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# Vocational Training, Work und University Studies

## Information

The conditions with which you may work in Germany depend on your residence status. For basic information and the relevant contact persons when looking for work, see [access to the job market](#).

If you have already acquired school or vocational qualifications abroad, you should make efforts to have these qualifications recognised. For more information, see the section on [recognition of foreign qualifications](#).

There are around 400 apprenticeship occupations in Germany. If you are looking for vocational training/ apprenticeship, please find further information and contact details in this section: [Vocational training/ Apprenticeship \(dual and full-time school-based\)](#).

Children and youngsters must go to school from the age of six years old. General schooling is attended before starting vocational training or university studies.

If you would like to study, you will find suitable information and contact persons under [Study](#).

## Looking for work

### Access to the Job Market

### Regulations on access to the job market

👤 If you are looking for work and have moved within the EU, you have full access to the job market, because of freedom of movement of labour.

👤 Refugees' rights to work vary according to their residence status. This is explained below. You will also find information on related advice centres below.

👤 Asylum seekers with proof of arrival or permission to reside:  
As long as you live in the initial reception centre (EAE) (maximum 18 months, extension up to 24 months possible, families with children maximum 6 months), you are not allowed to work at all for 9 months. After 9 months you usually have the right to a work permit. It is always the [Immigration Authority \(Ausländerbehörde\)](#) that decides whether you are allowed to work or not. You must therefore submit an application for a work permit to the [Immigration Authority \(Ausländerbehörde\)](#). There are certain rules you must follow.

The following requirements are important for deciding whether you are allowed to work:

👤 Asylum seeker with proof of arrival or permission to reside in EAE:

- 9-month ban on working
- After 9 months, right to work permit if not from safe countries or asylum application rejected unfounded by the BAMF.
- The priority check is not applicable. However, the working conditions will be examined by the [Federal Employment Agency \(Bundesagentur für Arbeit\)](#).

👤 Asylum seeker with proof of arrival or permission to reside outside EAE:

- 3-month ban on working
- After 3 months, work permit at the discretion of the [Immigration authority \(Ausländerbehörde\)](#) if not from safe countries with asylum application after August 31, 2015
- After 9 months, claim to work permit if not from safe countries with asylum application after August 31, 2015, or asylum application rejected unfounded.
- The priority check is not applicable. However, the working conditions will be examined by the [Federal Employment Agency \(Bundesagentur für Arbeit\)](#).

👤 Temporary suspension of deportation status:

It is always the [Immigration Authority \(Ausländerbehörde\)](#) that decides whether you are allowed to work or not. You must therefore submit an application for a work permit to the [Immigration Authority \(Ausländerbehörde\)](#). The Immigration Authority (Ausländerbehörde) can declare a general work ban on you. There are certain rules you must follow.

Temporary suspension of deportation status in EAE:

- After 6 months of an exceptional leave to remain period, work permit at the discretion of the [Immigration Authority \(Ausländerbehörde\)](#), if not from safe countries with asylum application after August 31, 2015
- Persons with a temporary suspension of deportation status (Duldung) because of unclear identity (§ 60b AufenthG) are always prohibited from working.
- The priority check is not applicable. However, the working conditions will be examined by the [Federal Employment Agency \(Bundesagentur für Arbeit\)](#)

Temporary suspension of deportation status outside EAE:

- 3-month ban on working
- After 3 months, work permit at the discretion of the [Immigration Authority \(Ausländerbehörde\)](#), if not from safe countries with asylum application after August 31, 2015
- Persons with a temporary suspension of deportation status (Duldung) because of unclear identity (§ 60b AufenthG) are always prohibited from working
- The priority check is not applicable. However, the working conditions will be examined by the [Federal Employment Agency \(Bundesagentur für Arbeit\)](#).

👤 Persons with residence permit:

If you have been recognised by the Federal Office for Migration and Refugees (BAMF) as a person entitled to asylum, a refugee or a person entitled to subsidiary protection, or if you have been granted a ban on deportation, the [Immigration Authority \(Ausländerbehörde\)](#) will grant you a residence permit. This entitles you to do any kind of job and therefore also gives you full access to the job market.

💡 There are different rules for [self-employment](#)! The prerequisite for the above applications is ALWAYS a concrete job offer.

## Employment contract

Anyone who starts a job gets an employment contract. This regulates the most important conditions of an employment relationship, such as working hours, holiday entitlement, salary and notice periods. Both sides – employees and employers – must keep with these agreements. Because a contract is legally binding once you have signed it, you should only sign it when you understand its content completely.

### Types of contracts:

#### Permanent job contract (Unbefristeter Arbeitsvertrag)

As a general rule, there is a probationary period of three to six months. During this time, the employment relationship can be resigned at short notice within two weeks, both by the employer and by the employee. At the end of the probationary period, a permanent employment relationship begins with longer protection against resignation. Working hours are usually up to 40 hours a week.

#### Fixed-term employment contract (Befristeter Arbeitsvertrag)

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

#### Minijob

The maximum monthly salary is €520 and is not taxed.

### Labour Law:

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

- Regulation of working time
- Minimum wage
- Holiday entitlement
- Protection against resignation
- Employee representation (workers' council)
- Labour union regulations
- and a few more

### Taxes and social security payments:

Every employee in Germany pays part of their wages as taxes to finance federal, state and local government spendings. Employers, in turn, are required to pay social security contributions for their employees. In the German social system, this is intended to secure the financing of people's most necessary living costs if they cannot find work or can no longer work.

### Tax ID number:

The tax ID is a 11-digit number and is used for income tax. The workplace needs this number. If you do not have this number in your documents, you can ask for it personally at the registration office (Meldebehörde) or in writing to the Federal Tax Office (Bundesamt für

Steuern).

## **Social security number:**

For a job, you need a social security number. This can be obtained from your health insurer (for example AOK, DAK).

## **Illegal work:**

You have paid work. But this work is not registered with the Tax Office (Finanzamt) or a health insurance provider. So you do not pay any taxes or social security contributions. This is illegal. It can be punished with fines and prison! Do you receive social benefits or unemployment benefit? Despite this, are you working? And have you not told the Social Welfare Office (Sozialamt), the Employment Agency (Arbeitsagentur) or the Jobcenter about it? This is **illegal** too. It means you are wrongly receiving state benefits, even though you are in paid employment.

## **Job applications and interviews**

If you would like to start a vocational training programme (Ausbildung) or get a job in Germany, you need to submit a written application.

Most of the time, you apply to a company because it has placed a job advertisement on the internet or in the newspaper. Posting a vacancy means that the company is looking for new employees. The job advertisement describes what type of work or vocational training it involves and what the company's expectations of the employee are. It is also stated there where and how you have to apply.

If the company is interested in you, you will normally be invited to a job interview, which gives you a chance to introduce yourself in person. Please plan enough time for the interview and always make sure to arrive on time for your appointment. Before the interview, you should prepare thoroughly and gather information about the company. Visit the website and read through the company's history, find out about the products or services. Arriving on time for your appointment and asking questions during the interview demonstrates your motivation for and interest in the vocational training programme or job.

## **An application usually consists of three parts:**

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

**CV:** The CV (curriculum vitae) lists your entire professional experience and is set out in the form of a table. List from when to when you worked at which company. Include information about your vocational training or course of study. Specify where you went to school and what type of qualification you left with. You do not have to include a photo in your CV, but many companies prefer if you do.

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

💡 The job advert provides information about how to apply. Please read it carefully.

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

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

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

💡 You can find some more helpful tips for your application at [Planet Beruf \("Planet Career"\)](#).

💡 [Europass](#) is a multilingual (more than 20 languages) online platform that helps you make your skills and expertise obvious to others. It offers a free possibility to create a language passport or a CV with an online tool. You can also find important tips on writing good applications.

💡 You can have a free CV and cover letter created here: [Bewerbung.net](#), [StepStone](#) or [Lebenslauf2go](#). You may also be able to import your data from Xing or LinkedIn. It is also possible to write your own text within the template or import files.

💡 You can find more information and templates for cover letters and CVs here: [Bewerbung2go](#), [BewerbungsWissen](#), [Karrierebibel](#)

## Language practice

💡 You can find exercises for practising job applications and general aspects of starting a career on the [VHS learning portal "I want to learn German"](#) and on the [Goethe-Institut's website "German for you"](#). You can learn more about the professional world and improve your German language skills.

## Looking for Work - Advice and Help

There are several agencies that can help you find a job.

💡 If you are in the asylum procedure and have a permission to reside or a temporary suspension of deportation status, the [Employment Agency \(Arbeitsagentur\)](#) will help you.

💡 If you have a residence permit, the [Jobcenter](#) is usually responsible for you.

They help you with placement in work and qualification depending on individual needs. They also assist you with placement in vocational guidance/ career guidance or the recognition of

certificates. For more information on job advice, support and placements look here: [Access to the Job Market](#).

There are many job portals on the internet where you can search for vacancies:

- [The Agentur für Arbeit's \(Federal Employment Agency\) Jobbörse \(job board\)](#)
- [StepStone](#)
- [Indeed](#)
- [jobware](#)

## Immigration of Skilled Workers

### The Skilled Workers Immigration Act (Fachkräfteeinwanderungsgesetz)

The Skilled Workers Immigration Act makes it easier for skilled workers with vocational, non-academic education to immigrate to Germany for work purposes. Existing regulations for skilled workers with university degrees will be kept up and in some cases made even easier.

#### 1. For companies:

- **Accelerated skilled worker procedure:** With a mandate of the skilled worker, employers can file an accelerated skilled worker procedure with the Immigration Authority (Ausländerbehörde) in Germany. An agreement must be concluded between the company and the Immigration Authority (Ausländerbehörde). Among other things, the agreement must contain the powers of attorney and responsibilities of the employer, the skilled worker and the authorities involved (Immigration Authority (Ausländerbehörde), Federal Employment Agency (Bundesagentur für Arbeit), recognition offices, diplomatic representation abroad) as well as a description of the procedures including the parties involved and deadlines.
- The **fees for** the accelerated skilled worker procedure at the Immigration Authority (Ausländerbehörde) are € 411. In addition, there is a visa fee of € 75 as well as any other applicable fees (certified copies, translations).
- **Immigration Authority (Ausländerbehörde) advises the employer** and supports them in carrying out the procedure for the recognition of the foreign qualification of the skilled worker. Immigration Authority (Ausländerbehörde) shall obtain the approval of the Federal Employment Agency (Bundesagentur für Arbeit) and check the conditions for granting the permit under aliens law. The recognition offices and the Federal Employment Agency (Bundesagentur für Arbeit) must decide within the specified deadlines.
- If all **requirements** are met, the Immigration Authority (Ausländerbehörde) will issue a so-called advance approval, which will then be sent to the employer for forwarding it to the skilled worker. The skilled worker then books an appointment with the diplomatic representation abroad to apply for the visa, which will take place within three weeks. At this appointment, the original advance approval must be presented together with other documents required for the visa application.
- Once the completed **visa application** has been submitted by the skilled worker, a decision will normally be made within an additional three weeks.
- The **accelerated procedure** for skilled workers also includes the skilled worker's spouse and underage, unmarried children if they meet the legal requirements for family reunification.

## 2. For skilled workers

- **Definition of skilled worker:** Skilled workers are defined as persons with a university degree or qualified vocational training of at least two years. A requirement for both groups is that their foreign qualifications have been recognised by the appropriate authority in Germany.
- **Labour market entry:** Entry into the labour market will be made easier: The qualified skilled worker must have an employment contract and a concrete job offer and a qualification recognised in Germany. The so-called priority review by the Federal Employment Agency (Bundesagentur für Arbeit) no longer applies. This means that it is no longer necessary to check whether an applicant from Germany or the EU is available for the specific job. The examination of working conditions by the BA remains.
- **Employment opportunities:** A skilled worker may be employed in an occupation that their qualification allows them to do. This means that it is possible to work in related professions. Additionally, skilled workers with an academic education are allowed to work outside of jobs that require a university degree. They may also be employed in other qualified occupations which fall within the professional context of the qualification and for which, in principle, vocational, non-academic training is required. Assistant professions and training professions are excluded, qualified employment is a must in all cases. The EU Blue Card always requires employment appropriate to the professional qualification, which usually requires an academic degree.
- **Skilled workers with vocational training:** The employment of skilled workers with vocational, non-academic training is no longer limited to bottleneck occupations. With a vocational training that has been recognised in Germany, residence permits (Aufenthaltstitel) for qualified employment will also allow these skilled workers access to all professions in which their qualifications allow them to work.
- **Entering the country to find a job:** Skilled workers with qualified vocational training are also able to enter the country to look for a job. You will receive a residence permit (Aufenthaltserlaubnis) for up to six months. It is required that the foreign qualification has been recognised by the appropriate authority in Germany, that your livelihood is secured for the duration of your stay and that you have the appropriate knowledge of German for the job you are seeking. As a rule, a minimum knowledge of German at level B1 of the Common European Framework of Reference for Languages is required. During your stay while looking for a job, trial employment of up to ten hours a week is possible. This allows employers and foreign skilled workers to test whether they are suitable for each other. Trial employment is also possible for skilled workers with recognised academic qualifications, who are also allowed to enter the country for up to six months in order to look for work, as before.
- **Residence for qualification purposes:** The possibilities of staying in Germany for qualification purposes are being expanded. The requirement for this is generally that a recognition procedure from abroad has been carried out at the appropriate authority in Germany, in which deficits have been identified in the acquired foreign qualification in comparison to the German training (notice of recognition). An additional requirement for the issue of a visa for the purpose of undergoing qualification programmes is above all a knowledge of German corresponding to the qualification programme. These are usually at least sufficient German language skills (corresponding to language level A2). For example, the 18-month residence permit (Aufenthaltserlaubnis) can now be extended by six months to a maximum period of two years for this purpose. After expiry of the maximum period of the residence permit (Aufenthaltserlaubnis), a residence permit may be issued for the purpose of training, study or employment.



- **Settlement permit (Niederlassungserlaubnis) for skilled workers from abroad:** Foreign skilled workers can obtain a settlement permit (Niederlassungserlaubnis) in Germany after only four years (previously five years).

### **3. For training and studies**

- **Entering the country to find a vocational training placement:** It is already possible for prospective students to enter the country in search of a university placement. Under the new regulation, people interested in vocational training can also enter the country to look for a vocational training placement. Requirements are a level B2 knowledge of German, a degree from a German school abroad or a graduation certificate that entitles the holder to enter university, a maximum age of 25 years and independent livelihood provisions.
- **German language course in preparation for training:** With a residence permit (Aufenthaltserlaubnis) for a qualified vocational training course, a German language course or a job-related German language course may be attended in preparation.
- **Expanded changeover possibilities for international students in Germany:** International students already have the opportunity to change to other residence permits (Aufenthaltstitel) even before they have completed their studies. For example, instead of continuing their studies, they can start vocational training and receive a residence permit (Aufenthaltserlaubnis) for vocational training. The Skilled Workers Immigration Act has expanded the possibilities for such changes: Under special conditions and after examination by the Federal Employment Agency (Bundesagentur für Arbeit), a job offer as a skilled worker can be accepted even during a study visit or a stay for vocational training or further education. This is accompanied by a change to a residence permit (Aufenthaltserlaubnis) for qualified employment.
- **Settlement permit for graduates of a training programme in Germany:** Under the new law, foreign graduates of vocational training in Germany can, just like university graduates, obtain a settlement permit (Niederlassungserlaubnis) after only two years.

🌐 This and more information can also be found on the page [Make it in Germany](#)

🌐 Here you can also perform a [quick check](#) to see your possibilities!

### **Self-employment**

#### **Who can start their own business in Germany?**

If you are still in the asylum procedure, your application for asylum has been rejected or you have temporary suspension of deportation status (Duldung), self-employed work is prohibited. All others have the option to set up their own business in Germany.

### **More information**

- [“GründerZeiten” online guide](#) (German and Arabic)
- [Business start-up portal](#) (German, French, Italian, Russian and Turkish)
- [Homepage of the IQ Competence Centre for Migrant Entrepreneurship](#) (six languages).

## **Vocational training school (Berufsschule)**

Vocational schools offer teenagers and young adults over the age of 15 a variety of opportunities after finishing a general-education school. Vocational schools train students for a specific profession and there is also the option of completing general-education school degrees. Children and adolescents in Germany are required to attend school until the age of 18 (compulsory education)!

### **The following types of schooling exist at vocational schools:**

#### **Vocational School Basic Education Plus (Berufsfachschule Grundbildung Plus - BFSG+):**

This is an offer for pupils without a school-leaving certificate who do not yet have sufficient knowledge of German and therefore cannot enter any of the subsequent schools. Knowledge of the German language is acquired as a priority and the basic education subjects are taught. A Certificate of Secondary Education can be acquired.

#### **Career-Entry year (Berufseinstiegsjahr - BEJ) or Vocational preparation year (Berufsvorbereitungsjahr - BVJ)**

These are programmes for students with or without a certain type of secondary-school diploma (Hauptschulabschluss) who are not yet sure what kind of career they are interested in and do not yet have a vocational training placement (apprenticeship). They are introduced to various professions and can either build on a secondary school degree (Hauptschulabschluss) or acquire a secondary school degree (Hauptschulabschluss).

#### **Vocational school (Berufsschule):**

At these schools vocational training is offered in a dual-track system. This means that part of the vocational training focuses on theory at the vocational school, while the other part involves getting practical experience at a company.

#### **Vocational schools for specific professions (Berufsfachschule):**

This type of vocational school offers 1 to 3 years of basic vocational education, preparation for a specific profession or professional qualification. Students can acquire the next higher school degree ranging from a secondary school degree to an intermediate secondary school degree. Vocational schools are usually split into the following professional fields:

- commercial/business professions
- home economics/socio-pedagogical professions or care and nursing
- business/technical professions

#### **Professional schools (Fachschule):**

This type of preparatory training school offers one-year or two-year programmes for professional development. This means that students are building on their previously completed vocational training programme and corresponding employment, and further developing the qualifications they have already acquired. These schools prepare students for mid-level management or self-employment. These schools are likewise split up into the following subject areas:

- Engineering
- Economics
- Social work
- Agricultural economics
- Design

### **Vocational college (Berufskolleg):**

Vocational colleges, which offer programmes from one to three years, build on an intermediate secondary-school degree and students aim to achieve a more advanced professional qualification or qualification for higher education at a technical university (eligibility for study) . There are vocational colleges for the following fields:

- Engineering
- Economics and administration
- Social education
- Health and nursing
- Home economics

### **Secondary vocational school (Berufsoberschule):**

To attend a secondary vocational school, you need to have already completed a vocational training programme (apprenticeship) and, at minimum, an intermediate secondary school degree (mittlerer Schulabschluss). It usually lasts two years and prepares you for a subject-linked higher education entrance qualification or, with a second foreign language, for a general higher education entrance qualification. This makes them eligible for study. The following types of secondary vocational schools exist:

- Technical secondary school (Technische Oberschule)
- Economic secondary school (Wirtschaftsoberschule)
- Secondary school for social work (Oberschule für Sozialwesen)

### **Vocational High School (Berufliches Gymnasium):**

Students with an intermediate secondary-school degree and an average grade of 3.0 in the main subjects may attend a three-year vocational high school. The vocational high school ends with a general university entrance certificate (Abitur) and makes the student eligible to study at any university or university of applied sciences. This type of school is split up into the following subject areas:

- Technics
- Economics
- Social work and healthcare
- Agricultural sciences
- Biotechnological sciences
- Nutritional science

You can get advice on what might be suitable for you or your children from the [Youth Migration Service](#) and the relevant career advisers at the [Employment Agency \(Agentur für Arbeit\)](#).

## Education (dual vocational training and full-time school)

In Germany, it is a great advantage to have a **vocational training degree** before going to work. People with professional qualifications earn more money at an average over the years, are less likely to be unemployed and to have temporary contracts than those without professional qualifications.

### Dual vocational training

A special feature in Germany is the dual vocational training system. About one third of the time, dual vocational training takes place at the [vocational school](#) and about two thirds of the time at a company. You can simultaneously learn theory and practice while earning money at a company during your apprenticeship.

Depending on the type of profession you would like to learn in dual training, you should contact the right partner:

### Chamber of Crafts (HWK - Handwerkskammer)

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

Kreishandwerkerschaft Elster-Spree:

📍 [Gröbitzer Weg 106, 03238 Finsterwalde](#)

☎ +49 (0) 35317186134

@[info@kh-esp.de](mailto:info@kh-esp.de)

🌐 <https://www.dashandwerk.de/elster-spree/>

### Chamber of Industry and Commerce (IHK - Industrie- und Handelskammer)

The Chamber of Industry and Commerce (IHK) is responsible for professions in industrial manufacturing, trade and services. Here, for example, we are talking about systems mechanics or wholesale and trade specialists.

IHK Regional Centre:

📍 [Burgplatz 1, 04924 Bad Liebenwerda](#)

🌐 <https://www.cottbus.ihk.de/regionalcenter-ee.html>

### Full-time education at the vocational school

In Germany, however, there's not only the option of dual training, but also full-time school-based training at a vocational school (Berufsfachschule). This type of training provides a complete vocational training in theory and practice outside of the dual training system (without an apprenticeship at a company). It usually lasts two to three and a half years. Classes are held full-time and include general education subjects as well as occupation-related subjects. Since the vocational schools differ greatly in terms of their training programmes, admission requirements, duration of training and further education options, it is advisable to check the

respective school in each individual case.

Various sites and apps can help you find a training place:

- [Employment Agency \(Arbeitsagentur\)](#)
- App: [AzubiWelt](#)
- [Azubiyo](#)

## Studies

### University-level study

#### General information

In Germany, there are many different courses of study. There are also different types of universities:

- Universitäten = universities (more focus on academic research)
- (Fach-)Hochschulen = universities of applied sciences; polytechnics (more practically focused)
- Duale Hochschulen = “dual universities” (very practically focused)
- Kunst- Film und Musikhochschulen = universities for art, film and music (for the arts and performing arts)

There are public and private universities. Private universities are not necessarily better than public ones – however, students usually have to pay high tuition fees at private universities.

Helpful websites:

🌐 [Hochschulkompass \(Higher Education Compass\)](#) (list of all courses of study and universities in Germany)

🌐 [Study in Germany](#) (information for refugees)

🌐 [Employment Agency \(Agentur für Arbeit\)](#) - Studienorientierung (study programme orientation from the Federal Employment Agency)

🌐 [Deutscher Akademischer Austauschdienst \(German Academic Exchange Service\)](#) (DAAD - All study programmes in Germany)

## Requirements

If you want to study in Germany, you need a university entrance qualification. If you do not have an "Abitur" degree from a German school, you need to check whether the exams you passed in your home country are sufficient to enter a German university.

You can find more detailed information on the [Anabin](#) website, through the “Recognition in Germany” information portal and on the website of the [German Academic Exchange Service \(DAAD\)](#).

You also need to bring proof of your German language skills (level C1), such as a certificate from the TestDaF, DSH or telc Deutsch C1 Hochschule.

It is also possible to get support from the educational counselling organisation Garantiefonds Hochschule.

Some universities also offer preparatory semesters during which you can learn German.

You should get information directly from the university at which you would like to study. Most universities have counselling services available. Also make note of the deadlines by which you need to apply for a course of study!

## Fees

EU immigrants and most refugees do not have to pay tuition fees. People with German university entrance qualifications do not have to pay tuition fees either! International students who come to Germany to study have to pay fees at some universities. Fees are also sometimes charged for a second degree. This must be clarified individually with the respective university.

### Without a university entrance qualification

If you are eligible to study at university in your home country, but not in Germany, you may be able to get access to higher education through a preparatory college (Studienkolleg) .

There, foreign university applicants is given targeted preparation for future studies at a German university or university of applied sciences.

## Financing and Scholarships

### Work

Many people work in order to finance their studies. However, during term time (semesters), you must not work more than 20 hours a week. You can also try to get financial support from the government.

## BAföG = Federal Law concerning the Promotion of Education or Training

With BAföG, students receive money every month for a certain period of time. The amount of money you will receive depends on your individual circumstances. Not every student is eligible for BAföG. If you receive asylum seekers' benefits, you cannot receive BAföG. BAföG is only provided for full-time students.

**Half of the BAföG amount must be paid back after the studies.** The exact information on BAföG changes regularly and can therefore be found under the following link:

[!\[\]\(5abce1a84a655b073239ab33e1199487\_img.jpg\) Website about BAföG for refugees and migrants](#)

### Scholarship

As an alternative to the BAföG, it is also possible to get a scholarship. In contrast to BAföG, a scholarship usually does not have to be paid back. There are many scholarships for which you can apply. And not just for the first semester but for your whole course of studies. Some take

account of social engagement, political orientation, degree programme, grades or personal circumstances. In some cases, organisations also work together with certain universities. The amount is often calculated in line with the BAföG. In addition, there is a so-called "book allowance", a monthly payment of up to 300 €.

Organisations that award scholarships are often described as foundations for the promotion of young talents. The following foundations offer programmes, among other things, especially for refugees. Please refer to the respective websites for application guidelines and requirements:

- 🌐 [Friedrich-Ebert-Stiftung \(FES\) - Scholarships for Refugees](#)
- 🌐 [Böckler-Aktion Bildung by the Hans-Böckler-Stiftung](#)
- 🌐 [Konrad-Adenauer-Stiftung \(KAS\) - Scholarships for Refugees](#)
- 🌐 [Villigst - Our Scholarships for refugees](#)
- 🌐 [Brot für die Welt - Flüchtlingsstipendienprogramm \(Refugee Scholarship Program\)](#)

One exception is, for example, the guarantee fund by the Otto Benecke Stiftung. The programme is aimed at migrants who are new in the country and who would like to get the higher education entrance qualification, prepare to go to university and start their academic career. There is also the "Deutschland-Stipendium" that provides € 300 monthly as financial support. The Deutschland-Stipendium is awarded through the respective universities:

- 🌐 [University guarantee fund from Otto Benecke Stiftung in Bonn](#)
- 🌐 [Deutschlandstipendium: Become a scholarship holder](#)

## Recognition of credentials

### Recognition of foreign educational qualifications

**Certificates** are very important in Germany for school, studies or jobs. Certificates are used to demonstrate what people have learned and accomplished. Certificates are the decisive prerequisite for getting a job or being admitted to a school or university. So if you have already acquired certificates at school, in training or in a course of study abroad, you should make an effort to have these certificates **recognised** in Germany. This means that your credentials will be used to check what you are qualified for in Germany. Your skills are "translated", so to speak. Maybe you no longer have your certificates with you. In this case, you can try to have your professional experience and professional abilities recognised by passing some tests.

### Specialist counselling centre for the recognition of professional qualifications:

#### **IQ Network Brandenburg**

Malwina Szmigiel

📍 [Genossenschaftsstraße 19, 03238 Finsterwalde](#)

☎ [0355/7835146](#)

☎ [0160/99719873](#)

@ [szmigiel@hwk-cottbus.de](mailto:szmigiel@hwk-cottbus.de)

🌐 [IQ Network Brandenburg](#)

## **Specialist counselling centre for the recognition of school certificates/ school-leaving qualifications:**

Cottbus State Education Authority

📍 [Bleichenstraße 1, 03046 Cottbus](#)

✉️ [@Zeugnisanerkennung.CB@schulaemter.brandenburg.de](mailto:Zeugnisanerkennung.CB@schulaemter.brandenburg.de)

🌐 [Recognition of foreign school-leaving qualifications Certificate Recognition Office for the State of Brandenburg](#)

💡 If you want to study or work as a scientist/ scholar, please contact a university to get your diploma recognised.

## **Official authentication of certificates/credentials**

An official legalisation or verification is a confirmation of the authenticity of a document. You need this, for example, to enrol at a university. For this purpose, all photocopies of the certificates must be **translated** and **officially certified**.

Official certifications can be carried out in the respective [offices](#).

## **EEasy Integreat**

The EEasy Integreat project helps with all your work-related questions.  
Do you need support?

Please contact us:

### **Herzberg:**

GVFB e.V.

👤 Anna Korneluk-Essa

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📍 [Radelandweg 2, 04916 Herzberg](#)

tuesdays and thursdays: 09 am– 2 pm

### **Finsterwalde:**

Diakonisches Werk Elbe-Elster e.V.

👤 Marco Wülknitz

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✉️ [@m.wuelkntz.dwee@gmail.com](mailto:m.wuelkntz.dwee@gmail.com)

📍 [Friedensstraße 23, 03238 Finsterwalde](#)

mondays and wednesdays: 9 – 12 am and 1 – 3 pm


### **Doberlug-Kirchhain:**




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 [Torgauer Straße 89M \(Gemeinschaftsunterkunft\), 03253 Doberlug-Kirchhain](#)


tuesdays and thursdays: 10 - 12 am


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 [Lange Straße 12c, 04910 Elsterwerda](#)

mondays - fridays: 10 am – 6 pm