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Education, Work und University Studies

Information

Whether you are authorised to work in Germany depends on your [residence status](#). You can find important information under [Labour market access](#).

If you have completed a school-leaving qualification or training in your country of origin, these qualifications must be recognised in Germany.

You can find more information on the recognition of qualifications [here](#).

There are over 400 training occupations in Germany. If you want to do vocational training, you can find more information under [Vocational training](#).

Children in Germany have to go to school from the age of 6. Children attend primary school for the first 4 years. Then they attend a secondary school. After that, you can do an apprenticeship or start a degree programme in Germany.

If you would like to study, you will find suitable information under [Studying](#).

Finding work

Residence status and legal consequences

The following documents are available in Germany:

1. proof of arrival

If you want to apply for asylum, you will receive this document. It is valid for the period between registering as an asylum applicant and applying for asylum at the Federal Office for Migration and Refugees (BAMF).



2. residence permit

The document is issued to carry out the asylum procedure until a decision is made on the application.

The permit contains regulations on work and housing. If you need a work permit, you must apply for one at the [Foreigners' Registration Office](#). If you need help finding a job, please contact:

Employment Agency

🏠 [Neckarstraße 19, 64711 Erbach](#)

☎ [08004555500](#)

✉ Erbach@arbeitsagentur.de

🌐 www.arbeitsagentur.de



3. fictitious certificate

You will receive this document for the transition from the approved asylum application until the residence permit is issued.



4. residence permit

The residence permit is issued for a specific period of time. It is also issued for a specific purpose. It is the basis for permanent residence. The document means access to the labour market without a work permit. For job placement and benefits, please contact:

Kreisausschuss Odenwaldkreis - Kommunales Jobcenter

🏠 [Michelstädter Str. 12, 64711 Erbach](https://www.michelstaedter-str.12.64711-erbach.de)

☎ [06062/701100](tel:06062701100)

✉ info@odenwaldkreis.de

🌐 www.odewaldkreis.de



5. toleration

A tolerated stay is a suspension of deportation. It is granted if deportation is not possible.

- There is a "deportation stop" for certain groups by law for a period of 3 months
- A work permit is always required. You or your employer apply for this at the [immigration office](#)

For placement in employment, please contact:

Employment Agency

🏠 [Neckarstraße 19, 64711 Erbach](#)

☎ [08004555500](tel:08004555500)

✉ Erbach@arbeitsagentur.de

🌐 www.arbeitsagentur.de



Lost or stolen ID card

If you have lost your ID card or it has been stolen, you must inform the authority that issued it.

For asylum seekers, this is the [immigration office](#). Please go to the [police](#) first and report the theft or loss of your ID card. You can use the report to apply for a new ID card.

Labour market access

Labour market - access

👤 If you are looking for work and have entered the EU, you have free access to the labour market.

For refugees, access to the labour market depends on [your residence status](#). You can find more information on the topic of work at www.diplo.de

Asylum seekers with proof of arrival / residence permit:

If you are obliged to live in an initial reception centre, you are not allowed to work. You must first submit an application for employment to the [foreigners authority](#).

You must take note of this:

- Three months after your registration as an asylum seeker, you have "subordinate" access to the labour market. The labour office will check whether there is a preferential employee for this position.
- After 15 months, there will no longer be a priority check.
- After 4 years you have full access to the labour market. You must submit your application to the [foreigners authority](#).
- If you are doing an apprenticeship, the [foreigners authority](#) will decide on your work permit.

Tolerated persons:

- If you are tolerated, the [foreigners authority](#) will decide on your work permit.

- If you are not banned from working, as a tolerated person you have subordinate access to the labour market from the first day of your tolerated status

Refugees with a residence permit:

If you have been recognised by the BAMF as a person entitled to asylum, refugee or subsidiary protection, you will receive a residence permit from the [immigration authority](#). This allows you to accept any job and gives you access to the labour market.

💡 Different rules apply to [self-employment](#).

Counselling centres

You can obtain further counselling from these two offices:

District Committee Odenwaldkreis / Foreigners' Registration Office

🏠 [Michelstädter Str. 12, 64711 Erbach](#)

☎ [06062/700](#)

✉ info@odenwaldkreis.de

🌐 www.odewaldkreis.de

Employment Agency

🏠 [Neckarstraße 19, 64711 Erbach](#)

☎ [08004555500](#)

✉ Erbach@arbeitsagentur.de

🌐 www.arbeitsagentur.de

Employment contract and working time models

Anyone who works is given an employment contract. It regulates the most important aspects of the work. It states when and where you work. How much holiday you have. It also states how much money you will receive for your work. Both partners must adhere to this contract. The contract comes into effect when you sign it. Only sign if you have understood the content.

There are the following contracts:

Open-ended

There is often a probationary period of 3 - 6 months. During this period, an employment relationship can be terminated within two weeks. The employer can terminate the contract. But you as an employee can also give notice. At the end of the probationary period, a permanent employment relationship begins. This has longer protection against dismissal. Working hours are often 40 hours per week.

Fixed-term

The employment relationship ends on the agreed date. No notice of termination is given.

Mini job

The maximum earnings per month are € 520 and are tax-free.

Labour law:

There are many laws that regulate the rights of workers. These include, for example

- Working hours
- wages
- holidays
- dismissal
- Company representation of interests (works council)
- Regulation of the work of trade unions

Taxes and social security contributions

Everyone who works pays taxes in Germany. These are deducted from wages. This is how the state finances its expenditure. Employers are obliged to pay social security contributions for their employees. These contributions finance the social security system in Germany.

Tax identification number:

The tax ID is an 11-digit number and is required for income tax purposes. The number is always valid for you. The authorities can always identify you with this number. Your employer requires this number. You can obtain this number from the city or municipal administration. Or from the [Federal Central Tax Office](#).

National insurance number:

Your employer needs this number. You can obtain this number from your health insurance company (e.g. AOK, DAK).

Illegal work:

You have a job for which you are paid. But this work is not registered with the tax office and health insurance fund. You do not pay taxes and social security contributions. This is forbidden. In Germany, this is called "illegal". You either have to pay a fine for this or you can go to prison. You receive social benefits or citizen's allowance? But you still work? You must inform the authorities if you are working. If you have not told them, it is illegal.

Working time models

Working hours are very different in Germany. Different working time models are subject to different legal conditions in Germany.

There are often the following variants:

Flexitime model

In the flexitime model, the employer sets a daily working time during which employees must be present or work. This is, for example, from 10 am to 3 pm. There is no obligation to be present outside this period.

Working time account

Working time in excess of the contractually agreed working time can be credited to the working time account. Conversely, time is deducted from the account if employees work less than contractually agreed. No salary or overtime premium is paid for the time credited to the account.

Annualised working time

In the annualised working time model, employers determine the total number of hours to be worked within a year. These working hours can be distributed unevenly throughout the year. The salary is paid continuously at the same level even if work performance fluctuates.

Functional time

Functional time is a variant of flexitime. The core time is omitted here. Instead of a binding attendance obligation for each individual employee, this model is based on the guaranteed functionality of the work area.

Trust-based working time

Trust-based working time is not a working time model. It means that the employer does not monitor employee attendance - regardless of whether certain working hours are specified or not.

Shift work and night work

In shift work, employees work in successive shifts throughout the day. For example, in early and late shifts, from 6 a.m. to 2 p.m. and from 3 p.m. to 8 p.m. - this would be a two-shift operation. If a night shift is added, this is called three-shift work. This shift system is used in hospitals, by the police and at the airport.

Part-time

Part-time employees work fewer hours per week than full-time employees. They only work on certain days or fewer hours per day (or both).

Home office

Working from home means occasionally working at a workplace other than the employer's premises. In this model, the legislator has less stringent expectations of the workplace.

By teleworking, the legislator means workstations set up by the company for a fixed period of time in the employee's private area. Teleworking requires clear regulations between employers and employees:

A teleworking workplace must be specified in an agreement or in the employment contract. The equipment is provided and installed by the employer in the employee's private area.

On-call duty

If you are on call, you must be ready for work in your free time. You must arrive at your workplace within a short time to start work.

Illness:

If you are ill and cannot come to work, you must tell your employer. Regulations are included in your contract. Sometimes you have to submit a certificate of incapacity for work to your employer on the first day of illness. You can obtain this certificate from your family doctor or specialist.

Job reference

Simple certificate

Every person is entitled to a simple certificate at the end of their employment. A simple certificate contains information about

- Type and duration of employment
- Function in the company

Qualified reference

The qualified reference is more comprehensive than the simple reference. It contains information on

- Description of tasks and activities
- Assessment of performance
- Assessment of behaviour towards superiors, employees, colleagues and third parties
- Reason for leaving
- Signature

The place, date and signature are written below the reference.

The following terms are often used to describe performance in the reference letter:

Performance

"Always to our complete satisfaction" - grade very good (1)

"to our complete satisfaction" - grade good (2)

"always to our complete satisfaction" - grade good (2)

"always to our satisfaction" - grade satisfactory (3)

"to our complete satisfaction" - grade satisfactory (3)

"to our satisfaction" - grade sufficient (4)

"On the whole to our satisfaction" - grade poor (5)

Behaviour

"behaviour was always impeccable" - grade very good (1)

"behaviour towards superiors, colleagues and customers was impeccable" - grade good (2)

"behaviour was impeccable towards colleagues, superiors and customers" - grade satisfactory (3)

"behaviour was satisfactory" - grade sufficient (4)

"was essentially impeccable" - grade unsatisfactory (5)

Interim reference

You are entitled to an interim reference if the content of the work changes. This may be the case if:

- Change of promotion
- Changes to the area of responsibility
- Change of supervisor

In these cases, you are entitled to an interim reference:

- if you go on parental leave
- if you want to apply for a job
- when the employment relationship ends

Interim references are very important in Germany. Keep these documents in a safe place.

Applications and interviews

If you want to start training or work in Germany, you have to apply in writing.

Most of the time, you apply to a company because it has placed a job advertisement on the internet or in the newspaper. This means that the company is looking for new employees. The job advertisement says what kind of work or training is involved and what the company expects from employees. It also says where and how you have to apply.

If the company is interested in you, you will usually be invited to an interview where you will introduce yourself personally. Please allow enough time and be sure to be on time for the interview. It is best to prepare for the interview in detail beforehand and also gather important information about the company. Visit the website and read through the history of the company and find out about the products or services. If you show up on time for the appointment and also ask questions during the interview, you will show the company your motivation and interest in the training 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 open position. For example, describe what experience you have already had in your home country. Inform yourself about the company and describe why you would like to work there. Your cover letter should fit on one page. Sign your cover letter. There are many templates and aids on the internet. It is important that you do not simply copy something. Your cover letter must fit you and the job.

CV

The CV lists all your experience and is structured like a big table. Write from when to when you worked at which company. Write where you did your training or studies. Write where you went to school and what school-leaving qualification you have. You do not have to include a photo in your CV, but many companies find it good if you do.

Transcripts and certificates

It is important that you send copies of your certificates (no originals!). Certificates are your school-leaving certificate, your university degree and work references from the past. The certificates should be in German or English, otherwise they should be translated. You should also send proof of internships, further training relevant to the job or certificates from your German course.

💡 The job advertisement tells you how to apply. Please read it carefully.

Written: Buy a nice application folder and put your cover letter, CV and certificates in it. Then send the application to the address mentioned in the job advertisement.

E-mail: Many applications are now sent via email. Put your cover letter, CV and references together in a PDF file and send it as an attachment to the e-mail. In the e-mail, write a short text to the person who will receive your application.

Online: Big companies have their own website where you have to apply. You have to register there with your e-mail address and can then send your application there.

Assistance with the application is also offered by:

Kreisausschuss Odenwaldkreis - Kommunales Jobcenter

🏠 [Michelstädter Str. 12, 64711 Erbach](#)

☎ [06062/701100](tel:06062701100)

✉ info@odenwaldkreis.de

🌐 www.odenwaldkreis.de

Employment Agency

🏠 [Neckarstraße 19, 64711 Erbach](#)

☎ [0800/4555500](tel:08004555500)

✉ erbach@arbeitsagentur.de

🌐 www.arbeitsagentur.de

🌐 Helpful tips for applying for jobs can be found at [Planet Beruf](#).

🌐 [Europass](#) is a multilingual online portal (over 20 languages) that helps migrants to make their skills and knowledge visible. It offers the free possibility to create a language passport or a CV with an online tool. You can also find important tips for good job applications on Europass.

🌐 At [Bewerbung.net](#), [StepStone](#) and [Lebenslauf2go](#) you can have a CV and a cover letter created for free. In some cases, you can also import your data from Xing or LinkedIn. It is also possible to write your own texts in the template or import files.

🌐 You can find information and templates for cover letters at: [Bewerbung2go](#), [BewerbungsWissen](#), [Karrierebibel](#), [hop-on newcomers](#).

Language exercises

🌐 On the [VHS learning portal "Ich will Deutsch lernen" \(I want to learn German\)](#) and the [Goethe-Institut](#) site ["Deutsch für dich" \(German for you\)](#) you can find exercises on the topic of job applications and the world of work in general. This will help you learn about the world of work and improve your German language skills.

Looking for Work - Advice and Help

The following institutions in the Odenwaldkreis can provide you with all the support you need to find a job as well as the services to which you are entitled (travel costs, application costs, etc.):

Odenwaldkreis District Committee / Municipal Jobcenter

🏠 [Michelstädter Str. 12, 64711 Erbach](#)

☎ [06062/701100](tel:06062/701100)

✉ info@odenwaldkreis.de

🌐 www.odenwaldkreis.de

Employment Agency (Agentur für Arbeit)

🏠 [Neckarstraße 19, 64711 Erbach](#)

☎ [0800/4555500](tel:0800/4555500)

✉ erbach@arbeitsagentur.de

🌐 www.arbeitsagentur.de

Youth Work Protection

Young people in particular need special protection at work. They are still developing and are not yet up to the demands of the adult working world. Excessive demands and injuries have a particularly detrimental effect on them.

The Youth Employment Protection Act (Jugendarbeitsschutzgesetz) and the Child Employment Protection Ordinance (Kinderarbeitsschutzverordnung) create the legal prerequisites to protect children and young people from excessive workloads, overstress and the dangers they face at work. Young people still have their whole working life ahead of them.

The primary objective of modern occupational health and safety is therefore to protect them in the early stages from excessive stress in an ever-changing world of work through preventive measures and to maintain and promote their health.

The employment of children is generally prohibited in the Federal Republic of Germany. Only children above the age of 13 may be employed for up to 2 hours (up to 3 hours on family farms) 5 days a week in light activities suitable for them.

WELCOMECENTER Hesse

Are you new to Hessen? Then you probably have a lot of questions about work:

- Job search
- Passport
- Application documents
- Preparing for a job interview

Then the WELCOME Centre is the right place for you!

We also offer workshops on various topics relating to the application process in Germany.

We are happy to help - free of charge and in German, English, Spanish and Kiswahili.

We are also happy to advise Hessian companies, businesses and administrations. We help to employ international workers, specialists and managers.

Contact us by e-mail or telephone to arrange an appointment.

We are happy to advise you in person, by video, by phone or by email.

🌐 <https://www.work-in-hessen.de>

@info@welcomecenterhessen.com

☎ 069/ 971 72 122 or 0800/666 57 88

Irregular and illegal employment

If you work in Germany, various amounts are deducted from your salary. The employer must do this. If he does not pay these contributions, this is referred to as "irregular employment".

The employer can be fined for this by a court. It is also possible that he will be sent to prison for this offence.

If you receive social benefits (social welfare office, employment office or job centre), you must notify them immediately if you start working.

If you do not do this, it is a criminal offence. This is also called "illegal employment". It is also known as "illegal employment".

If you have a work ban and go to work anyway, it is also called "undeclared work". Depending on your nationality and reason for residence, this "illegal employment" can lead to an indefinite work ban.

For the following matters

- Verification of employees
- Verification of employers
- Violation of immigration law
- Violation of trade law
- tax laws

the **main customs office in Darmstadt** is responsible. You can find the relevant information [here](#).

Minimum wage

When you work, you get money for it. This money is called a "wage" or "salary".

Employers must pay employees at least the minimum wage.

From 01.01.2025, the minimum wage will be 12.82 euros per hour of work.

The minimum wage does not apply to

- Persons under the age of 18 without completed training
- Trainees
- Persons who have been unemployed for more than 1 year and then take up work
- trainees
- Trainees

- Voluntary workers

Works council and trade unions

Works council

There is a works council in a company. A works council is a group of employees. The works council represents all employees in a company. The works council is elected by the company's employees. The works council exists from a certain number of employees in a company. In the public sector, the works council is called the "staff council".

Trade unions

A trade union is a group of employees with the same profession from different companies. They stand up for their interests at work. The same applies to employers. They can join together to form an association. The association is called an "employers' association".

There are 8 different trade unions in Germany, covering all professions. They advise their members on legal issues. They also negotiate collective agreements and support works councils.

The German Trade Union Federation is the umbrella organisation for all trade unions in Germany. The representation in the Odenwaldkreis is:

DGB Kreisverband Odenwaldkreis

Chairman: Harald Staier

🏠 [Montmelianer Platz 4, 64739 Höchst im Odenwald](#)

☎ [06163/3130](tel:061633130)

✉ harald-staier@t-online.de

🌐 www.suedhessen.dgb.de

You can find further contact persons on this homepage.

Counselling for employees from Central and Eastern Europe

There is a project at Vereins für Wanderarbeiterfragen e.V. The organisation helps workers from Central Europe and Eastern Europe who are working in Germany.

The offices are in Frankfurt and Kassel. Counselling is offered in various languages. Counselling can also take place at the workplace or in the accommodation.

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

Independence

Self-employment is a form of work. It involves taking full responsibility for your own business. To do this, you need an idea for the business and customers who will buy your services. You also need money to set up your business. If you do not have sufficient capital, you will need to clarify whether you can obtain loans or grants. You also need to register your business with the local

authority. You also need to clarify with the tax office what you have to pay in taxes. You also need to take out various insurance policies yourself.

Self-employment is prohibited in Germany if

- you are in the asylum recognition procedure
- your application for asylum has been rejected
- you have a tolerated stay


All other persons have the opportunity to set up a company in Germany.


Further information - also in foreign languages - is available here:

- [Online guide "GründerZeiten "](#)
- [Business start-up portal](#)
- [Homepage of the IQ centre for the migrant economy](#)

People from the Odenwald district who would like to become self-employed can seek advice from OREG. Counselling is provided in person or via ZOOM and is free of charge.

Odenwald Regional Gesellschaft mbH (OREG)

 [Marketplace 1, 64711 Erbach](#)

 [06062/943380](tel:06062943380)

 info@oreg.de

 www.oreg.de

Vocational training (dual and full-time)

It's good to do an apprenticeship. After training, you take an exam. This exam is called a **vocational qualification**. With a professional qualification, you often earn more money and don't become unemployed so quickly.

The Technical University Darmstadt and the PH Ludwigsburg offer young women from abroad **an orientation programme in scientific professions**. Young women from the 8th grade onwards can take part. Further information is available [here](#).

Company entry qualification

In Germany, you can do an **in-company entry qualification (EQ)** before starting an apprenticeship. An entry-level qualification is a paid internship. The internship is intended to prepare you for an apprenticeship. The training content is taught in the company and the young people can familiarise themselves with the profession. The internship lasts six to twelve months. Participants receive a wage from the company. This can be financed by the job centre or the employment office. Further information can be found [here](#).

Dual training

Dual training is a speciality in Germany. You work in a company during the week. At the same time you go to school. This way you learn theory and practice. You spend two thirds of your time working. You spend one third of your time at school. An apprenticeship lasts between 3 and 3.5 years. If you have a high school diploma, you can complete your training more quickly.

You can find information about apprenticeships in Germany [here](#).

It depends on which profession you would like to learn. The right places are

Chamber of Crafts (HWK)

The Chamber of Skilled Crafts (HWK) is responsible for skilled trades professions. These include professions such as baker, bricklayer or painter. You can find the profiles of the training occupations on the information pages of the [Association of German Chambers of Crafts](#).

Kreishandwerkerschaft für den Odenwaldkreis

🏠 [Alfred-Kehrer-Straße 2, 64711 Erbach](#)

☎ [06062/95950](tel:06062/95950)

✉ handwerk@kh-odw.de

🌐 www.kh-odw.de

Handwerkskammer Frankfurt - Rhein - Main, Hauptverwaltung Frankfurt

🏠 [Bockenheimer Landstraße 21, 60325 Frankfurt](#)

☎ [069/97172818](tel:069/97172818)

✉ service@hwk-rhein-main.de

🌐 www.hwk-rhein-main.de

Industrie- und Handelskammer (IHK)

The Chamber of Industry and Commerce (IHK) is responsible for professions in industry, trade and services. This includes, for example, plant mechanics or wholesale and foreign trade clerks. The "[Apprenticeships from A to Z](#)" page [of the IHK Darmstadt](#) provides information on the areas of activity of the IHK training occupations.

Industrie- und Handelskammer Darmstadt

🏠 [Rheinstraße 89, 64295 Darmstadt](#)

☎ [06151/8710](tel:06151/8710)

✉ info@darmstadt.ihk.de

🌐 www.darmstadt.ihk.de

Training at a vocational college

There are training programmes in Germany that are completed entirely at one school. The training takes place at a [vocational school](#). Outside the dual training system (without an apprenticeship in a company), vocational schools provide completed vocational training in theory and practice. It usually lasts two to three and a half years. Lessons take place full-time. In addition to vocational subjects, it also includes general education subjects. The vocational schools differ greatly in terms of their training programmes, admission requirements, duration of training and further education options. Therefore, please contact the school you are interested in.

Berufliches Schulzentrum Odenwaldkreis (AöR)

🏠 [Erbacher Straße 50, 64720 Michelstadt](#)

☎ [06061/9510](tel:06061/9510)

✉ sekretariat@bso-michelstadt.de

🌐 www.bso-mi.de

Nursing school training

There is a school in Erbach that offers training in nursing. In three years you are trained to become a nursing specialist. The school also offers training to become a nursing assistant.

Pflegeschulen des Odenwaldkreises der GZO GmbH

🏠 [Elsa-Brändström-Str. 11, 64711 Erbach/Odw.](#)

☎ [06062/793700](tel:06062/793700)

✉ pflegeschulen@gzo-odw.de

🌐 www.gzo-odw.de

Regulated professions

The practice of some professions in Germany is subject to recognition. These professions are called "**regulated professions**". Regulated professions include some professions in medicine, law, teaching at schools and administrative professions. They also include subjects that are a prerequisite for practising an academic and regulated profession.

Professional qualifications acquired abroad must be recognised, which is regulated by federal and state laws. Most professions in Germany are not regulated.

A list of regulated professions in Germany can be found [here](#).

Vocational school

In Germany, you have to go to school. This is called "compulsory education". Here in Hesse, you have to go to school for a total of 10 years. If you have only been at school for 9 years, you have to go to vocational school for another year. Vocational school prepares you for a profession. However, you can also obtain a school-leaving certificate there.

The vocational school in the Odenwald is called the [Berufliches Schulzentrum \(BSO\)](#). The school is in Michelstadt. You can attend the following courses at the BSO:

InteA (= integration and connection)

Pupils up to the age of 17 with little knowledge of German can attend [intensive classes](#) for 2 years. Here they learn enough German to do an apprenticeship or to work. After InteA, they can also continue at school.

PuSch (=practice and school)

In PuSch, young people are guided to a secondary school leaving certificate. Further information can be found under [PuSch](#).

Vocational integration measures

These measures have the following aims:

- Preparation for training or work
- Preparation for obtaining the secondary general school leaving certificate

Further information can be found under [Vocational integration measures](#)

Vocational school

The theory as part of a dual training programme is taught at a vocational school. The practical part takes place in a company. The BSO teaches the theory for training in the following [professions](#).

Vocational school

This school provides vocational training and courses leading to a vocational qualification. The training programmes last up to 3 years. You can obtain the next higher school-leaving qualification at the school. The BSO has the following vocational schools:

- The vocational [school](#) (2 years) provides vocational training in an occupational field and an intermediate qualification
- The [vocational school](#) (2 years, higher technical school) leads to the advanced technical college entrance qualification and provides an insight into a professional field. In Michelstadt there are: Foreign language, IT or social work
- The [vocational school](#) (3 years) offers school-based training in the professions of wood sculptor, ivory carver, wood turner and carpenter.

Vocational school

The technical schools (1 year or 2 years) are institutions for further vocational training. The schools build on an apprenticeship. The previously acquired qualifications are expanded and deepened. The BSO in Michelstadt specialises in [woodwork](#) and [social pedagogy](#).

Technical secondary school (FOS):

The FOS combines practical training with theoretical education. The Fachoberschule leads to a higher education entrance qualification.

The BSO offers the "B" type of specialised secondary school. Lessons take place full-time. This means that you go to school 5 days a week. The school lasts for one year.

The following specialisations are offered:

- Electrical engineering
- Business and administration
- Health

You can find more information on the [BSO website](#).

Vocational grammar school:

The vocational grammar school leads to a general higher education entrance qualification (Abitur). This entitles you to study at any university or college. Anyone who has been placed in the introductory phase of the upper secondary school can be admitted to the vocational grammar school. Pupils with an intermediate school-leaving certificate can be accepted if they can demonstrate sufficient performance. The following specialisations are currently offered:

- Economics
- Business Studies and Economics
- Vocational computer science
- Mechatronics and
- Health. You can find more information on the individual specialisations on the [BSO website](#).

Contact:

Berufliches Schulzentrum Odenwaldkreis

🏠 [Erbacher Straße 50, 64720 Michelstadt](#)

☎ [06061/9510](#)

✉ sekretariat@bso-michelstadt.de

🌐 www.bso-michelstadt.de

Study

There are many subjects to study in Germany. There are also various higher education institutions:

- University (scientifically orientated)
- Technical college (practice-orientated)
- Dual college (very practice-orientated)
- Art, film and music college (for artistic subjects)

There are state and private colleges. At private colleges you often have to pay for your studies.

You can get further help from:

[Hochschulkompass](#) (study programmes and universities in Germany)

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

[Employment Agency](#) (information for studying)

[German Academic Exchange Service](#)

Prerequisites

Would you like to study in Germany? Then you need a permit. This permit is called a university entrance qualification. This is often the Abitur. It can also be the Fachhochschul-Reife. Have you completed your Abitur in your home country? You may be able to use it to study in Germany. You must have this checked.

You can find important information under:

Anabin

German Academic Exchange Service DAAD

You must speak German well (level C1) in order to study. You must provide proof of this. This can be with the "German as a foreign language". Or the German language test for university entrance. You can also take telc Deutsch C1 Hochschule.

There is also the possibility of funding from the Bildungsberatung Garantiefonds Hochschule. Some universities have preparatory courses. You can also learn German there.

Find out more at the university where you would like to study. Most universities offer counselling services. There are deadlines for applying to a university. Please observe these deadlines. Universities do not accept late applications.

Financing

Many people go to work to finance their studies. However, you are not allowed to work more than 20 hours during the lecture period (semester). You can try to get benefits from the state.

BAföG = Federal Training Assistance Act

With BAföG, students receive money every month for a certain period of time. How much you get depends on your personal circumstances. Not every student receives BAföG. If you receive asylum seeker benefits, you will not receive BAföG. Only full-time study is subsidised.

Scholarship

Scholarships are financial benefits for studying. You must apply for a scholarship. The scholarship can run for the entire duration of your studies. Sometimes the following things are taken into account for a scholarship:

- social commitment
- political orientation
- degree programme
- grades and
- personal circumstances.

Some organisations also work together with certain universities. The "[Deutschlandstipendium](https://www.deutschlandstipendium.de)" www.deutschlandstipendium.de is available in plain language, English and German.

No university entrance qualification

You can study in your home country with your school-leaving certificate? But not in Germany? You can catch up on your university entrance qualification at a preparatory college. Studienkollegs are specially designed for foreign applicants. They prepare you for studying in Germany.

Study at a university


General information

There are many degree programmes in Germany. There are also many types of universities. A distinction is made between

- University (academically orientated)
- (technical) college (practice-orientated)
- Dual university (very practice-orientated)
- College of art, film and music (for artistic subjects)

There are state and private universities. You often have to pay fees at private universities.

You can find more information at

 [Hochschulkompass](#) (Study programmes and universities in Germany)

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

 [Employment Agency](#) (study orientation)

Prerequisites

If you would like to study in Germany, you need authorisation. This is possible with a German Abitur. If you have a foreign qualification, it must first be checked whether you are authorised to study in Germany.

Further information on recognition can be found on the [Anabin](#) website in the information portal "Recognition in Germany" and [here](#).

You must also prove that you speak German well (Level: C 1). Some universities offer preparatory courses where you can also learn German.

Enquire directly at the university where you would like to study. Most universities have counsellors who can help you. Please note that there are also deadlines. If you miss the deadline, you will no longer be able to enrol for your degree programme.

No university entrance qualification

In preparatory colleges, foreign applicants are specifically prepared for studying at a university. If you are able to study in your home country with your school-leaving certificate but not in Germany, you may be able to gain admission to university through a preparatory college.

At [Anabin](#) you will find information on how your qualification from your home country is assessed. This assessment will determine whether you first have to complete a one-year course at a preparatory college or whether you can apply directly to a university. You can find a list of all preparatory colleges [here](#).

Funding and scholarship

Financing your studies

As a student, you can receive benefits via Bundesausbildungsförderungsgesetz (BAföG). These payments are made on a monthly basis. Sometimes the benefits are paid for the entire

degree programme. You can receive a maximum of EUR 934.00 per month in BAföG. The amount of the benefit depends on the income of the parents and the student. The student's living conditions are also important. Half of the benefit must be paid back after graduation. The BAföG regulations change frequently. You can find more information via these links:

[!\[\]\(2e897e890e69d81eae4503a8342c36b0_img.jpg\) Website BAföG for refugees and migrants](#)

Scholarship

As an alternative to BAföG, you can apply for a scholarship. Compared to BAföG, a scholarship often does not have to be paid back. Good grades are required for a scholarship. You are also often required to do voluntary work. The amount of the scholarship is similar to the BAföG rate. Sometimes a grant of up to €300 is paid for other expenses.

The organisations that award scholarships are often called "Begabtenförderungswerke". The following organisations offer scholarships for refugees:

[!\[\]\(0aff635c4179ba9e710b00f4b01d3b20_img.jpg\) Friedrich-Ebert-Stiftung \(FES\) - Scholarships for Refugees](#)

[!\[\]\(830769b31eeeaca920791081939ff8ba_img.jpg\) Böckler-Aktion Bildung of the Hans Böckler Foundation](#)

[!\[\]\(0b5e7e25e8775f7e7e80906ada4f0021_img.jpg\) Konrad-Adenauer-Stiftung \(KAS\) - Scholarships for Refugees](#)

[!\[\]\(8bba887393ca45b761e5cb49e755e762_img.jpg\) Villigst - Our scholarship for refugees](#)

[!\[\]\(6bb0e4f14c4133b37d2887cb37e67ddd_img.jpg\) Bread for the World](#)

One exception is the "Otto Benecke Stiftung" fund. The programme is for young migrants who wish to complete their university entrance qualification in Germany. It is also for young immigrants who want to prepare for university. The programme is intended to be followed by an academic career. There is also the Germany Scholarship. It supports young immigrants with €300 per month. The Germany scholarships are awarded by the universities.

[!\[\]\(bd3b31712ad9bab5a241210fa6925cdd_img.jpg\) University Guarantee Fund of the Otto Benecke Foundation in Bonn](#)

[!\[\]\(0fb13ad0bfa3d86868cdd3883e5665b3_img.jpg\) Germany Scholarship: Become a scholarship holder](#)

Further information can be found in the [database](#) of the Federal Ministry of Education and Research (BMBF).

Kiron Higher Education

Refugees and asylum seekers often have problems starting a degree programme. **Kiron Higher Education** offers the opportunity to study at no cost. The first two years of the degree programme are completed with online courses.

All courses are held in English. However, it is also possible to add subtitles in any language. The third year of the programme takes place on site at one of Kiron's partner universities. It is also possible to learn German during your studies. Kiron offers various support and counselling services.

[!\[\]\(4436e6b00b9d5e62c2a161129eb3e4d0_img.jpg\) Website Kiron](#)

Recognition of Certificates

Recognition of foreign educational qualifications

Certificates are important in Germany: you need certificates at school, at university or at work. Certificates are proof of what you have learnt and done. You need certificates when you start work. You also need certificates at school or to study. If you have received certificates abroad, these must be recognised in Germany. It will be checked what you are qualified to do in Germany based on the certificates from your home country. If you do not have any certificates from your home country, you can have your professional experience and skills recognised by means of tests.

Specialist advice centre for recognition

INBAS GmbH

Appointments can only be made by telephone or e-mail. The appointments take place at the Employment Agency in Erbach.

🏠 [Neckarstraße 19, 64711 Erbach](#)

☎ [01516/65497414](tel:0151665497414)

✉ nerkennungsberatung-erbach@involas.com

🌐 www.hessen.netzwerk-iq.de/

The "[Anabin](#)" website provides information on the assessment of foreign qualifications. The site helps authorities, employers and private individuals to categorise foreign qualifications in the German education system. Further information can be found under "[Recognition in Germany](#)" and under "[IQ Network Hessen](#)".

If you want to study or work as a scientist, contact the university to have your certificates recognised.

PQZ Hessen - Pflegequalifizierungszentrum Hessen Internationale Pflegekräfte für Hessen

Have you completed training abroad in the field of nursing/healthcare? Would you like to work in your profession in Hessen?

We will be happy to advise you if you need help with recognition, language courses, knowledge tests, preparatory courses or adaptation programmes.

We will support you throughout the entire process, from recognition to successful integration with your new employer. We will discuss your wishes and clarify any other questions you may have.

We are happy to advise you - in person, by telephone or in a video conference. Our service is free of charge.

🏠 [Zu den Sandbeeten 5, 35043 Marburg](#)

☎ [06421 9854-84](tel:06421985484)

✉ PQZ-Hessen@integral-online.de

Opening hours

Monday - Thursday

08:00 - 16:00

Friday - Friday

08:00 am - 12:00 pm

Further information about the PQZ Hessen and our team of counsellors can be found at:
www.PQZ-Hessen.de

A service provided by INTEGRAL gGmbH in cooperation with the DRK Schwesternschaft Marburg e.V. on behalf of the Hessian Ministry for Family Affairs, Senior Citizens, Sport, Health and Care.

WELCOMECENTER Hessen

The [WELCOMECENTER HESSEN](#) is the central advice centre for international skilled workers and companies in Hesse. Here you can get help with questions about

1. working and living in Hessen
2. recognition of professional qualifications
3. studying in Germany/training
4. learning German
5. childcare and school

You can reach the Welcome Centre at

☎ [+49 \(0\) 69 97172 122](tel:+4906997172122) or ☎ [0800 6665788](tel:08006665788)

Calls from abroad are subject to a charge.

✉ info@welcomecenterhessen.com

Opening hours:

Monday to Wednesday: 8 a.m. to 12 p.m.

Thursday: 9 am to 12 noon and 1 pm to 6 pm

Friday: 9 a.m. to 12 p.m.

Official certification of certificates

An **official certification** is a confirmation from an office that a document is genuine. You need the certification if you want to study, for example. Often all copies of certificates must be notarised.

Certificates are notarised by the [municipality](#) in which you live.

Official documents such as certificates and deeds (marriage and birth) may only be prepared by certified **translators** in Germany. The translation of documents is often expensive.

Check whether you need a certified translation of certificates.

You can find an [official translator database](#) here.

You can use the following links for translations:

www.translate.google.de

www.reverso.net

Catching up on qualifications

If school certificates are not recognised in your home country and you would like to catch up on your school-leaving qualifications, the employment agency can help you.

Bundesagentur für Arbeit

☎ [0800/4555530](tel:08004555530)

🌐 www.arbeitsagentur.de

At Odenwaldkreis you can take a course to **catch up on your secondary school leaving certificate**. The course comprises approx. 500 hours and takes place 3 evenings a week. The course ends with an exam. The course can be financed by the employment office or the job centre. Ask there for an education voucher. You must register in person at the [Odenwaldkreis Adult Education Centre](#). Please bring the following documents with you to enrol:

- Curriculum vitae
- photo
- identity card

If your vocational qualification is not recognised but you are interested in training, the "Wirtschaft integriert" programme may be of interest to you. "Wirtschaft integriert" is offered at Bildungswerk der Hessischen Wirtschaft e. V. in Michelstadt.

The "Wirtschaft integriert" programme offers the following modules:

- Vocational orientation
- German lessons
- Values in everyday life and work

The aim of the programme is to start an internship or apprenticeship.

Bildungswerk der Hessischen Wirtschaft e. V.

🏠 [Frankfurter Str. 37, 64720 Michelstadt](#)

☎ [06061/943820](tel:06061943820)

✉ michelstadt@bwhw.de

🌐 www.bwhw.de

Transition from school to work

When pupils finish school, many start an apprenticeship. The transition from school to a company is difficult. There are often problems at work, with colleagues or at school. The day at work often lasts longer than the school day. You have to make a big adjustment when you switch from school to an apprenticeship.

To make the transition easier for young people, many people are working together in the Odenwald. This joint work is a project. The project is called "**OloV**". "OloV" is an abbreviation. This abbreviation stands for "**Optimisation of local placement work** in the transition from school to work". The project is funded by the state of Hesse. Information about the project in Hesse can be found [here](#).

Responsible for the project in the Odenwald is

Anja Mühlhäuser
Kreisausschuss Odenwaldkreis
Michelstädter Straße 12
64711 Erbach

☎ 06062 70-1736

@ a.muehlhaeuser@odenwaldkreis.de

Mrs Mühlhäuser can answer general questions. For specific questions, please contact:

AWO Integra Bildung gGmbH

Gemeinnützige Gesellschaft für berufliche Bildung

🏠 [Stockheimer Ring 13, 64720 Michelstadt](#)

☎ [06061/94150](tel:0606194150)

✉ bildung@integra-home.de

🌐 <https://www.awo-hs.org/awo-sozial/bildung-beratung>

Help with: Training, internship

🏠 [Neckarstraße 19, 64711 Erbach](#)

☎ [08004555500](tel:08004555500)

✉ Erbach@arbeitsagentur.de

🌐 www.arbeitsagentur.de

Help with: Training, counselling, tutoring, internships

Berufliches Schulzentrum Odenwaldkreis

🏠 [Erbacher Straße 50, 64720 Michelstadt](#)

☎ [06061/9510](tel:060619510)

✉ sekretariat@bso-michelstadt.de

🌐 www.bso-michelstadt.de

Responsible for:

- Vocational school
- Courses
- School-leaving certificate
- Training at the school

Bildungswerk der Hessischen Wirtschaft e. V.

🏠 [Frankfurter Str. 37, 64720 Michelstadt](#)

☎ [06061/943814](tel:06061943814)

✉ michelstadt@bwhw.de

🌐 www.bwhw.de

Responsible for:

- Tutoring
- Training in institutions
- counselling

DGB Kreisverband Odenwaldkreis

🏠 [Montmelianer Platz 4, 64739 Höchst im Odenwald](#)

☎ [06163/3130](tel:06163/3130)

✉ harald-staier@t-online.de

🌐 www.suedhessen.dgb.de

The DGB can help you with

- Rights and obligations at work
- Training / work
- Problems during training
- Legal problems
- Referral to partners (counselling, help, office)
- Mediation of lawyers

F+U Rhein-Main-Neckar gGmbH

🏠 [Frankfurter Str.37, 64720 Michelstadt](#)

☎ [06061/94370](tel:06061/94370)

✉ Arbeitsmarkt.mi@fuu.de

🌐 www.fuu.de

Responsible for:

- Language courses
- Preparation for exams
- Help with job applications

Jugendwerkstätten Odenwald (JWO) e. V.

🏠 [Schloßplatz 6, 64732 Bad König](#)

☎ [06063/8267105](tel:06063/8267105)

✉ <mailto:jmd@jwo-ev.de>

🌐 www.jwo-ev.de

The JWO helps:

- Young people under the age of 27
- Young people who have problems at school
- Young people who have problems with their education

Kommunales Jobcenter Odenwaldkreis

- Team U25 / Maßnahmenmanagement -

🏠 [Michelstädter Str. 12, 64711 Erbach](#)

☎ [06062/700](tel:06062/700)

✉ info@odenwaldkreis.de

🌐 <http://www.odенwaldkreis.de>

If you or your family receive citizen's allowance, the Job Centre will help you.

The U 25 team helps young people between the ages of 15 and 24 to find work. The U 25 team is responsible for

- Placement in training, work or internships
- Placement in measures

Odenwald Regional Gesellschaft mbH (OREG)

🏠 [Market place 1, 64711 Erbach](#)

☎ [06062/943365](tel:06062/943365)

✉ info@oreg.de

🌐 www.oreg.de

OREG organises fairs for school pupils every year. You can find out about careers there.

Lifelong learning - Hessencampus Odenwald (HCO)

The Hessencampus (HCO) helps with questions relating to education. It provides advice to **anyone** who needs help.

HESSENCAMPUS Odenwaldkreis

If you would like to visit us, please make an appointment in advance:

🏠 [Martin-Luther-Str. 45, 64711 Erbach](#)

☎ [06062 701647](tel:06062 701647)

✉ info@hessencampus-odenwaldkreis.de

🌐 www.hessencampus-odenwaldkreis.de

Post:

🏠 [Michelstädter Str. 12, 64711 Erbach](#)

The adult education centre (VHS) in the Odenwald offers many courses in the field of "education". The VHS also offers school-leaving qualifications and other programmes. In addition to courses at the VHS, many courses can also be taken online.

Volkshochschule Odenwaldkreis

Visitors:

🏠 [Martin-Luther-Str. 45, 64711 Erbach](#)

☎ [06062/701731](tel:06062/701731)

✉ vhs@odenwaldkreis.de

🌐 www.vhs-odenwald.de

Odenwald Akademie

The Odenwald Academy is a co-operation between the TU Darmstadt and the Odenwald district.

The aim of the academy is to bring scientific knowledge to the Odenwald. The information is to be explained in an understandable way and for everyone at events.

The programme and dates can be found [here](#).

Odenwald Akademie

🏠 [Michelstädter Str. 12, 64711 Erbach](#)

☎ [06062/70385](tel:06062/70385)

✉ r.jarillo@odenwaldkreis.de

🌐 www.odenwald-akademie.de