

Table of Contents

Work	2
Looking for work	2
Access to the Job Market	2
Employment contract	3
Job applications and interviews	5
Looking for Work - Advice and Help	7
Immigration of Skilled Workers	8
Basic information about immigration of skilled workers	8
For employers:	8
For skilled workers	9
For training and studies	11
Self-employment	12
Recognition of foreign educational qualifications	12

Work

Looking for work

Access to the Job Market

Regulations on access to the job market

👤 Do you come from an EU country? Do you now live in Germany?
And would you like to work? Then it's easy for you to do so.
All EU citizens are allowed to work in Germany. Without any restrictions.

👤 Are you a refugee in Germany?
Then your residence status is important.
It decides whether you are allowed to work.
The following explains what to expect.
You will also find information on related advice centres below.

👤 Asylum seekers with proof of arrival (Ankunftsnachweis) or temporary residence permit (Aufenthaltsgestattung):
Are you living in an Initial Reception Centre (EAE)?
Or in an AnKER centre? Then you are not allowed to work at all for 9 months.
After 9 months, you will normally be allowed to work. However, the decision is always made by the Immigration Office (Ausländerbehörde).
So you must submit an application to the Immigration Office. There are certain rules you must follow.

In order for the Immigration Office to decide, you must meet the following requirements:

👤 Asylum seekers with proof of arrival (Ankunftsnachweis) or temporary residence permit (Aufenthaltsgestattung) in an AnKER or EAE:

- 9-month ban on working
- After 9 months, you are entitled to work.
That is if you do not come from a safe country of origin.
Or your asylum application must have been rejected by the Federal Office for Migration and Refugees (Bundesamt für Migration und Flüchtlinge – BAMF) as obviously without reason.
- The priority check is not applicable. However, the Federal Employment Agency (Bundesagentur für Arbeit) will check the working conditions.

👤 Asylum seekers with proof of arrival (Ankunftsnachweis) or temporary residence permit (Aufenthaltsgestattung) not in an AnKER or EAE:

- 3-month ban on working
- Do you not come from a safe country of origin?
Did you make your asylum application after 31 August 2015? Then the Immigration Office will decide.
- Do you not come from a safe country of origin?
Did you make your asylum application after 31 August 2015? Or has your asylum

application been rejected as being without reason? Then you have the right to work after 9 months.

- The priority check is not applicable. However, the Federal Employment Agency (Bundesagentur für Arbeit) will check the working conditions.

People with exceptional leave to remain (Geduldete):

It is always the [Immigration Office \(Ausländerbehörde\)](#) that decides whether you are allowed to work or not.

So you must submit an application to the Immigration Office.

The Bureau for Foreigners (Ausländerbehörde) can impose a general work ban on you.

There are certain rules you must follow.

People with exceptional leave to remain in AnKER centres:

- Do you not come from a safe country of origin? Did you make your asylum application after 31 August 2015? Does your exceptional leave to remain (Duldung) last for 6 months? Then the Immigration Office will decide if you are allowed to work.
- Persons with an exceptional leave to remain (Duldung) because of unclear identity (§ 60b AufenthG) are always prohibited from working.
- The priority check is not applicable. However, the Federal Employment Agency (Bundesagentur für Arbeit) will check the working conditions.

People with exceptional leave to remain (Geduldete) not in an AnKER centre:

- 3-month ban on working
- Do you not come from a safe country of origin?
Did you make your asylum application after 31 August 2015? Does your exceptional leave to remain (Duldung) last for 3 months?
Then the Immigration Office will decide if you are allowed to work.
- Persons with an exceptional leave to remain (Duldung) because of unclear identity (§ 60b AufenthG) are always prohibited from working
- The priority check is not applicable. However, the Federal Employment Agency (Bundesagentur für Arbeit) will check the working conditions.

Refugees with residence permits (Aufenthaltserlaubnis):

If you have been recognised by the BAMF as a person entitled to asylum, refugee or subsidiary protection, the [Immigration Office](#) will give you a residence permit (Aufenthaltserlaubnis). 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](#)! A prerequisite for the above applications is ALWAYS a definitive job offer.

Employment contract

Anyone who starts a job gets an employment contract.

It governs the most important conditions of your work.

It explains when you work, how much holiday you get,
and how much you are paid.
Both sides – workers and employers – must abide by these agreements.
When you sign the contract, it becomes legally binding.
So you should only sign it once you fully understand its content.

Types of contracts:

Permanent job contract (Unbefristeter Arbeitsvertrag)

Usually, there is a probationary period of three or six months.
During this period, employment can be terminated within two weeks.
The employer can terminate the employment. Or you as the employee can terminate the employment.
At the end of the probationary period, permanent employment begins.
This gives you longer protection against dismissal. Working hours are usually up to 40 hours a week.

Fixed-term employment contract (Befristeter Arbeitsvertrag)

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

Minijob

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

**Normally, a probationary period is agreed in every employment contract.
Depending on the contract, this is usually between 6 weeks and 6 months.**

Labour law:

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

- Regulation of working time
- Minimum wage
- Leave claim
- Protection against dismissal
- Representation of interests in the workplace (Works council)
- Trade union labour regulations
- and a few more

Taxes and social security payments:

All employees in Germany pay part of their wages as taxes.
The federal government, the Länder and the municipalities use it to finance their expenditure.
Employers, in turn, are required to pay social security contributions for their employees.
These social security contributions fund the German social system.
This system guarantees that you receive money from the state if you are unemployed.

Tax ID number:

Your tax ID is an 11-digit number and is used for income tax purposes.

The number applies throughout your life. The number allows the authorities to identify you at all times.

Your employer needs this number. Do you not have this number in any of your documents?

You can get these in person at the registration office (in the town hall). Or you can fill out a form and send it 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. That is **illegal**.

It can be punished with fines and prison!

Do you receive social benefits or unemployment benefit? But you work anyway?

You didn't tell the Social Welfare Office, the employment agency or the Job Centre?

That is also **illegal**.

It means you are wrongly receiving state benefits, even though you are in paid employment.

Job applications and interviews

Would you like to start professional training or get a job in Germany?

Then you need to make a written application.

Many companies place job advertisements.

Either in newspapers or online.

The job advertisement describes what type of work or professional training it involves.

It also explains what the company expects from the employee.

It includes information about where and how to apply.

Have you been invited to a job interview?

Then the company is interested in you.

The job interview is a chance for you to get to know each other.

Please give yourself enough time to get to the interview.

It's crucial that you arrive on time.

It's best to prepare for the interview in detail beforehand.

This might include finding out important information about the company.

Visit the website and read through the company's history.

Find out about their products or services.

Do you want to show that you're interested in the job?

Then you should ask questions during the interview.

This will show that you are familiar with the company. And it will show that you are motivated.

An application usually consists of three parts:

Cover letter: Your personal cover letter briefly introduces yourself. You should say why you're 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 covering 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.

Curriculum vitae (CV): The CV lists all your experience. It is structured in the form of a large table. Write when you started and stopped working at each company. Include where you undertook training or a course of studies. 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 it if you do. The [Europass website](#) can help you create a CV. The website is available in lots of languages. You enter your details. You add your experience. Then it will create a CV for you. CVs look different in each country. It's important to use the format used in Germany. You can choose this in Europass.

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. 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 through which you have to apply. You need to register with your email address before you can send your application through the website.

🌐 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 migrants make their skills and expertise obvious to others. It offers a free online tool for creating a "language passport" or CV (see above). You can also find important tips on writing good applications on Europass.

🌐 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 many ways to find a job. You will find many job advertisements in major newspapers or on the internet.

The Federal Employment Agency's platform [Jobsuche](#) has jobs all over Germany.

There you will directly find a search mask:

"They are looking":

- For a position as a specialist or manager, you need a degree or completed training. But a lot of work experience sometimes works, too. You often have to be able to speak German well.
- As a helper, you can find a job even with a good knowledge of German and without a degree.
- You can also look for a traineeship or apprenticeship.

{ "search terms":

Here you can specify the professional field you might like to work in.

"Place of work":

Enter here the location in which you would like to work.

Mini-job / part-time job

You can also look for a mini-job or a part-time job.

They then work only a few hours a week. You earn no more than 520 euros per month.

Attention: The Job Centre or the Social Welfare Office must also be notified of a mini-job!

Your most important contacts on the subject of work are the Employment Agency and the Job Centre. Please note that they are responsible for different groups.

Job centre: responsible for recognised refugees (i.e. asylum procedure has been positively concluded)

Employment Agency: responsible for non-recognised asylum seekers (i.e. asylum procedure still ongoing (Gestattung) or asylum application rejected (Duldung))

You will be given a personal contact person.

Please contact your responsible contact person with any questions.

For a personal interview, you need to make an appointment.

Counselling Centre "Fair Integration"

This service provides you with all the information you need about your rights as an employee in Germany.

Knowing your rights can protect you from exploitation and discrimination.

Nationwide counselling for refugees and migrants from non-EU countries who have a job, are doing training or an internship. We can also advise you if you want to work and already have questions.

Topics are:

- Job market and job contracts
- Payment and minimum wage
- Working hours, holiday or notice
- Incapacity for work and accidents at work
- Health insurance, nursing insurance and pension insurance
- Unfair treatment by bosses
- Compliance with employee rights

The advice is free and confidential.

Counselling can be done in Tigrinya, English and German.

Immigration of Skilled Workers

Basic information about immigration of skilled workers

There is a law in Germany.

The aim of this law is to make it easier for skilled workers to come to Germany.

These skilled workers have vocational training.

They do not have an academic degree. There are already laws governing immigration of these people to Germany.

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

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

For employers:

Accelerated application process for skilled workers

Employers need power of attorney for skilled workers.

That means you can initiate an accelerated skilled worker procedure.

You can do this at the responsible Immigration Office (Ausländerbehörde).

The company makes an agreement with the Immigration Office.

Everyone involved agrees on what employers, the skills workers and the authorities are allowed and required to do.

The agreement describes the procedure, including who is involved and deadlines.

💡 The fees are 411 euros. There is an additional visa fee of 75 euros.
There may be other fees to pay (certified copies, translations).

The Immigration Office advises employers.

- It provides support so that the foreign qualifications of the skilled worker are recognised.
- The Immigration Office gets approval from the Federal Employment Agency (Bundesagentur für Arbeit).
- It checks what is required in order for the visa to be granted.
- The certification bodies only have a certain amount of time to make their decision.
- The same is true for the Federal Employment Agency.

All requirements are met?

- Then the Immigration Office will issue something called a preliminary approval (Vorabzustimmung).
- The employer can pass this on to the skilled worker.
- The skilled worker then books an appointment with the diplomatic mission abroad.
- At this appointment, they will apply for a visa.
- At this appointment, the skilled worker must present the original preliminary approval.
- They must also bring the other documents required for the visa application.

You have submitted the complete visa application by the skilled worker?
Then the decision will be made within three weeks.

💡 The family of the professional can also be taken into account.
The application for them must be made at the same time.
The family must meet the requirements for family reunification.

For skilled workers

💡 Definition of skilled worker:

- Do you have a university degree?
- Or have you completed professional training?
- Did this training last at least two years?
- Does it mean you are qualified for a profession?

-> Then you are a professional.

Do you want to be officially recognised as a skilled worker?
Then you need to make an application.
Your qualifications must be recognised by the relevant body in Germany.

Looking for Work

Entering the labour market:

Entry into the labour market will be made easier: As a skilled worker, you need to demonstrate three things.

- You need an employment contract.
- You must have a concrete job offer.
- And you need a [qualification that is recognised in Germany](#).

The Federal Employment Agency (Bundesagentur für Arbeit) no longer checks if there is also a German person for the job. But the Federal Employment Agency still checks the working conditions.

Employment options:

You have a particular qualification.

That means you are qualified for a specific profession.

You are permitted to work in this profession.

You can also work in related professions.

Skilled workers with training through a degree can also do other work.

For example, skilled workers can work in a profession where no university studies are required.

But skilled workers are not permitted to perform menial labour.

Skilled workers must work in a profession which requires vocational training.

For the EU Blue Card, you will need work which corresponds to your qualifications.

Skilled workers with vocational training:

Skilled workers with vocational training can work in any profession.

The only requirement is that their training must qualify them for that profession.

They no longer have to work solely in professions where there are shortages of workers.

Rules for entering the country

Entering the country to find a job:

Skilled workers with vocational training can enter Germany.

You can enter Germany in order to find work here.

You will receive a residence permit (Aufenthaltserlaubnis) for up to six months.

You have to fulfil a number of requirements:

- their qualification must be recognised in Germany.
- You must have a secure livelihood for the duration of your stay.
- You must already speak German well enough to work in your profession.
- Normally, German language skills level B1 or better are required.

Would you like to try out a job first?

Then you can work for up to 10 hours a week.

This helps you find out whether you like the job.

You can get to know your employer.

Skilled workers with recognised academic qualifications can also try out jobs.

Residence for qualification purposes:

Have you tried to get your qualifications recognised?

Have the authorities identified problems?
Do your qualifications not correspond to German qualifications?

- Then you need sufficient German language skills. That means German level A2.
- Then you can apply for a visa.
- This visa allows you to come to Germany for 18 months.
- During this time, you can get qualifications.
- The authorities can extend your visa for 6 months.
- After that, you can apply for another visa. For example, in order to complete professional training. Or to study at a university. Or to work.

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).

For training and studies

Entering the country to find a training placement:

Would you like to do a vocational training course? Then you can enter the country to look for a training placement.

- You need German language skills level B2.
- You need a school-leaving qualification that entitles you to enter higher education.
- You must be no more than 25 years old.
- You must be able to pay your own living costs in Germany.

Expanded transfer opportunities for international students in Germany:

International students can get a new residence permit (Aufenthaltserlaubnis) before they complete their studies. For example: You want to train for a professional after studying. To do this, you get a residence permit.

The new [law for skilled workers](#) facilitates this change: Are you studying? And do you want to get a job?

Then you can accept a job. You must meet specific conditions for this.

These conditions are set by the Federal Employment Agency (Bundesagentur für Arbeit).

Once everything has been checked, you will get a new residence permit.

Settlement permit (Niederlassungserlaubnis) for people who have completed vocational training in Germany:

Under the new law, foreign citizens who have completed vocational training in Germany can, like university graduates, obtain a settlement permit after only two years.

💡 **German language course** in preparation for training: Do you have the right visa? Then you can attend a German language course. This course will prepare you for your training.

Self-employment

Who can start their own business in Germany?

- Are you still in the asylum procedure?
- Has your application been rejected?
- Do you have exceptional leave to remain (Duldung)?
-> Then you are **prohibited from** self-employment.

In principle, everyone else has the option to set up their own business in Germany.

Here you can find more information, each in different languages:

- [Online guide "GründerZeiten"](#)
- [Start-up portal](#)
- [Homepage of the IQ Unit for Migrant Economics](#)

Recognition of foreign educational qualifications

Recognition of foreign educational qualifications

Certificates play an important role in Germany for school, university or work.
Certificates are proof of what you have already learnt and achieved.
Certificates are important for you to get a job or to be admitted to a school or university.

So if you have already obtained certificates at school, in an apprenticeship or at university abroad, you should have them recognised.

It will be checked what you are qualified for with your certificates in Germany.

Your achievements will be translated, so to speak.

It may be that you no longer have your certificates.

In this case, you can try to have your work experience and professional skills recognised through tests.

Counselling centres for recognition:

[Welcome-Center Weiden](#)

Agentur für Arbeit Weiden

Welcome-Center

Weigelstr. 24

92637 Weiden

☎ +49961/4092101

bfz Regensburg

Andreas Dick

☎ [0941/4020760](tel:09414020760)

@andreas.dick@bfz.de

[Here](#) you can find further information on the recognition of foreign qualifications in various languages.

Would you like to have your foreign school-leaving qualification recognised?
In Bavaria, the ["Landesamt für Schule"](#) (LAS) is responsible for recognition.