta.de)
-  [Meinestadt.de](https://www.meinestadt.de)
-  [StepStone](https://www.stepstone.de)
-  [Iobbörse.de](https://www.lobbörse.de)

### Newspapers

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

-  [Westfalenpost](https://www.westfalenpost.de) /Westfälische Rundschau
-  [Sauerlandkurier](https://www.sauerlandkurier.de)
-  [Siegener Zeitung](https://www.siegener-zeitung.de)

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### Advice and support

In addition to the **Agency for Employment Olpe** and the **Jobcenter Kreis Olpe**, the **Advice Centres for Integration and Migration** and **voluntary workers** in your area can also help you in your **search for work or vocational training** and with your application.

⇒ [To the Advice Centres](#)

### Welcome Guides - Support for Businesses

## Welcome Guides for the Vocational Training Centre (BBZ) of the IHK-Siegen

Ms Ute Joachimczak

Birlenbacher Hütte 10, 57078 Siegen

■ [0271/8905735](tel:0271/8905735)

■ [joachimczak@bbz-siegen.de](mailto:joachimczak@bbz-siegen.de)

## Welcome Guides for the Chamber of Crafts of South Westphalia

Mr Udo Linnenbrink

Brückenplatz 1, 59821 Arnsberg

■ [02931/877372](tel:02931/877372)

■ [udo.linnenbrink@hwk-swf.de](mailto:udo.linnenbrink@hwk-swf.de)

### Internships

In order to get a **job or a vocational training place**, many companies expect a **internship** to have been completed. You want to find out whether you are suitable for the job. It usually **takes 2-4 weeks, sometimes up to 3 months** and is **not paid**.

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

**It is important that you inform the Jobcenter - individuals with residence status - or the "Ausländerbehörde" (Immigration Office) - persons in ongoing proceedings and tolerated persons - before the start of the internship.**

## Searching for an internship

On the **Internet pages** of the companies listed with the Chamber of Industry and Commerce and the Chamber of Crafts, you can look for a **vocational training spot or internship**.

- ■ [Job Exchange by the Employment Agency \(Agentur für Arbeit\)](#)
- ■ [IHK Apprenticeship Exchange](#)

-  [HWK Apprenticeship Exchange](#)

**The Chamber of Skilled Crafts also offers direct assistance to refugees.**

**Contact:** Mr Udo Linnenbrink (Welcome Guide)

Brückenplatz 1, 59821 Arnsberg

 [02931/877372](tel:02931877372)

 [udo.linnenbrink@hwk-swf.de](mailto:udo.linnenbrink@hwk-swf.de)

## Other activities (FSJ and BufDi)

Asylum seekers and recognised persons can take up employment in the [Federal Voluntary Service \(BufDi\)](#) and in the [Voluntary Social Year \(FSJ\)](#) without the consent of the Central Placement Office and Specialist Placement Office.

Consent of the Bureau for Foreigners (Ausländerbehörde) is required. Persons in the BufDi (12 to 24 months) receive a qualification during this time and a certificate that can help further their career. It is also a good way to learn German. Furthermore, they also receive health insurance and a health insurance card.

A charitable activity is also a good way to learn German and make contacts.

## The application

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

**Your application consists of three parts:**

- **Cover letter:** Here, **introduce yourself** and write why you are suitable for the vacancy. For example, describe what **work experience** you have already had and why you would like to work for this company. **Find out more** about the company and describe why you want to work there. Your cover letter should fit on **one page** and be signed by you.
- **CV:** The CV lists your **total work experience** and is structured like a **large table**. Write from when to when you worked for which company, where and how long you were in **vocational training or study**, where and how long you went to **school** and which **qualification** you achieved. You don't have to include a photo in your CV, but many companies find it good to see a **photo**.

**Here, you can create your CV online in different languages⇒  [europass.eu](https://europass.eu)**

- **Certificates:** It is very important that you send **copies of your certificates**. Certificates are your school-leaving certificate, your **graduate degree** and **work references** from previous employers. You should also send your **certificate from your German** course.

**There are free sample templates on the internet. For example ⇒**   
**[karrierebibel.de](https://www.karrierebibel.de)**

## The type of application

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

- **In writing:** Buy a nice **application folder** and insert your cover letter, CV, and credentials and references. You can send the application portfolio by post or bring it in personally.
- **Email:** Many applications are sent via email. Write a short text in the email to the person who will receive your application. Combine your cover letter, CV and references into **ONE PDF file** and send it in the **attachment to the email**.

**Find a free programme ⇒ “[PDF Creator](#)”**

- **Online:** Large companies have their own applicant portal. You need to register with your email address and upload your application there.

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**When preparing your application documents, you can also get advice from one of the [Advice Centres for Integration and Migration](#) .**

## Minimum wage

A minimum wage of **€12.82 per hour** applies in Germany (**from 1 January 2025**). This minimum wage applies to all employees over the age of 18 in all sectors and for **internships of 3 months or more**.

**Exceptions:** Under-18s without a vocational qualification and the long-term unemployed are not entitled to the minimum wage.

## German language

### Learning German independently

## Learn German

**You can also learn German yourself on the internet or via an app. The offer mentioned here is free of charge.**

## Overview of various offers

♦ “The Fachstelle für **berufsbezogenes Deutsch**” of the IQ-Network Hessen has created a great **overview with various links**. ⇒ [PDF “Learn German with Mobile Phone and Internet”](#)

♦ The **Municipal Integration Centre Bielefeld** has created a table with digital offers for newly immigrated young people and adults. ⇒ [Link list of online offers](#)

♦ On this website you can get **information about online German courses**. Here you can choose **how and what you want to learn** - for example by video or reading. ⇒ [Deutsch-lernen-online](#)

## Select

### Literacy:

♦ **Serlo ABC** ⇒ [to the Serlo ABC App website](#)

With the **free app - Serlo ABC** - you can easily learn the **Latin alphabet**. BAMF recommends the app to help with literacy courses.

### Vocational language courses:

♦ Online exercises for communication in the **occupation**, general exercises and exercises according to **occupational fields**. ⇒ [German at work](#) (Goethe Institut).

### Learning German in general from A1 to C1

♦ **Deutsche Welle** ⇒ [Go to homepage](#)

**Deutsche Welle** offers entire **language courses for self-learning** on its homepage. Many **learning videos** and **slowly spoken news sources** complete the offer, which can be translated into **29 different languages**.

♦ **The Goethe-Institut**

On the website ⇒ [“Mein Weg nach Deutschland”](#) you can practise German. Here you will find **Movies** and **Exercises, Games** and **Apps**. For example **“Deutschtrainer A1 App”**. ⇒ [available to download](#)\_\_

You can also test **your** German skills and find out how good your German is. ⇒ [Test your German](#)

♦ **The vhs learning portal** ⇒ [Go to the learning platform](#)

The vhs Learning Portal is the **free digital learning offer** of the learning association Deutscher Volkshochschul-Verband e.V. (DVV). You will find **German courses** (A1 to B2), exercises for **writing, arithmetic** and preparation for the **school-leaving certificate** (“Hauptschulabschluss”). **Registration** is necessary.

♦ **German Academy** ⇒ [Go to the website](#)

Here you can learn German (A1 to C1) and select exercises by level, textbook or grammar topics.

♦ **Arrival app** ⇒ **Go to website and download link**

Here you can learn **German** (from A1) and get **information** on the asylum procedure, on work and education and on life in Germany (in German, English, French, Arabic and Persian).

## Reading, audio books, dictionaries and educational games

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

### 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 Learning Apps website you will find many **tasks for learning German**. There are also **games**, a **puzzle collection** and gap texts in different languages. ⇒ **www.learningapps.org**
- ♦ This website is a **synonym dictionary**. Here you can find other words for a source word and expand your vocabulary. ⇒ **www.anderes-wort-fuer.de**
- ♦ On the website “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**. There are also targeted listening tasks for all the books. ⇒ **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 can be downloaded. ⇒ **www.amira-pisakids.de**
- ♦ On the website Lingonetz.de you can find **texts for reading and listening** and instructions for **experiments**. Many **beautiful photos** illustrate the page. ⇒ **www.lingonetz.de/kids**
- ♦ On the Ohrka website, you can find **many audio books in German** for the **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**

### There are the following helpful apps for the mobile phone:

#### Dictionaries:

- ♦ With the “**LEO dictionary**” you can have words translated into different languages. In addition, there is a **learning game** for playful vocabulary learning.

⇒ **To download for a Android mobile phone**

⇒ **To download for an iPhone**

- ♦ In the “**dict.cc dictionary**”, you can have words translated 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.

⇒ [Go to download for Android mobile phone](#)

### Learning games and movement games

◆ “Ein rätselhafter Auftrag” is a **learning-adventure game** from the **Goethe-Institut e.V.** As a player in the story, you apply for a job in a company and experience an exciting detective story.

◆ With the **Lingo-Quiz app** you can play alone or against friends. In the process, you learn about the subjects of **mathematics, computer science, natural sciences and technology.**

⇒ [To download for Android 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” foundation from about **4 years.**

⇒ [To download for Android mobile phone](#)

⇒ [To download for iPhone](#)

### Audio books and radio

◆ With the app **LibriVox Audiobooks** you can listen to over **24,000 audiobooks.** Volunteers read, not professionals. Many audio books are even 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, there are **audio books for children.** As well as **many offers for adults** like thrillers, podcasts, comedy, documentaries and much more.

⇒ [To download for Android mobile phone](#)

⇒ [To download for iPhone](#)

## Integration courses and education providers

### Integration courses

In the district of Olpe, there are **various educational institutions that offer integration courses**.

### You can attend an integration course if

- you **have recognised asylum status** (eligibility for asylum, refugee protection and subsidiary protection),
- come from **Eritrea, Syria or Somalia** or entered Germany before 01.08.2019 and your asylum procedure has not yet been completed. Then please submit the [application](#) (PDF) for admission.
- or you will receive a **letter of obligation** from the Jobcenter, the “Ausländerbehörde” (Immigration Office) or the town council.

The integration course comprises **700 teaching units** and consists of a language course and a course on “Living in Germany”. At the end of the course, there are **three exams** which culminate in **a certificate**. You can reach the **language level B1**.

## Education provider for integration courses

Here you can find **integration courses near you**:

⇒ [BAMF](#)

The educational providers also offer other courses (**Beginner courses “A1” or literacy courses**). Ask the education provider in your municipality when which courses start.

### Links to integration and language course offers in the **district** of Olpe:

- [VHS District of Olpe: Integration course](#)
- [bfiw - General Integration Course Olpe](#)
- [DAA - Welcome Courses for Refugees](#)
- [INVIA Caritas Olpe - Integration and German Courses](#) [Flyer consultation hours in Olpe](#)
- [Dekra Akademie](#)

### Translations and interpreters

## Language Mediator Pool of the Municipal Integration Centre (KI) District of Olpe

For people who speak little or hardly any German, **language mediators (= translators)** are an important **source of help**. If you need a translator, for example **at your children’s school**,

**at counselling interviews** or at appointments **with the authorities**, you can ask the Municipal Integration Centre for a language mediator.


### **Become a language mediator**

**Do you speak very good English or German? 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.

**Just register** with Ms Hilchenbach or Ms Yahyaei.


#### **Contact:**

Daniela Hilchenbach

 [02761/81683](tel:0276181683)

 [d.hilchenbach@kreis-olpe.de](mailto:d.hilchenbach@kreis-olpe.de)

Pune Yahyaei

 [02761/81567](tel:0276181567)

 [p.yahyaei@kreis-olpe.de](mailto:p.yahyaei@kreis-olpe.de)

⇒ **You can find more information here**

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### **Currently, the following languages can be offered:**

Albanian, Amharic, Arabic, Armenian, Azerbaijani, Bosnian, Bulgarian, Chinese, Dari, Farsi, English, Pidgin English, French, Greek, Italian, Croatian, Kurdish (Kurmanji), Moldavian, Moroccan, Pashto, Persian, Polish, Portuguese, Pulaar (Guinea), Romanian, Russian, Serbian, Spanish, Tigrin, Turkish, Ukrainian, Urdu, Zuzu (Guinea)

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## Translation agencies

**Official documents** such as certificates, marriage certificates or birth certificates may only be translated in Germany by **state-certified interpreters**. These translations can be expensive. Please make sure before using these services whether you really require a **certified translation**.

**An overview of the interpreters licensed in Germany can be found [here](#).**

### Translation agencies in the region:

- [Akademie Sprachenschule Siegerland GmbH](#)
- [Übersetzungsbüro Connecting Words](#)

## Free time, culture and sports

### Leisure activities

In the district of Olpe, you have many different ways to spend your free time. You will find a corresponding overview on the following pages, for example.

**(Some of the following pages can also be accessed in several languages)**

- Town of Attendorn - [Culture and sport](#)
- Town of Drolshagen - [Education, Culture and Sport](#)
- Municipality of Finnentrop - [Leisure and Culture](#)
- Municipality of Kirchhundem - [Leisure, culture and sport](#)
- Town of Lennestadt - [Culture](#) and [Sport and Leisure](#)
- Town of Olpe - [Culture](#) and [sport](#)
- Municipality of Wenden - [Culture](#) and [life](#) (Institutions and organisations)

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## Experience the Olpe District - Tourism

Great leisure opportunities in front of a magnificent **natural scenery** make a **holiday** here a **diverse experience**. Deep **forests**, gently swaying **mountains and valleys**, lush **meadows**

and cosy **timbered villages** invite you to enjoy the **beautiful nature of the Sauerland** or combine it with sporting activities. Incidentally, the entire district area belongs to the **Nature Park Sauerland-Rothaargebirge**, the second largest nature park in Germany.

All information about leisure and recreation as well as accommodation in the **District of Olpe** can be found on the websites of the local tourist offices, on the pages of the association **Sauerland-Tourismus e.V.** and the **Naturpark Sauerland-Rothaargebirge**.

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## Cinema

There are **three cinemas** in the Olpe district. Click here to be taken to the **Internet sites**:

- [Cineplex Olpe](#)
- [JAC Attendorn](#)
- [Lichtspielhaus Lennestadt](#)

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
## Children and Youth Centres - Open Door (OT) and Small Open Door (KOT)

A children's and youth centre is a place where children from the age of 6 and young people can meet and spend their free time together. Pedagogical experts are on site as points of contact. There are many different activities for outside and inside, for playing or "chilling".

### Attendorn

#### Jugendzentrum Attendorn

Heggener Weg 9, 57439 Attendorn

 [02722/959350](tel:02722/959350)


 [info@jugendzentrum-attendorn.de](mailto:info@jugendzentrum-attendorn.de)

 [Internet site](#)

### Drolshagen

#### Kleine Offene Tür Drolshagen

Annostraße 14, 57489 Drolshagen

 [02761/71080](tel:0276171080)

 [info@kot-drolshagen.de](mailto:info@kot-drolshagen.de)

 [Internet site](#)

### **Finnentrop**

#### **Kinder-, Jugend- und Kulturhaus Finnentrop**

Am Markt 5, 57413 Finnentrop

 [02721/50748](tel:0272150748)

 [kinderjugendkulturhaus@web.de](mailto:kinderjugendkulturhaus@web.de)

 [Internet site](#)

### **Kirchhundem**

#### **Kleine Offene Tür Kirchhundem**

Hundemstraße 38, 57399 Kirchhundem


 [02723/717212](tel:02723717212)

 [Internet site](#)

### **Lennestadt**

#### **Offene Tür Grevenbrück**

Kölner Straße 60, 57368 Lennestadt


 [02721/3817](tel:027213817)

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

 [Internet site](#)

#### **NewKomma Altenhundem**

In den Höfen 5, 57368 Lennestadt

 [02723/717940](tel:02723/717940)


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

 [Internet site](#)

## Olpe

### Lorenz-Jaeger-Haus Olpe

Frankfurter Straße 24, 57462 Olpe

 [02761/83640](tel:02761/83640)


 [info@lorenz-jaeger-haus.de](mailto:info@lorenz-jaeger-haus.de)

 [Internet site](#)

## Wenden

### Kleine Offene Tür Wenden

Hauptstraße 97, 57482 Wenden

 [02762/2133](tel:02762/2133)

 [info@pv-wendener-land.de](mailto:info@pv-wendener-land.de)

 [Internet site](#)

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## Culture

### Museums in the district of Olpe

The museums of the Olpe district currently includes more than **20 great museums and collections**. With **their diversity**, they present the **cultural heritage of the region**: The spectrum of topics ranges from **technical and industrial history** to **everyday culture, political history, art history, arts and crafts, modern art and literary history to natural history**.

For more information, please visit our [Internet page](#).

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## Music school

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### **Music School for the Town of Attendorn**

Wiesbadener Straße 10, 57439 Attendorn

02722/2628

[musikschule@attendorn.org](mailto:musikschule@attendorn.org)

[Internet site](#)

### **Musikschule Lennetal e.V. (Municipality of Finnentrop)**

Brüderstraße 33, 58791 Werdohl

02392/1508

[info@musikschule-lennetal.de](mailto:info@musikschule-lennetal.de)

[Internet site](#)

### **Music school for the town of Drolshagen**

Hagener Straße 9, 57489 Drolshagen

02761/970140

[c.boehm@drolshagen.de](mailto:c.boehm@drolshagen.de)

[Internet site](#)

### **Music School for Lennestadt / Kirchhundem**

Thomas-Morus-Platz 1, 57368 Lennestadt

02723/608440

[p.stolz@lennestadt.de](mailto:p.stolz@lennestadt.de)

[Internet site](#)

### **Music School for Olpe**

Franziskanerstraße 8, 57462 Olpe

02761/831242

[j.klueser@olpe.de](mailto:j.klueser@olpe.de)

[Internet site](#)

### **Music school of the municipality of Wenden**

Agathastraße 13, 57482 Wenden

02762/406207

[a.schwabe@wenden.de](mailto:a.schwabe@wenden.de)

[Internet site](#)

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## **Migrant Self-Organisations (=MSO)**

The **Municipal Integration Centre promotes initiatives, associations and self-organisations for migrant people (migrant self-organisations = MSO)** within the framework of the respective budget funds available, which sustainably pursue the goal of promoting the integration of migrant people in the district of Olpe and improving their understanding with the native population. This goal is served, in particular, by events and offers

- on education,
- on cultural and leisure activities with cross-nationality content and offers, and
- with a socially integrative character, participating in the existing community, including working groups.

Below you will find the contact options for the MSOs in the district of Olpe:

### **Attendorn**

#### **Moscheeverein DITIB - Yeni Camii Attendorn**

Ostwall 103, 57439 Attendorn

Mr Ahmet Özdemir

[02722/809286](tel:02722809286)


[0151/1879400](tel:01511879400)

 [ahmet.oezdemir@ditib-attendorn.de](mailto:ahmet.oezdemir@ditib-attendorn.de)

### **Kurdischer Kulturverein**

Am Remmenstein 15, 57439 Attendorn

Mr Ali Kaldik

 [0176/48691478](tel:017648691478)

### **Centro Don Bosco e. V. Gemeinschaft für multikulturelle Begegnung**

Heggener Weg 9a, 57439 Attendorn

Mr Cirino Artino

 [02722/50467](tel:0272250467)


 [artino.cirino@gmail.com](mailto:artino.cirino@gmail.com)

### **Drolshagen**

#### **Griechischer Folkloreverein "Panagia Soumela"**

Brückstraße 7, 57489 Drolshagen

Mr Chariklia Tsapanidou

 [02761/73296](tel:0276173296)

 [waschi95@gmx.de](mailto:waschi95@gmx.de)

#### **Kalinka - Russischer Elternverein**

Gerberstraße 37 (Mehrgeneartionenhaushaus), 57489 Drolshagen

Ms Ina Rudi

 [0160/97965520](tel:016097965520)

 [kalinka.drolshagen@gmail.com](mailto:kalinka.drolshagen@gmail.com)

### **Finnentrop**

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**Nizami Alem - Türkisch-Islamischer Verein Finnentrop**

Werksweg 14, 57413 Finnentrop

Mr Arif Aşci

■ [02721/6797](tel:027216797)

■ [0157/30347700](tel:015730347700)

■ [info@nizami-alem.com](mailto:info@nizami-alem.com)

**Moscheeverein Finnentrop (Milli Görüş)**

Lennestraße 17, 57413 Finnentrop

Olmaz Ramazan

■ [02721/135465](tel:02721135465)

■ [0172/2527221](tel:01722527221)

**LenneStadt****DITIB Yeşil Camii für LenneStadt und Umgebung e.V.**

Karl-Knoche-Straße 1, 57368 LenneStadt

Mr Ramazan

■ [02721/601912](tel:02721601912)

■ [sulo475@hotmail.de](mailto:sulo475@hotmail.de)

■ [Internet site](#)

**Alevitisches Kulturzentrum Maumke**

Grafweg 5, 57368 LenneStadt

Mr Ahhad Zeybek

■ [0152/54003233](tel:015254003233)

■ [balikesirli@gmx.net](mailto:balikesirli@gmx.net)

**Afghanischer Kulturverein**

Meggenerstraße 32, 57368 Lennestadt

Mr Said Sepher

**Albanischer Kulturverein "Dordanija"**

57368 Lennestadt

Mr Nesim Sylka



[0176/40525996](tel:017640525996)

**Ahmediye Verein**

57368 Lennestadt

Mr Faiz Saddique



[0170/7018938](tel:01707018938)

**Olpe****Türkisch-Islamische Gemeinde DITIB e.V.**

Siegener Straße 2, 57462 Olpe

Ms Sema Yilmaz



[02761/65309](tel:0276165309)



[0160/96409918](tel:016096409918)



[yilmaz@ditib-nrw.com](mailto:yilmaz@ditib-nrw.com)

**Wenden****Bildungs- und Kulturverein Wenden e.V. - IKMB Wenden Camii**

Hauptstraße 91, 57482 Wenden



[02762/989097](tel:02762989097)

## Sports and exercise

### Sport at the Kreissportbund (KSB) Olpe e.V.

The “**Kreissportbund**” **sports association** has **many different sports offers** for indoors and outdoors. Choose a course and learn new sports together with the other course participants. Each course has a qualified and reliable trainer.

**For** more information, please visit the [Internet site](#).

### Sports Clubs


At a **sports club** you can establish **new contacts with people** from **different age groups** and do sports together. A sports club offers **several sporting activities**. You can choose **the sport** that you enjoy **the most**. A **sports group** that you then join is also a form of **community**. You can also meet with the sports groups or individual participants **outside the sports club**.

Here you can find an [overview of the sports clubs in the district of Olpe](#). **Ask when the next training session will take place and if you are allowed to “have a look” (that means: participate without an obligation to get fully involved).**

For **help in finding a club**, please contact the Kreissportbund Olpe e.V.

**Contact:** Kreissportbund Olpe

Bahnhofsstraße 15, 57462 Olpe

 [02761/9429800](tel:027619429800)

 [info@ksb-olpe.org](mailto:info@ksb-olpe.org)

## Counselling centres and assistance services

### Advice Centres for Integration and Migration

In this [\(overview \(PDF\)\)](#), you will find an **overview of advisory services with key contact persons** in all **district-affiliated cities and municipalities** of the Olpe district:

1. **Asylum procedure counseling**
2. **Refugee counseling**

3. **Integration agency**
4. **Youth migration service**
5. **Migration counseling for adults**
6. **Exit and perspective counseling**
7. **Municipal integration management - Case management**
8. **Service center for anti-discrimination work**

**Advice on the subject of discrimination, racism and extremism**

## **“Antidiskriminierungsstelle” (Federal Anti-Discrimination Agency)**

### **What does the Federal Anti-Discrimination Agency do?**

The Anti-Discrimination Centre supports people who have experienced discrimination or sexual harassment. The advisors will attempt to solve the problem together with you and will tell you where you can find help near your place of residence.

Sometimes people are discriminated against or placed at a disadvantage, for example because they:

- come from a different country,
- have a different skin colour,
- have a different faith,
- have a disability,
- are too old or too young,
- are a man or a woman,
- love a man as a man, or a woman as a women.

### **What is discrimination?**

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

**Anti-discrimination** means: no person may 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.

### **The “Allgemeines Gleichbehandlungsgesetz” (General Equal Treatment Act)**

There is a **General Equal Treatment Act**. The abbreviation is AGG. The Act applies to all people in Germany, regardless of their residence status. The Act is the basis for protection against discrimination.

**The Anti-Discrimination Agency can help with legal advice and can, for example,**

- provide information about rights,
- show options for how you can enforce your rights,

- help with a solution for a dispute or a problem (even if the problem goes to court),
- provide contacts to other Advice Centres.

#### Get in touch:

 **Advice in case of discrimination: Monday 1 PM - 3 PM, Wednesday and Friday 9 AM - 12 PM by calling [030/185551855](tel:030185551855)**

For **general enquiries**: Monday to Friday from 9 AM -12 PM and from 1 PM -3 PM.

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

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

**Further information can be found on the websites**

⇒ [in easy language \(German\)](#)

⇒ [in English](#)

⇒ [in Arabic](#)

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### DRK Anti-Discrimination Service Centre in the district of Olpe



Do you find yourself being insulted, the subject of abusive language, ignored or treated unfairly in **everyday life** or **occupation** in **discriminatory ways** ? Ms Karin Blumentrath will advise and accompany you.


In addition, Ms Blumentrath would like to provide information within the framework of **training sessions** and **workshops** as well as **information events on the topic of discrimination** and in these ways create sensitivity and publicity on this topic.

#### Contact:

Frau Katharina Schüren

Mehrgenerationenhaus Olpe

Löherweg 9, 57462 Olpe

 [02761/2643](tel:027612643)

0175 6135018

schueren@drk-kv-olpe.org

[www.ada.nrw](http://www.ada.nrw)

## Back Up - Counselling for victims of right-wing extremist, racist and



## anti-Semitic violence

For **victims** of right-wing extremist, racist and anti-Semitic violence as well as for **relatives, friends** of the victims and **witnesses** of an attack, there is **professional counselling and support** in North Rhine-Westphalia (NRW).

The counselling institution **Back Up** is responsible for Westphalia and thus for the **district of Olpe**. On the **website** you will find more **information in 9 languages**.

The advice is **free** and can be given **anonymously and confidentially**.

### Contact:

0172/1045432

contact@backup-nrw.org

Internet presence

## Mobile counselling against right-wing extremism

The **Mobile Counselling against Right-Wing Extremism** in the **governmental district of Arnsberg** offers support to all organisations, institutions, associations, groups and individuals who have acute **problems with extreme right-wing or racist activities** on site. Long-term accompaniment against racism and right-wing extremism is also possible.

Within the framework of counselling processes, **seminars and further training** are also offered, for example for schools, administrations, youth work and sports clubs.

### Contact:

02304/755280

info@mbr-arnsberg.de

## Wegweiser-Beratungsstelle



**“WEGWEISER”** is a **prevention programme** that aims to prevent the entry of adolescents and young adults into **Islamism**.

Young people, young adults, parents, teachers, schools, authorities and other interested parties can contact the WEGWEISER.

**We advise and support** you by telephone and in person in German and English at our premises in Siegen or at your premises in the districts of Siegen-Wittgenstein and Olpe. We analyse the situation together with you and help to work through the corresponding challenges together. The results of this process are individual and tailored to you.

**We accompany** with the support of our multi-professional partner network. Individual and group processes provide space for arrival, opening and trust. In line with our fundamental attitude, we attach great importance to culturally sensitive process support and respect political and religious convictions, but not violence to enforce extremist goals. Within the accompanying process, we coordinate all necessary steps in a transparent manner and are happy to take over necessary contact approaches. We will also be happy to accompany you to appropriate partner positions.

**We educate and provide** comprehensive information on the topics of Islam, Islamism and Salafism, as well as its manifestations, recruitment strategies and propaganda activities, and on the prevention of radicalisation and understanding democracy.

**In addition, we** help anyone seeking help outside this range of topics to find the right contact person for him or her in order to be able to solve problems.


**We hold workshops, awareness-raising lectures and prevention events** to educate, empower and train professionals and young people in the early detection of radicalisation.

**All “Wegweiser” services are voluntary, free of charge and strictly confidential and can be taken advantage of in individual talks and group sessions.**

### Contact:

Beratungsstelle Wegweiser

Weidenauer Str. 165, 57076 Siegen

 [0271/33 88 83 40](tel:027133888340)

 [info@wegweiser-siwo.de](mailto:info@wegweiser-siwo.de)

 [Internet presence \(German\)](#)


## Women's counselling

### The Help Line - Counselling and Help for Women

The **Help Line** is a **federal counselling service for women** who have experienced (or are still experiencing) violence.

Counselling is **free of charge and anonymous**. It is offered in **17 languages, 365 days a year and accessible day and night**. So you can call at any time. Relatives, friends and professionals may also seek advice.

 [08000116016](tel:08000116016)

Online counselling ⇒  [hilfetelefon.de](http://hilfetelefon.de)

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### Frauen helfen Frauen e.V. - Women's counselling and shelter

Women from all social classes and all nationalities can be **victims of violence**. Many women are affected. **Don't be afraid to get help**.

Counselling is **confidential and anonymous**. You don't need to be afraid, the women providing the counselling service are there to help you.

If you are threatened or abused by your husband, you can go to a **women's shelter** alone or with your children. Your husband will not know where you are.

#### Women's shelter

The Women's Shelter in Olpe is the only shelter in the district of Olpe.

Women and their children who are affected by psychological or physical violence are admitted at any time, day or night, when there are free places. Contact at:

 [02761/834684](tel:02761834684)

(additional emergency number outside office hours on answering machine)

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### Frauenberatungsstelle (Women's Advice Centre)

The Women's Advice Centre is an institution run by the association "Frauen helfen Frauen e.V." in Olpe. Here you will receive information, advice and support in a wide range of life situations. Contact at:

 [0151/47135031](tel:015147135031)

## Pregnancy counselling


In Germany, **expectant mothers** enjoy **special protection** and are entitled to counselling, medical care and support with new purchases for the child.

In the event of pregnancy, always consult a doctor first and have the preventive medical **check-ups** carried out there. You will receive a **maternity record book (Mutterpass)** which identifies you as an expectant mother and also contains important information about your health and that of your child. **Always carry the maternity passport with you in case of emergencies.** Report the impending birth to the Social Welfare Office or Jobcenter, depending on where you receive benefits from.

**There are various Advice Centres where you can get information and seek help:**


### Catholic Social Service (KSD) for the District of Olpe - Advice Centre for Pregnant Women

Mühlenstraße 5, 57462 Olpe

 [02761/83680](tel:0276183680)


 [schwangerenberatung@ksd-olpe.de](mailto:schwangerenberatung@ksd-olpe.de)

Klosterplatz 5, 57439 Attendorn

 [02761/83680](tel:0276183680)

 [schwangerenberatung@ksd-olpe.de](mailto:schwangerenberatung@ksd-olpe.de)

Gartenstraße 6, 57368 Lennestadt

 [02761/83680](tel:0276183680)

 [schwangerenberatung@ksd-olpe.de](mailto:schwangerenberatung@ksd-olpe.de)

 [Internet site](#)

### Appointments


Monday - Friday from 8:30 AM to 12:00 PM

Tuesday and Thursday from 2:00 PM to 4:00 PM

## Mirjam - State-recognised Advice Centre for Pregnant Women

Löherweg 4, 57462 Olpe

 [02761/838718](tel:02761838718)

 [0151/65960358](tel:015165960358)

 [beratungsstelle@mirjam-olpe.de](mailto:beratungsstelle@mirjam-olpe.de)

 [Internet site](#)

### Appointments


Monday - Friday from 8:30 AM to 12:00 PM

Monday and Thursday also from 2:00 PM to 5:00 PM

## Marriage, Family and Life Advice Centre of the Protestant Church District of Siegen

Counselling Centre for Family Planning, Sex Education and Conflict during Pregnancy

Frankfurter Straße 28, 57462 Olpe

 [02761/8353955](tel:027618353955)


 [info@efl-siegen.de](mailto:info@efl-siegen.de)

 [Internet](#)

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## Men's Counseling

### Counseling for men and boys in crises and violence

 [0152/ 318 18 887](tel:015231818887)

 [d.schulte@ksd-olpe.de](mailto:d.schulte@ksd-olpe.de)

 [Internet](#)

## Health

### Electronic patient file (ePA)

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

have had.

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

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

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

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

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

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

#### **Contents of the EPA:**

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

#### **Access rights:**

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

#### **Use and accessibility:**

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

#### **Legal regulations:**

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

#### **Advantages:**

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

### Challenges:

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

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

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

- 🔗 [FAQ of the Association of Statutory Health Insurance Physicians](#)
- 🔗 [Questions and answers on the electronic patient file \(ePA\) by the KBV](#)
- 🔗 [Information from the consumer advice centre about the ePA](#)

### Disabilities

## People with disabilities

You or your relatives live with a **disability** or are worried about an impending disability and are looking for **good advice**?

In the **district of Olpe** there are **many counselling and advice services available**. In order to find an **offer** suitable for your **questions**, we have grouped your concerns according to the following **topics**:

- Housing
- Work
- Education / School / Training
- Family support services
- Leisure activities
- Health / Care
- Mental illnesses and mental crises
- Mobility
- Employment (day-to-day structure)
- Legal care
- Disabled pass
- Financial Social Assistance

- Counselling for hearing and speech impaired people
- Counselling for blind and visually impaired people
- Supplementary Independent Participation Counselling Centre (EUTB)
- Autism Spectrum Disorder

You will find various **advice offers** on **all topics** with the corresponding contact options.


Further information can be found on the **Internet page** of the district of Olpe, or feel free to contact the **Disability Officer directly**.

#### **Contact:**

Disability Commissioner for the District of Olpe

#### **Petra Lütticke**

Westfälische Straße 75, 57462 Olpe

 [02761/81332](tel:0276181332)

 [p.luetticke@kreis-olpe.de](mailto:p.luetticke@kreis-olpe.de)

#### **Children's health**

### **Children's Clinic (Kinderklinik)**

Everything under one roof: parents and children, doctors and therapists, examination and treatment, child- and family-oriented – this has been the motto adhered to by the staff of the **Social Paediatric Centre (SPC)** of the DRK Children's Hospital Siegen for over 30 years.

The clinic's aim is to pave the way to independence and integration into the social environment for as many children as possible with **developmental disorders** of different types and severity. The specialists at the clinic see themselves as partners to the family and depend on the cooperation of the parents.

#### **Contact:**

**DRK-Kinderklinik Siegen gGmbH**

Wellersbergstrasse 60, 57072 Siegen

■ [0271/23450](tel:027123450) (Central Office), [0271/2345347](tel:02712345347) (Outpatient Clinic) or [0271/2345342](tel:02712345342) (SPZ)

■ [info@drk-kinderklinik.de](mailto:info@drk-kinderklinik.de)

■ **Internet**

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## Preventive examinations (“U-Untersuchungen”)

**Children** are usually examined by **paediatricians**. Regular **check-ups** and **vaccinations** at the paediatrician are important for the health of all children. These preventive examinations are known as “**U-Untersuchungen**” and are partly **obligatory**.

**Information on these preventative health examinations** can be found here on the webpage “**Deutsche Liga für das Kind**”.

Leaflets for U1 to U9 are only available in German, but **short films** for **parent information purposes** are available in the following languages

- Arabic
- English
- French
- Russian and
- Turkish.

## Hospitals

### Hospitals in the district of Olpe

#### Contact:

#### St. Martinus-Hospital Olpe

Kardinal-von-Galen-Straße 6, 57462 Olpe

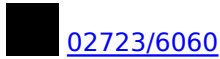
■ [02761/850](tel:02761850)

■ [info@hospitalgesellschaft.de](mailto:info@hospitalgesellschaft.de)



### St. Josefs-Hospital Lennestadt

Uferstraße 7, 57368 Lennestadt



### Helios Klinik Attendorn

Hohler Weg 9, 57439 Attendorn



### Health Insurance

As long as you are an asylum seeker, you **are not covered by health insurance**, rather, the **Social Welfare Office provides basic care.**

#### Asylum seekers are entitled to:

- recommended vaccinations
- Preventative check-ups
- Basic medical care (medical services that are indispensable for “safeguarding health”)

#### Go to a doctor if:

- you are very ill or in pain
- you have a chronic illness (for example, diabetes, epilepsy, a mental illness and so on). If you have any remaining medication or the package inserts, bring them with you to the doctor’s visit
- You are pregnant

### Sickness certificate

If you are ill, you must first **go to the Social Welfare Office** and get a **sickness certificate.**

There is a sickness certificate for a **general practitioner** and one for the **dentist**.

If you need to see a **specialist** after that, then you need a **referral from the general practitioner**.

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

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### 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**

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### Operation

If an operation is necessary, ask your doctor for an **estimate of the cost for the operation** and **submit it to the Social Welfare Office**.

**The operation must be approved by the Social Welfare Office, otherwise, the costs will not be covered.** The same applies to psychotherapeutic treatments.

### Pregnancy and Childbirth

#### Counselling for pregnant women and expectant fathers

The **birth** of a child means taking a leap into a new life. Experienced professionals will support you in this transition. **Women, men and couples** receive **qualified counselling** and concrete **help**.

Staff members are subject to the **obligation of confidentiality** and advise you **independently of denomination and nationality**. The advice is **free** and **available until the child reaches the age of three**.

The professionals will **inform and advise** before and during pregnancy (also in the event of a **conflict during pregnancy**), **help and accompany you**, including **after pregnancy** and provide special **offers** (for example, group offers for fathers and couples, contacts to fathers' initiatives, to birth preparation and family education).

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**Contact:****Mirjam - Frauenwürde NRW e.V.**

State-recognised counselling centre for pregnant women

Löherweg 4, 57462 Olpe

■ [02761/838717](tel:02761838717) or [0151/65960358](tel:015165960358)

■ [beratungsstelle@mirjam-olpe.de](mailto:beratungsstelle@mirjam-olpe.de)

■ **Internet**

**KSD - Catholic Social Service for the District of Olpe**

Advice for pregnant women

Main office for Olpe

Mühlenstraße 5, 57462 Olpe

■ [02761/83680](tel:0276183680)

**Branch office for Attendorn**

Klosterplatz 5, 57439 Attendorn

■ [02761/83680](tel:0276183680)

■ [schwangerenberatung@ksd-olpe.de](mailto:schwangerenberatung@ksd-olpe.de)

**Branch office - Caritashaus Lennestadt**

Gartenstraße 6, 57368 Lennestadt

■ [02723/7130019](tel:027237130019)


■ [schwangerenberatung@ksd-olpe.de](mailto:schwangerenberatung@ksd-olpe.de)

■ **Internet**

## Marriage, Family and Life Counselling Centre of the Protestant Church - District of Siegen

Counselling Centre for Family Planning, Sex Education and Conflict during Pregnancy

Frankfurter Straße 28, 57462 Olpe

 02761/8353955

 [info@efl-siegen.de](mailto:info@efl-siegen.de)

 **Internet**

### Self-help

## Self-help working groups

The “**Arbeitsgemeinschaft der Selbsthilfegruppen Kreis Olpe e.V.**” is an association of self-help groups in the district of Olpe. The “origin” lies in the “Verein für Menschen mit Behinderungen” (Association for People with Disabilities).

In the meantime, more than 90 self-help groups belong to the “Arbeitsgemeinschaft der Selbsthilfegruppen im Kreis Olpe e.V.”; membership is free of charge; the board works on a voluntary basis.

Further **information** can be found on this **Internet site**. Here you will also find an **overview** of existing groups.

### Contact options:

#### Arbeitsgemeinschaft der Selbsthilfegruppen im Kreis Olpe e.V.

Franz-Heuel-Straße 12, 57462 Olpe

 [02761/943849](tel:02761943849)

 [vorstand@selbsthilfe-olpe.de](mailto:vorstand@selbsthilfe-olpe.de)

#### German Red Cross - Self-Help Contact Point

Mehrgenerationenhaus Olpe

Löhrweg 9, 57462 Olpe

■ [02761/2643](tel:027612643)

■ [shk@kv-olpe.drk.de](mailto:shk@kv-olpe.drk.de)

## Doctors and pharmacies

### General practitioners

**A general practitioner is responsible for all mental and physical illnesses in Germany.**

He/she provides **basic care** and is the first point of contact **for all health complaints**. He/she carries out an **initial examination** and decides on any **further treatment**. If a **specialist** is needed, you will get a **referral slip**.

**If there is a danger to life, call the emergency services number immediately (■ [112](tel:112)).**

### “Fachärzte” = Specialists

**Specialists** are specialised in a medical field.

### Medicines and pharmacies

If you need **medication**, your doctor will give you a **prescription**.

At any **pharmacy** you can hand in the **prescription** and get the **medicines** you need. Sometimes you have to pay something extra even with a prescription. If in doubt, ask your doctor.

**Without a prescription, medication from a pharmacy are always subject to a charge.**

### Exemption from co-payments

Insured persons belonging to a statutory health insurance fund must contribute to the expenses for their health in the form of co-payments. Children and young people under the age of 18 are excluded.

- **People with statutory health insurance** have to pay something on top of the **health costs**, for example, **for prescription medication**.
- To avoid the costs becoming too high, you can apply for a **co-payment exemption**.
- This is possible if you have exceeded your **individual cost-bearing limit** in a calendar year. This equates to **2% of the family's gross income**, and for **chronically ill people this is 1%**.

- **Recipients of certain state benefits have to pay less on top.**

If the co-payments have reached your personal limit, please submit **to your health insurance company** an **application for exemption** from the co-payment for **the current year** together with the necessary proof of income. The health insurance fund will issue a certificate after conducting a review.

## Emergency

Only **in case of an emergency may you also go directly to the hospital without a “Behandlungsschein” (treatment certificate)**. There, you have to prove with your **“Ankunftsachweis” (arrival certificate) or your “Ausweis” (ID)** that you are an asylum seeker and that the costs will be settled via the Social Welfare Office.

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### Emergency phone number:

From all landlines and mobile networks:

- ♦ **Police** [110](tel:110)
- ♦ **Fire brigade, rescue service, emergency doctor** [112](tel:112)
- ♦ **Emergency medical service** [116117](tel:116117)

(Medical emergency service = acute threat to health outside of the doctor's opening hours)

**Mobile phone emergency numbers always work, even without credit on the prepaid card!**

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### Important information for an emergency call:

- **Who** is calling?
- **Where** did it happen?
- **What** happened?
- **How many** injured or sick people are there? Are they children or adults?
- **What kind** of injuries or illnesses are there?

Always keep **calm** and speak clearly so that you are understood.

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

## Health counselling

### The AIDS service organisation

The Aidshilfe im Kreis Olpe e.V. is a **checkpoint** for sexual health.

We offer a wide range of **education, prevention and counselling** services.

These can take place in **person, via online chat or by telephone**. We offer counselling sessions by telephone during our office hours, as well as in person by prior arrangement.

We also offer **free and anonymous** testing for HIV, syphilis, hepatitis B and C as well as chlamydia and gonococcus/gonorrhoea.

**Our next laboratory testing appointments are on June 3 and August 5, 2025, at 7 p.m., and on July 13, 2025, from 3 to 4 p.m.**

AIDS-Hilfe Kreis Olpe e.V.

Westfälische Street 88

57462 Olpe

02761/40322

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

We are also active in the nationwide **telephone counselling** team of Deutsche Aidshilfe on [0180-3319411](tel:0180-3319411).

You can reach us **online** at

[www.planetromeo.com/checkup\\_olpe](http://www.planetromeo.com/checkup_olpe)

and at <https://chat.health-support.de>

Counselling contacts with us are anonymous and subject to data protection.

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## breastcare app

Breast cancer is the most common type of cancer worldwide. In Europe, one in eight women will develop breast cancer in the course of her life. In Germany alone, around 70,000 women are diagnosed with breast cancer every year. The earlier the disease is recognised, the greater the chance of a cure. In addition, 25% of cases could be prevented by adopting a healthy lifestyle. The breastcare app explains everything important about breast cancer, early detection and a healthy lifestyle in a science-based and easy-to-understand way. The app is currently available **in seven languages: Arabic, German, English, Farsi, French, Spanish and Turkish**.

### The breastcare app

- reminds you to palpate your own breasts with a cycle calendar
- explains self-examination step by step with illustrated instructions
- explains risk factors and symptoms and provides specific tips for a healthy lifestyle
- answers questions about medical screening examinations in Germany

- links to numerous contact points such as breast centres, integration officers or support services that women can turn to with questions
- tells stories of women affected that are encouraging

The app can be downloaded free of charge from the Apple and Google app stores. The app can be used without collecting personal data. It is free of advertising and designed for the long term. Further information in seven languages at: [www.breastcare.app](http://www.breastcare.app)

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## Films on various health topics

The **German Red Cross (DRK)** provides information on various health topics in **short films**.

For example, they explain the **German healthcare system** and show how you can protect yourself from illness and stay healthy.

The films are available in Arabic, English, German and Sorani.

**Go to the film on the website ⇒ [DRK](#).**

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## Psychosocial counselling (=Psychosocial Centre in Siegen)

Difficult experiences or problems put a strain on the human psyche. If you or someone you know needs **professional help**, you can **get help from the Psychosocial Centre (PSZ)** in Siegen.

The PSZ is aimed at refugees who **are survivors of human rights violations or** who have **experienced war or violence during their flight**.


The services at the PSZ are individually tailored to the needs of children, young people and adults. The work is supported by the use of qualified **interpreters**.

### Telephone consultation hours:

Monday and Thursday: 08:00-11:00.

**Appointments are made by prior arrangement.** The purpose of this appointment is to get to know each other, to clarify the assignment for the **therapeutic** or **socio-educational team** and to introduce the PSZ.

Sandstraße 28 / 4th floor, 57072 Siegen

 [0271/25011512](tel:0271/25011512)

 [info@psz-siegen.de](mailto:info@psz-siegen.de)

 [Website](#)

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## Advice for senior citizens and carers

## Personal and unbureaucratic help with questions about care!


The Olpe district's advice centre for senior citizens and care **informs** those affected and their relatives **free of charge** and independently **about the services available in the care sector** and supports them in their **choice of care provision**.

**The following questions are frequently asked by those affected or their relatives:**

- Where do I apply for a care degree?
- Which outpatient care service is suitable for me?
- Who offers home care courses?
- What aids are available?
- Who will care for me if my relatives want to go on holiday?
- Where are there care facilities for short-term or daily care?
- What should I do if I want to move into a care home?
- What does the care insurance fund pay? Who pays the rest?

We are happy to answer these and other questions **by telephone** or (by appointment) in a **personal meeting** at the district administration (Westfälische Straße 75, 57462 Olpe) or at your **home**.

Claudia Hufnagel

 [02761/81220](tel:0276181220)

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

 [Website](#) (German)

The **Municipal Integration Centre** can organise a [language mediator](#) for you.

## Care support centres as a further point of contact for those seeking advice:

### Olpe

#### Care support centre in the AOK NORDWEST building

Winterbergstraße 19, 57462 Olpe

Sybille Engels

 [0800/2655503673](tel:08002655503673)

 [sybille.engels@nw.aok.de](mailto:sybille.engels@nw.aok.de)

Sonja Frigger

0800/2655503768

sonja.frigger@nw.aok.de

### **Care support centre in the IKKclassic building**

Bruchstraße 13, 57462 Olpe

Gudrun Haßler

02761/934931291

p [flegest.utzpunkt.olpe@ikk-classic.de](mailto:flegest.utzpunkt.olpe@ikk-classic.de)

### **Lennestadt**

#### **Care support centre in the Knappschaft building**

Heinrich-Cordes-Platz 4, 57368 Lennestadt

Peter Baumgarten

02723/7192519

[psp-lennestadt@knappschaft.de](mailto:psp-lennestadt@knappschaft.de)

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## **Addiction counselling**

### **Addiction counselling centres - Caritasverband für den Kreis Olpe e.V.**

#### **Caritas-AufWind Attendorn**

Nils Lüke

Schüldernhof 6, 57439 Attendorn

 [02722/93614415](tel:02722/93614415)

 [nlueke@caritas-olpe.de](mailto:nlueke@caritas-olpe.de)

### **Caritas-AufWind Finnentrop**

Nils Lüke

Bamenohler Straße 248, 57413 Finnentrop

 [02721/6025830](tel:02721/6025830)

 [nlueke@caritas-olpe.de](mailto:nlueke@caritas-olpe.de)

### **Caritas-AufWind Lennestadt and Kirchhundem**

Annika Bödefeld

Gartenstraße 6, 57368 Lennestadt

 [02723/688913113](tel:02723/688913113)

 [aboedefeld@caritas-olpe.de](mailto:aboedefeld@caritas-olpe.de)

### **Caritas-AufWind Olpe**

Claudia Bucher

Kolpingstraße 62, 57462 Olpe

 [02761/9211518](tel:02761/9211518)

 [cbucher@caritas-olpe.de](mailto:cbucher@caritas-olpe.de)

### **Caritas-AufWind Wenden**

Julia Duwe

Hauptstraße 87, 57482 Wenden

 [02762/98763412](tel:02762/98763412)

 [jduwe@caritas-olpe.de](mailto:jduwe@caritas-olpe.de)



## Social psychiatric service of the district of Olpe

Westfälische Str. 11, 57462 Olpe



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## Social psychiatric help

The social **psychiatric** service of the district of Olpe offers affected persons and relatives counselling and support in the event of

- acute crises
- mental illnesses
- addictions (alcohol, medication, politoxicomania)
- age-related mental illnesses (dementia, Alzheimer's disease)
- mental disability

Our services include **confidential counselling**

- on treatment options
- for coping with crises and everyday life
- for problems in the areas of housing and work

as well as **referral** to suitable treatment centres and support measures.

Counselling is subject to the **statutory duty of confidentiality**.

In addition, the social psychiatric service of the Olpe district regularly offers a **trialogue group** for people with mental illness, relatives, professionals and interested citizens.

### Contact:

Westfälische Str. 11, 57462 Olpe



## Vaccinations

Due to vaccinations, some diseases no longer exist in Germany, or only rarely. Therefore, **vaccinations are important, especially for children.**

The vaccinations are written down in a **vaccination book**.

Your **doctor** can best advise you on **which vaccinations** are advisable and necessary for you.

### What is a vaccination?

With a vaccination, an organism is specifically brought into contact with pathogens (antigens). These pathogens cannot cause disease, **but they stimulate the immune system** to produce the body's own defence substances (antibodies).

With a vaccination, the same thing happens in the body as with an illness (but in a non-harmful way): The body's immune defence reacts by **forming antibodies**, which protect you from the respective infectious disease. Certain **vaccinations must be repeated** from time to time in order not to lose protection.

**Find more information on childhood and adolescent immunisations here ⇒ [Vaccinations leaflet](#)**

## Basic Values – Living in Germany

### Fundamental rights – Political and legal order

**The Federal Republic of Germany** consists of **16 federal states** and has about **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**. The people determine through **elections** which **parties enter parliament and form the government**.

### The principle of the separation of powers applies:

- **Parliament (Bundestag)** is responsible for **legislation** (legislature).
- The **Federal Government** and the other administrative bodies **apply** these laws (executive).
- **Courts and independent judges** handle the **administration of justice** and control whether the laws are observed (judiciary).

### Germany's "Grundgesetz" (= GG) or "Basic Law"

The most important **rules** for social life are in the **Basic Law, the Constitution of Germany**. All people living in Germany must abide by the Basic Law.

**Important fundamental rights from Germany's "Grundgesetz" (Basic Law):**

1. The highest value of Germany's Basic Law is **human dignity (GG Art. 1)**. Every human being is to be respected, regardless of the person's origin, age and religion, whether man or woman, rich or poor: **Every human being has equal rights, deserves respect and is protected by the state.**

2 **Equal rights between man and woman (GG Art. 3)**: In Germany, men and women have equal rights. They have the **same rights and the same duties**.

3. In Germany, there is the **freedom of opinion**. Everyone is allowed to say what they think, as long as they do not violate any laws or offend other people.

4. In Germany, **freedom** applies to **religion and belief**. Everyone is free to choose and practice their **religion**. All religions stand side by side on an equal footing and with respect. There is no state religion. **State and Church** are separated from each other in Germany. It is also okay not to practice a religion.

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## Further information

- On this [website](#), you will find information in easy language (German)
- Here you can find the [Basic Law](#) in different languages

## Societal rules

You can find a first general overview of life in Germany [here](#)

This document is available for download in 16 different languages.

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## Societal rules

Germany is a free country, but there are **rules and prohibitions** that are laid down in laws and must be observed by all persons.

In every culture, there are also **societal rules** that are not law, but which are important nonetheless. This includes, for example, the way of communication, the role of men and women, punctuality and much more.

## Communication

In Germany, people treat each other with respect. This also applies to communication.

When two people greet each other, they **often shake hands**. They look into the other person's eyes when doing so. This is a sign of **politeness and respect**.

People who do not know you are addressed **by the polite address form "SIE"**. For example, if you are with an authority, say **"Ms" or "Mr" and then the surname** of the person in question. If you know a person well, the familiar address form **"DU"** can be used.

## Punctuality

In Germany, **punctuality is very important**. If you have an appointment with the immigration office or the doctor, it is best to arrive five minutes early. **Being late is rude and can have negative consequences**. If you are late, say “**Entschuldigung**”.

### Quiet times

**On Sundays and public holidays**, shops and authorities **are closed in Germany**. **On the other hand**, many **bakeries and also restaurants are open**. Many people have free time and don't have to go to work.

In addition, there is “Nachtruhe” (night quiet time) from **10 PM to 6 AM on each day**. Please be considerate of your neighbours and avoid noise after 10 PM.

### Individuality

Everybody is different. For this reason, **everybody is allowed to determine the course of their own lives**. For example, they may decide by themselves regarding the following:

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

### Marriage and relationships

#### Equal rights for women and men

**Men and women have the same rights**. Equal rights for men and women are enshrined in Germany's Basic Law (GG Art. 3)!

Whether man or woman, everyone has **the same right** to go to **school**, to learn a **job**, to **study** or to **work**. **Even in everyday life, a woman has the same recognition as a man**. She can make her own decisions, go to work and participate in social life.

### Marriage

In Germany, couples often live together **without being married**.

**Here, everyone is allowed to decide for themselves whether, when and whom to marry**. No one may be forced to marry against their will.

**Amarrriage** is concluded in Germany before the “**Standesamt**”. Marriages performed exclusively by a priest or imam are not valid in Germany. The spouses must be **personally** present **at the marriage and at least 18 years old**.

### Homosexuality = same-sex relationships

In Germany, **homosexual couples are also allowed to marry**. Marriages are possible between **man and woman**, between **man and man** and between **woman and woman**.

Homosexuality is permitted and widely accepted in Germany. **Lesbian, gay, bisexual and transgender (LGBT) people are allowed to live freely.**

## Divorce

**Both spouses can apply for a divorce** if the marriage is no longer working and the spouses have been living apart for at least **one year**. The **family court is responsible for the divorce** and determines with whom the children live after the separation and who may continue to occupy the home.

## Violence protection

In marriage, neither spouse may insult, abuse or hit the other. The **police may only be called in emergencies** and **help the victim in case of violence** by the spouse. If there are **problems in the marriage** or in the family, an **Advice Centre** for **family and marriage** can help.

**Support and help with domestic violence can be found [here](#)**

## Parental custody of joint children

Joint marital children are subject to **joint custody**. All important matters must be decided **jointly by the parents**.

**Children have a right to an upbringing without violence, to health and to education.** If the rights of the children are violated, the **Youth Welfare Office and the family courts** can intervene and decide on the **custody rights**.

## Voluntary work

**Volunteering - What is it?**

### 10. What is volunteering?

Many people who support refugees do so **voluntarily**. Often alongside official work, family and other commitments. In other words, they get **no money** for their work. The help they offer is **voluntary**. Please take this into account if the volunteer does not have time. That is why it is important to behave respectfully.

On the other hand, you also have to say if something is too much for you or if you want to do something on your own to learn to stand on your own two feet in Germany. Each person should respect the other and speak up if something is causing problems.

**If you want to help others, you can also volunteer.**

**Anyone** who wants to can volunteer. Also, in **sports clubs, cultural associations and mosque communities** most people work voluntarily.

**Check with your city to find out how and when you can help.**

### Attendorn

**Contact:** Katrin Luers

Kölner Straße 12  
57439 Attendorn

 [02722/64104](tel:0272264104)


 [k.luers@attendorn.org](mailto:k.luers@attendorn.org)

 [Internet](#)

### Drolshagen

**Contact:** Simone Glasbrenner

Am Mühlenteich 1  
57489 Drolshagen


 [02761/970159](tel:02761970159)

 [s.glasbrenner@drolshagen.de](mailto:s.glasbrenner@drolshagen.de)

### Finnentrop

**Contact:** Pia Hirschhäuser

Am Markt 1  
57413 Finnentrop


 [02721/51210](tel:0272151210)

 [p.hirschhaeuser@finnentrop.de](mailto:p.hirschhaeuser@finnentrop.de)

### Kirchhundem

**Contact:** Kerstin Stahl

Hundemstraße 35  
57399 Kirchhundem


 [02723/40926](tel:02723/40926)

 [k.stahl@kirchhundem.de](mailto:k.stahl@kirchhundem.de)

### Lennestadt

**Contact:** Andrea Schiller

Thomas-Morus-Platz 1  
57368 Lennestadt


 [02723/608220](tel:02723/608220)

 [a.schiller@lennestadt.de](mailto:a.schiller@lennestadt.de)

### Olpe

**Contact:** Diana Fries

Franziskanerstraße 6  
57462 Olpe

 [02761/831912](tel:02761/831912)

 [d.fries@olpe.de](mailto:d.fries@olpe.de)

### Wenden

**Contact:** Dominik Gens

Hauptstraße 75  
57482 Wenden

 [02762/406404](tel:02762/406404)

 [d.gens@wenden.de](mailto:d.gens@wenden.de)

## Parent and pupil guides

### How can parents be supported?

**Parents** are an important partner in the **choice of career for children**. If parents are not able to fully accompany their children from school to work due to **linguistic, cultural or other obstacles**, the parent guides offer a good **support option**.

**Parent guides are active in the following areas:**

- **Accompaniment** to school events (evaluation talks on student potential analysis, parents' evenings, parents' cafés, parents' consultation days, individual counselling talks, development talks)
- **Information** about the **education system** and the **routes** to completing schooling
- **Procurement of contacts** and accompaniment to Advice Centres
- **Translations** for language barriers

The support offered by the parent guides is **free of charge for parents**.

### How can pupils be supported?

The **challenges** of young people on their way from school to work can be **varied**. Pupil guides can **help** to overcome one or the other hurdle **a little more easily**.

**Pupil chaperones are active in the following areas:**

- **Accompaniment** to school events (evaluation talks for student potential analysis, individual counselling talks, development talks)
- **Support** in the search for internships or apprenticeships
- Support with applications
- **Information about subsequent educational routes** at the end of school
- **Procurement of contacts** and accompaniment to Advice Centres
- **Translations** for language barriers


The support offered by the student guides is **free of charge for students**.

**Contact:** Municipal Coordination Unit

Ms Beate Hasenau

Westfälische Str. 75

57462 Olpe

 [02761/81628](tel:0276181628)

 [b.hasenau@kreis-olpe.de](mailto:b.hasenau@kreis-olpe.de)

**Where can I help and become active?**

### **Where can I volunteer and help?**

In many towns in the district of Olpe, there are associations and organisations that offer support and at the same time are looking for volunteers.

## **Asylum and migration**

### **Registration and accommodation**

#### **Procedure:**

**Registration ⇒ Initial reception centre ⇒ Proof of arrival ⇒ Central accommodation facility ⇒ Assignment ⇒ Shared accommodation or apartment in the municipality ⇒ Residence permit until BAMF decision.**

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### **Registration**

**After arriving in Germany, every person must register as an asylum seeker. Without registration, residence is illegal.** The registration can be made at an initial reception centre, at an arrival centre, at the “Ausländerbehörde” (Immigration Office) or with the police. When you register, your **personal data**, your **photo** and **fingerprints** will be stored.

After registration, you will be assigned to an **initial reception centre**. A **health examination** will take place there and you will receive the **Attestation of Arrival (=AKN)**. You can use this document to submit your **asylum application**.

You will be accommodated in a **central accommodation facility (ZUE)** or in emergency accommodation. In the district of Olpe, there is **one ZUE**: Regenbogenland in Olpe, email: [olpe@drk-westfalen.de](mailto:olpe@drk-westfalen.de)

### **Assignment**

After 3 months at the latest, you will be assigned to a municipality or city by the Arnsberg district government. You will stay here until the Federal Office for Migration and Refugees (BAMF) has decided on your asylum application. Most people live in shared accommodation

during the asylum procedure.

**You can find** ⇒ [information on housing here](#)

### Request for relocation

You cannot decide for yourself where you live during the asylum procedure. An exception applies to **family reunification**. If your core family (spouse and children up to 18 years) lives elsewhere, there is the possibility to move. This is called **“Umverteilung” (redistribution)** and must be applied for at the Arnsberg district government. You can get help from the Social Welfare Office or the Advice Centres. **Only when the application is approved are you allowed to move.**

⇒ [Information on “Umverteilung” \(redistribution\)](#) (In English, French and German)

⇒ [Application for “Umverteilung” \(redistribution\)](#), (PDF) within North Rhine-Westphalia

⇒ [Responsibilities of other federal states](#)

### Information on the asylum procedure

#### Asylum procedure

**Some initial information is provided by this** ⇒ [film](#). It is available for download in 17 different languages.

At the **Federal Office for Migration and Refugees (BAMF)** you can find a film on the asylum procedure (German) and a brochure in different languages.

⇒ [Go to the film](#)

⇒ [Go to the brochure in German \(PDF\)](#)

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**While still in the reception centre or after being assigned to the respective municipality, the asylum procedure is pursued.**

1. Personal application (1st interview)
2. Personal hearing (2nd interview)
3. Decision of the BAMF

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#### 1. Application (1st interview)

At your **first appointment** with the Federal Office for Migration and Refugees (BAMF) you submit your **application for asylum**. For the district of Höxter, it is the BAMF field office in Bielefeld. After that, you will receive an identity document – the so-called **“Aufenthaltsgestattung” – which you must always have with you.**

A few days **before the dates** for the application and the hearing, you must go **with your documents to the “Sozialamt” (Social Welfare Office).**

Once you are assigned to a city, you must **go to the “Ausländerbehörde” (Immigration Office) and give your new address**. As long as your asylum procedure is ongoing, you must report any change of address to the BAMF yourself.

**Further information at** ⇒ [important authorities](#)

## 2. Hearing (2nd interview)

**The personal interview is the most important appointment in the asylum procedure, where you have to describe your reasons for fleeing.** Everything you say is translated and written down in the minutes. **Before signing the minutes, read them carefully and correct or add to them.**

If you do not come to the appointment, your application may be rejected. The asylum procedure will be discontinued and you will no longer receive benefits.

⇒The **Advice Centres for Integration and Migration** will help you prepare for the interview.

## 3. Decision

The BAMF reviews the asylum application and communicates the decision in a written decision.

### Positive decision

There are four forms of protection: **1. Eligibility for asylum, 2. Refugee protection, 3. Subsidiary (lower-ranking) protection, 4. Deportation ban.**

#### 1+2. Eligibility for asylum and refugee protection:

- Residence permit for 3 years
- Unlimited settlement permit is possible after 3 years with language level C1, and otherwise after 5 years
- Unrestricted labour market access – gainful employment permitted
- Entitlement to privileged family reunification (within 3 months after the decision, you must submit an application for family reunification to the Ausländerbehörde [Immigration Office])

#### 3. Subsidiary protection:

- Residence permit for 1 year, renewable for 2 years
- An unlimited settlement permit is possible after five years
- Unrestricted labour market access – gainful employment permitted

#### 4. Deportation ban:

- Residence permit for 1 year, extension possible
- Unlimited settlement permit possible after five years
- Employment only with the permission of the “Ausländerbehörde” (Immigration Office)
- No entitlement to privileged family reunification

## Settlement permit for recognised persons entitled to asylum and refugees

### Further requirements:

- Written application to the “Ausländerbehörde” (Immigration Office)
- Valid passport or passport replacement
- Securing your own livelihood (ask the Jobcenter or Social Welfare Office how much money you need to earn)
- Sufficient knowledge of the German language
- Sufficient living space for yourself and family members
- At least 60 months of contributions to pension insurance
- Basic knowledge of the legal system and rules of social order and living conditions in Germany (integration course)
- Grounds for entitlement to asylum or refugee status continue to exist
- No threat to the Federal Republic of Germany

### Negative decision

If the asylum application is rejected, you are obligated to **leave Germany**. The **time limit for departure** results from the decision of the BAMF (either 30 days or 1 week).

A ban on entry and residence is issued for asylum applicants who are obligated to leave the country and who do not leave voluntarily, and for rejected persons from safe countries of origin.

You can appeal against the negative decision before the **Administrative Court**. It is important to pay attention to the **deadlines** in the notification!

**Contact the Advice Centres for Integration and Migration where you will be advised and possibly referred to a specialised lawyer.**

The “Ausländerbehörde” (Immigration Office) can grant a tolerated status if deportation is not possible.

### After a negative asylum procedure, the following options exist:

- Voluntary departure from Germany
- Return counselling
- Issuance of a tolerated status
- Filing renewed applications for protection (follow-up asylum application or application for re-apprehension)
- Obstacles to deportation or enforcement exist
- Applications to petition committees of the state parliaments or to the “Härtefallkommissionen” (hardship commissions)
- Deportation is threatened in writing

### Unaccompanied minors

## Unaccompanied minor refugees

⇒ Persons under the age of 18 who are in Germany and unaccompanied by an adult who is responsible for them.

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Refugees **under the age of 18** who entered Germany entirely unaccompanied are called unaccompanied minors foreigners = **abbreviated in German as “umA”**.

These young people are reported to the **Youth Welfare Office**. The Youth Welfare Office talks to the young people and determines their age. The **age determination procedure** decides whether the Youth Welfare Office will take care of the minor (younger than 18 years) and bring him or her to a **accommodation especially for juveniles** (“Inobhutnahme”).

If the Youth Welfare Office says that the person is **“of age”** (18 years or older), the person receives a **rejection notice** and is **treated as an adult**. The Youth Welfare Office will bring an interpreter to the appointment.

If you are **not yet 18 years old on your proof of arrival**, but the Youth Welfare Office gives you a rejection notice, the Youth Welfare Office must enter a **new date of birth** on the decision. Only then can you have your documents changed by the “Ausländerbehörde” (Immigration Office) and the “Sozialamt” (Social Welfare Office).

Some **minors** (people under 18) travel **without their parents** but **with relatives** (for example, with uncles or aunts, with cousins or with older siblings). Your accommodation support will report this to the Youth Welfare Office after your arrival. **The Youth Welfare Office** talks to the minor and the adult relatives and **checks** whether the minor can stay there.

In addition, the Youth Welfare Office decides whether a **guardian** is to be appointed. The Youth Welfare Office itself brings an interpreter to the interview.

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

### What do the terms guardianship and guardian mean?

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

### Youth Welfare Office for the District of Olpe:

Westfälische Str. 75, 57462 Olpe



[02761/810](tel:02761810)

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### Youth Migration Service – Internationaler Bund (IB)

**Counselling for young migrants aged 12 - 27 years.** The consultations are **free of charge!**  
We are subject to professional **confidentiality**.

**If you have any questions on the following topics, please do not hesitate to contact us:**


- Learning the German language
- School and training
- Job and work
- Staying in Germany
- Financial benefits
- Leisure activities

**Responsible for the whole district of Olpe**

**Contact:**

Angelika Link

Hohler Weg 1, 57439 Attendorn

 [02722/632595](tel:02722/632595)

 [IB-KreisOlpe@ib.de](mailto:IB-KreisOlpe@ib.de)

 [Internet site](#)

**Financial Support**

**Asylum Seekers' Benefits Act (AsylbLG)**

**Prior to the asylum application and during the asylum procedure,** financial support is regulated by the "Asylbewerberleistungsgesetz" (Asylum Seekers' Benefits Act).

After your arrival, the initial reception centre is responsible for accommodation, food and medical care. You will receive benefits in kind and a monthly amount of money for personal needs.

Persons in the **ongoing asylum procedure and with a tolerated status** receive financial support from the Social Welfare Office.

## Social Code Book II

**Persons with a residence title** receive financial support from the **Jobcenter**. You get a sum of money for personal needs. The costs for your own apartment can be covered. The **size of the apartment is limited**. You can get detailed information from the **Jobcenter in the district of Olpe**.

### You come from Olpe, Drolshagen or Wenden:

#### Jobcenter, District of Olpe, Location: Olpe (in the "Rathaus" [Town Hall])

Franziskanerstraße 6, 57462 Olpe



[02761/941260](tel:02761941260)



[jobcenter-kreis-olpe@jobcenter-ge.de](mailto:jobcenter-kreis-olpe@jobcenter-ge.de)

### You come from Attendorn or Finnentrop:

#### Jobcenter, District of Olpe, Location: Attendorn

Hansastraße 25, 57439 Attendorn



[02761/941260](tel:02761941260)




[jobcenter-kreis-olpe@jobcenter-ge.de](mailto:jobcenter-kreis-olpe@jobcenter-ge.de)

### You come from Lennestadt or Kirchhundem:

## **Jobcenter, District of Olpe, Location: Lennestadt (in the “Rathaus” [Town Hall])**

Thomas-Morus-Platz 1, 57368 Lennestadt

 [02761/941260](tel:02761941260)

 [jobcenter-kreis-olpe@jobcenter-ge.de](mailto:jobcenter-kreis-olpe@jobcenter-ge.de)

 [Internet site](#)

### **Opening hours:**

Monday, Tuesday, Wednesday from 8:00 AM - 12:30 PM and from 1:30 PM - 3:30 PM

Thursday from 8:00 AM - 12:30 PM and from 2:00 PM - 5:30 PM

Friday from 8:00 AM - 12:30 PM

### **Obligation to reside at your place of residence and residence requirement**

#### **Residence obligation**

The so-called “**Residenzpflicht**” (**obligation to reside at your place of residence**) (also called the “räumliche Beschränkung des Aufenthalts”) applies for the **first 3 months**. Asylum seekers in an ongoing asylum procedure and persons with a tolerated status are only allowed to stay in the **defined area** – the area is specified in the residence permit.

**You are not allowed to leave the defined residential area without permission from the “Ausländerbehörde” (Immigration Office).**

After 3 months, the obligation to reside at your place of residence is lifted. The “Ausländerbehörde” (Immigration Office) can extend the obligation to reside at your place of residence.

#### **“Wohnsitzauflage” (Residence requirement)**

A residence requirement is a form of **residence assignment**. In other words: During the ongoing asylum procedure, residence is restricted to the **area of the assignment municipality**. This is also stated in the residence permit.

Even after completion of the asylum procedure, a residence requirement applies to recognised refugees and persons with a tolerated status who receive social benefits.

Anyone who has been recognised in Germany as of 01.01.2016 must live **for 3 years** in a **certain place**. The decision regarding the residence requirement is issued by the Arnsberg district government, usually together with the BAMF decision.

**With a residence requirement, a person may move freely within the federal territory. However, one must live in the assigned place.**

### The residence requirement can be changed or lifted:

- if employment subject to social security contributions of at least 15 hours a week and a minimum salary of EUR 712 net is taken up,
- if vocational training, school-based training or studies are commenced,
- when taking up a form of vocational preparation,
- for family reunification (core family = spouse and children),
- in case of hardship (death or need to care for a relative).

The **amendment** or **revocation of the residence requirement** must be applied for. **Find the information you need at the “Ausländerbehörde” (Immigration Office)** regarding how and where you have to submit the application.

### Important Documents

#### “Ankunftsnachweis” (proof of arrival)

**You must always carry the document with you!** You need it to identify yourself and to receive state benefits (food, accommodation, medical care). The **validity period is 6 months**.

#### The “Aufenthaltsgestattung” (temporary residence permit)

This is an **ID document** that you get at your first appointment at the BAMF (or later at the “Ausländerbehörde” [Immigration Office]). **You must always have your ID card with you.** The “Aufenthaltsgestattung” (temporary residence permit) is extended at the “Ausländerbehörde” (Immigration Office) until the decision on your asylum application.

#### The “Aufenthaltstitel” (residency title)

You must also **always carry this document with you**, as you can use it to identify yourself in Germany. This or a supplementary sheet also contains **other important information on employment and the residence requirement**.

#### A “Duldung” (temporary postponement of deportation)

If your asylum application is rejected, you are obligated to leave Germany. The “Ausländerbehörde” (Immigration Office) can grant a tolerated status if deportation is not possible. **You must also carry this document with you at all times.**