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Welcome to Potsdam

Things to Know About Potsdam

Potsdam is located in the immediate vicinity of Berlin and is the capital of the federal state of Brandenburg. The many palaces and historic buildings, the parks and the unique lake landscape make Potsdam one of the most beautiful places in Germany. A well-developed infrastructure including health care as well as many cultural and educational opportunities ensure a high quality of life. Potsdam is also an important location for business and science. The city has grown significantly in recent years, and more than 180,000 people now live here.

Cosmopolitanism and tolerance play an important role in the urban community. This is evident as well in Potsdam's more than 1000-year history: Over the centuries, many immigrants from different nations came to Potsdam. They have played a major role in shaping the cityscape.

Today, there are numerous projects and initiatives that help migrants find a new home here.

For more information: www.potsdam.de.

Advice and Assistance

Migrant Advisory Board of the state capital Potsdam



The <u>Migrant Advisory Board of the state capital Potsdam</u> advocates for equal, inclusive, and diverse coexistence in the city. The board is a democratically elected body for all immigrant and refugee residents of Potsdam who have lived in the city for at least six months. The board





members are elected every five years by adult migrants residing in Potsdam.

The board is non-partisan and does not support any party interests. The board members work in a cross-party manner for the social, political, and legal equality of immigrant and refugee migrants. The board represents the interests of migrants to the mayor, the city council, and the city administration.

The Migrant Advisory Board collaborates with:

- · All associations and organizations in the city that are active in migration work
- The Commissioner for Migration and Integration of the state capital Potsdam and the state of Brandenburg
- · Self-organized migrant organizations
- · Representatives of factions of the city council
- · Employees of the city administration

Office of the Migrant Advisory Board of the state capital Potsdam

- PHegelallee 6-10, 14467 Potsdam, House 1, Room 147/148
- ****03312893346
- @migrantenbeirat@rathaus.potsdam.de
- www.potsdam.de/migrantenbeirat

Migration Counselling Centres for Adult Immigrants (27 Years and Older)

The **Migration Counselling Service (Migrationsberatung)** supports all individuals with an immigration background who are older than 27 and have a permanent residence permit (dauerhafter Aufenthaltstitel) for Germany, the freedom of movement or a right of residence (keyword: recognised asylum seekers). The consultation is free of charge. There is help, support, information and education available on the following topics:

- · Authorities, e.g. explanation of decisions/procedure
- · Topics specific to foreigners such as right to residence and work permit
- Financial support, help with applications
- Integration courses/language courses (German)
- Recognition of foreign educational qualifications (guidance/ initial counselling)
- Education and social insurance systems (information and explanations)
- Living and working in Germany
- · Children, spousal reunification, family reunification
- There is a separate counselling service for adolescents and young adults between the ages of 12 and 27: Youth Migration Services (Jugendmigrationsdienst).
- The <u>Asylum Counselling Service</u> primarily offers you support in the local community accommodation centres.

Beratungsfachdienst für Migrant*innen Potsdam (Migration Advisory Service Potsdam) des Diakonischen Werks Steglitz und Teltow-Zehlendorf e. V.





Rudolf-Breitscheid-Straße 64 (rear building), 14482 Potsdam

****03312008381

@beratungsfachdienst@dwstz.de

www.dwstz.de/angebot/migration-integration

DRK Flüchtlingshilfe Brandenburg gGmbH (German Red Cross Refugee Assistance)

Oskar-Meßter-Straße 4-6, 14480 Potsdam

016094672134

@mbe@drk-fluechtlingshilfe-brb.de

www.drk-fh-bb.de/angebote/migrationsberatung-fur-...

Bund der Vertriebenen Landesverband Brandenburg e. V.

Q Zum Jagenstein 3, 14478 Potsdam-Waldstadt

Tuesday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. and Monday, Wednesday and Thursday 9:00 a.m. to 3:00 p.m.

4.0331813686

@mbe@bdv-lv-brandenburg.de

Further information on the topic of migration / integration

Youth Immigration Services (Jugendmigrationsdienste)

Youth Migration Services (Jugendmigrationsdienst; JMD) support young immigrants from 12 to 27 years old. It helps them settle into life in Germany as quickly as possible and provides support for the following issues:

- Applications for training, university study and work
- Searching for schools, courses of study and training opportunities
- Recognition of school-leaving qualifications and vocational qualifications
- · Planning a career path
- · Orientation for various hierarchies of the authorities
- Filing applications with authorities and agencies
- Overcoming language difficulties

IB Berlin-Brandenburg gGmbH / Jugendmigrationsdienst Potsdam

QCharlottenstraße 30, 14467 Potsdam

403312370976

@imd-potsdam@ib.de

www.jugendmigrationsdienste.de/jmd/potsdamib

Counselling for Jewish Immigrants

Zentralwohlfahrtsstelle der Juden in Deutschland e.V. (ZWST)





- Schloßstraße 8, 14467 Potsdam
- www.zwst.org
- www.zwst.org/de/ueber-uns/einrichtungen

Counselling for Pregnant Women and Parents with Children up to 3 Years of Age

The National Centre for Early Help (Nationale Zentrum Frühe Hilfen, NZFH) has compiled an overview of counselling services and important information for this target group in Ukrainian. The list also includes services in Russian and English. You can access the information here.

Search service

DRK-Landesverband Brandenburg e.V. (German Red Cross)

Beratung Suchdienst nach Vermissten (Tracing Service)

- Peyerstrasse 8, 14469 Potsdam
- ****+49 (0) 33174036797
- @suchdienst@drk-fh-bb.de
- www.drk-brandenburg.de

Anti-Discrimination Counselling

Brandenburg/Opferperspektive e.V.

- Rudolf-Breitscheid-Straße 164, 14482 Potsdam
- <u>033158107676</u>
- @antidiskriminierung@opferperspektive.de
- www.antidiskriminierungsberatung-brandenburg.de

Internationaler Bund (IB)

IB Berlin-Brandenburg gGmbH

- **Q** Dortustraße 46, 14467 Potsdam
- **4.**033120076922 / 01752250940
- @focus-wohnbegleitung-bb@ib.de

Counselling Centres Concerning Work

Landeshauptstadt Potsdam

Integration Support for Refugees and New Immigrants (Integrationsbegleitung für Geflüchtete und Neuzugewanderte) in Potsdam

Behlertstraße location:

Pehlertstraße 3a, House H1, 14467 Potsdam

Contact:

Sandra Peters

<u>03312891516</u> / <u>015123752303</u>

@sandra.peters@rathaus.potsdam.de





Fouad Slimani

****03312891522 / 01755709886

@fouad.slimani@rathaus.potsdam.de

Erlenhof location:

Perlenhof 32, 14478 Potsdam

Contact:

Victoria Habl

Q03312896282 / 01719211307

@victoria.habl@rathaus.potsdam.de

Integration Support website

DRK Landesverband Brandenburg e.V. (Red Cross)

In cooperation with DRK Flüchtlingshilfe Brandenburg gGmbH German Red Cross (DRK) project "Strong together"

Oprtustraße 46, 14467 Potsdam

André Kaiser

4.033123618980 / 015157809626

@a.kaiser@drk-fluechtlingshilfe-brb.de

Social Impact gGmbH

Start-up counselling and coaching

Schiffbauergasse 7, 14467 Potsdam

****03316207944

www.lotsendienst-migranten.de

"StartHope@Home" Berlin/Potsdam Region

Schiffbauergasse 7, 14467 Potsdam

Valerie Mozaffari

4.017616113519

@mozaffari@socialimpact.eu

Handwerkskammer Potsdam (Chamber of Trade)

Welcome guides, team for securing skilled workers Abteilung Gewerbeförderung (Trade Promotion Department)

Zentrum für Gewerbeförderung (Centre for Trade Promotion)

Am Mühlenberg 15, 14550 Groß Kreutz OT Götz

Holger Münster

****03320734214

@holger.muenster@hwkpotsdam.de

www.hwk-potsdam.de

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





Beratung Fachkräfteeinwanderung (FEG) und Integration (Counselling on Skilled Labour Immigration and Integration)

Preite Straße 2 d, 14467 Potsdam

Geschäftsbereich Bildung (Division for Education)

Farhan Yabroudi Dipl. Oec. (Univ.)

_03312786449

@farhan.yabroudi@ihk-potsdam.de

University of Potsdam

Welcome Center, International Office

Am Neuen Palais 10, House 8, 14469 Potsdam

Claudia Rößling

03319771382

@welcome-center@uni-potsdam.de

www.uni-potsdam.de/welcomecenter

Recognition and Qualification Counselling Centre in Potsdam (Anerkennungs- und Qualifizierungsberatungsstelle in Potsdam)

Ministry of Economic Affairs, Labour and Energy of the State of Brandenburg (Ministerium für Wirtschaft, Arbeit und Energie des Landes Brandenburg, MWAE)

Employment Promotion Unit, Skilled workers (Referat Arbeitsförderung)

Pheinrich-Mann-Allee 107, 14473 Potsdam

wwww.brandenburg.netzwerk-iq.de/angebote/beratung...

Counselling Centres for People with Inclusion and/or Care Needs

People with disabilities and impending permanent health impairments and care needs as well as their relatives, accompanying persons and professionals can obtain free and independent care counselling at the following addresses:

General social counselling in the area of integration assistance is provided by the supplementary independent inclusion counselling centres (ergänzende unabhängige Teilhabe-Beratungsstellen, EUTB):

EUTB der Deutschen Multiple Sklerose Gesellschaft (German Multiple Sclerosis Society)

Q <u>Jägerstraße 18, 14467 Potsdam</u>
Contact persons: Ms Ewert, Ms Bieling

@eutb@dmsgbrandenburg.de

<u>03312709863</u>

EUTB Sozialverband VdK (VdK Social Welfare Association)

Friedrich-Ebert-Straße 57, 14469 Potsdam

Contact person: Ms Endriss





@eutb.potsdam@vdk.de

4.033161901051 /033161901052

EUTB Zentrum für Kultur und visuelle Kommunikation der Gehörlosen Berlin/Brandenburg e.V. (EUTB Centre for Cultural and Visual Communication for the Deaf)

♀ Wetzlarer Straße 18, 14482 Potsdam

Contact persons: Ms Baumgärtner, Ms Marok, Ms Werlich

@eutb.potsdam@zfk-bb.de

033120076912

EUTB of the Brandenburg State Office for Addiction Issues Counselling centre of Caritas on the campus of the St.-Josefs-Krankenhauses

Q Zimmerstraße 7, 14471 Potsdam

Contact persons: Ms Meyer, Ms Heyer

The following are counselling centres in Potsdam for children who have not yet started school and have a need for support in the area of early childhood development:

AWO Counselling Centre

(Outpatient and sensory-specific early intervention for the hearing impaired, as well as autism-specific support)

Neuendorfer Str. 39A, 14480 Potsdam

4.033173041951

@ffb@awo-potsdam.de

Counselling Centre of the EJF gAG

(Outpatient and sensory-specific early intervention for the visually impaired)

Q Konrad-Wolf-Allee 1 - 3, 14480 Potsdam

033160060284

@fruehfoerderstelle@ejf.de

Oberlinhaus gGmbH Counselling Centre

(Outpatient early intervention and sensory-specific early intervention for the visually impaired and autism-specific early intervention)

Rudolf-Breitscheid-Strasse 24, 14482 Potsdam

General early intervention

_03317634913

@martina.tonhaeuser@oberlinhaus.de





Independent counselling centre on the topic of care:

Pflegestützpunkt Potsdam (Care Centre in Potsdam)

Phegelallee 6-10, House 2, 14469 Potsdam

Visitor entrance: **♀** <u>Jägerallee 2 - 4, courtyard side</u>

403312892213

@potsdam@pflegestuetzpunkte-brandenburg.de

O Note:

Applications for integration assistance and assistance for care must be submitted to the Social Services and Integration Department of the state capital of Potsdam (Soziale Leistungen und Integration; contact: ohzerthaus.potsdam.de) if there is a claim for benefits according to the Benefits for Asylum Seekers Act (AsylbIG) that lies within the responsibility of the state capital of Potsdam.

In addition, you can contact the staff of the corresponding working group in the Department of Social Affairs and Inclusion (Fachbereich Soziales und Inklusion) in the state capital of Potsdam for specific questions on the topic of integration assistance and assistance for care:

Provider of integration assistance for people with disabilities (Department of Social Affairs and Inclusion / Fachbereich Soziales und Inklusion) of the state capital of Potsdam

Address for visitors: P Behlertstraße 3a (House M/N), 14467 Potsdam

Mailing address: Friedrich-Ebert-Straße 79/81, 14469 Potsdam

@eingliederungshilfeerwachsene@rathaus.potsdam.de

Provider of integration assistance for children and adolescents with disabilities (Department of Social Affairs and Inclusion / Fachbereich Soziales und Inklusion) of the state capital of Potsdam

Address for visitors: Pachlertstraße 3a (House M/N), 14467 Potsdam

Mailing address: Friedrich-Ebert-Straße 79/81, 14469 Potsdam

@eingliederungshilfekiju@rathaus.potsdam.de

Social welfare agency for people in need of care (Department of Social Affairs and Inclusion / Fachbereich Soziales und Inklusion) of the state capital of Potsdam

Address for visitors: P Behlertstraße 3a (House M/N), 14467 Potsdam

Mailing address: Friedrich-Ebert-Straße 79/81, 14469 Potsdam

@hilfezurpflege@rathaus.potsdam.de

Important offices

Welcome Center Potsdam





The Welcome Center is a central Contact point for Immigrants or People with Migration backgrounds that need help and/or support regarding the topic of Work and/or Employment.

Our Counselling offers:

- Preparation for Job Interviews
- Individual Counselling for Employment and Work Market possibilites
- Help in finding Work places, training and Language courses
- · Support with applying for a Job
- Sustainable support for Advice seekers and Employers
- Help with getting you into training, internships and work
- Counselling regarding topics such as Life, Family, Free time, Education and Everyday life in the State capital Potsdam

The Counselling is offered in German, English, Arabic, Kurdish, Turkish, Russian, Ukranian and French.

Welcome Center

Counselling service for Immigrants and People with a Migration background

Locations:

- Pehlertstraße 3a, Haus H1, 14467 Potsdam
- Perlenhof 32, 14478 Potsdam
- **49** (0) 3312892870
- @Welcome-Center@Rathaus.Potsdam.de
- Website Work market integration

Migration Office

In order to be able to live as a non-German national in Germany, you need a <u>residence permit</u> (Aufenthaltstitel) (visa, residence permit, EU Blue Card, or permanent residence – of which there are two slightly different forms, "Niederlassungserlaubnis" and "Erlaubnis zum Daueraufenthalt"). To apply for a residence permit (Aufenthaltstitel), you must go to the Migration Office.

Other things you can do at the Migration Office:

- Get or renew a temporary residence permit (Aufenthaltsgestattung)
- Issue and extend exceptional leaves to remain
- Apply for a work permit
- Residence permit (Aufenthaltserlaubnis) and special permits for travel
- · Submit declarations of commitment

Please refrain from spontaneous visits and make an individual appointment instead. If you would like to make an appointment, please contact us by email and always include the following information in German:

 Surname, first name and date of birth for yourself and all family members who want to come with you (please write the surname and first name according to the spelling in the





passport)

• The reason for your visit (e.g. first-time issue of a residence permit (Auftenthaltserlaubnis), extension of a residence permit, issue of a permanent residence permit (Niederlassungsserlaubnis)).

Address for visitors

PHelene-Lange-Straße 6/7, 14469 Potsdam

Mailing address

Landeshauptstadt Potsdam Migration Office Friedrich-Ebert-Straße 79/81, 14469 Potsdam

Contact details



@mia@rathaus.potsdam.de

Opening hours

Monday 9:00 a.m. - 12:00 p.m.
Tuesday 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 6:00 p.m.
Wednesday by appointment only
Thursday 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.
Friday 9:00 a.m. - 12:00 p.m.

Telephone consultation hours:

The service hotline at \bigcirc 03312891113 is available between 9:00 am - 12:00 am for telephone enquiries.

Community and Social Services (Sozial rathaus)

Fachbereich Soziales und Inklusion (38)

The Department of Social Affairs and Inclusion (Fachbereich Soziales und Inklusion) offers support and advice on the following topics:

- · Help with living costs
- Benefits under the Asylum Seekers' Benefits Act (AsylbIG; Asylbewerberleistungsgesetz)
- · Guaranteed minimum pension for the elderly or those with reduced earning capacity
- · Education and participation
- Upgrading Training Assistance Act (Aufstiegsfortbildungsförderungsgesetz, BAföG, BbgAföG)
- · Financial support matters in social assistance law
- Inclusion for people with disabilities
- · Inclusion for children and adolescents with disabilities
- · Help with care





- Assumption of funeral costs under the German Social Insurance Code (SGB XII)
- · Guardianship authority

Address for visitors

Pehlertstraße 3A (House M/N), 14467 Potsdam

Mailing address

Landeshauptstadt Potsdam

Fachbereich Soziales und Inklusion (Department of Social Affairs and Inclusion) Friedrich-Ebert-Straße 79/81, 14469 Potsdam

Contact details

4.03312892051

@soziales-inklusion@rathaus.potsdam.de

@eingliederungshilfekiju@rathaus.potsdam.de (Inclusion for children and adolescents)

@wirtschaftliche-hilfe-egh@rathaus.potsdam.de (Inclusion for adults)

@eingliederungshilfeerwachsene@rathaus.potsdam.de (Inclusion for adults)

<u>@hilfezurpflege@rathaus.potsdam.de</u> (Assistance with care and assumption of funeral costs)

@grundsicherung@rathaus.potsdam.de (Guaranteed minimum pension for the elderly and those with reduced earning capacity)

@hzl-asyl@rathaus.potsdam.de (Benefits according to the Benefits for Asylum Seekers Act (AsylbLG, SGB XII- 3rd chapter))

@but@rathaus.potsdam.de (Education and inclusion benefits for children)

@bafoeg@rathaus.potsdam.de (Granting of BAföG for pupils and apprentices, Meister-BAföG, equalisation benefits under the Rehabilitation Harmonisation Act (Rehabilitationsangleichungsgesetz, RehaG))

@betreuungsbehoerde@rathaus.potsdam.de (Counselling in matters of legal assistance)

Opening hours

Tuesday 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 6:00 p.m. Thursday 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.

Fachbereich Wohnen, Arbeit und Integration (39)

The Department of Housing, Employment and Integration (Fachbereich Wohnen, Arbeit und Integration) offers support and advice on the following topics:

- Housing for the homeless and refugees as well as family reunifications
- Accommodation entitlement certificate (Wohnberechtigungsschein)

Address for visitors

Pehlertstraße 3A (House M/N), 14467 Potsdam

Mailing address

Landeshauptstadt Potsdam
Fachbereich Soziales und Inklusion (Department of Social Affairs and Inclusion)
Friedrich-Ebert-Straße 79/81
14469 Potsdam

Contact details

Available daily

 \bigcirc 0331 289-2448 (for the homeless & refugees)





<u>0331 289-2694</u> (WBS, Benennung, Angemessenheit & Wohnungsangebote / WBS,

Designation, Adequacy & Housing Offers)

@unterkunftssuche-ukraine@rathaus.potsdam.de

@wohnungswesen@rathaus.potsdam.de

Business hours for initial counselling or urgently needed personal visits

Tuesday 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 3:00 p.m.

Thursday 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 3:00 p.m.

Citizen Service Centre (Bürgerservicecenter)

The citizen service centre of the state capital offers the following services:

- · Registration and re-registration of the main or secondary residence
- Issuing of identity cards and passports
- · Re-registration of motor vehicles for private individuals
- Provision of application forms for various administrative and other matters
- Lost property office (Fundbüro)

You can access many services directly via an online service. Here you can find the online services.

Address for visitors/mailing address:

Landeshauptstadt Potsdam Bürgerservice (Citizen Service Centre)

Yorckstraße 22, 14467 Potsdam

Contact details

****03312891111

@buergerservice@rathaus.potsdam.de

@fundbuero@rathaus.potsdam.de

Opening hours

Monday 10:00 a.m. - 6:00 p.m.

Tuesday 8:00 a.m. - 6:00 p.m.

Wednesday 8:00 a.m. - 6:00 p.m. (no appointment)

Thursday 8:00 a.m. - 6:00 p.m.

Friday 8:00 a.m. - 2:00 p.m.

Saturday 8:00 a.m. - 12:00 p.m.

Jobcenter

The Job Centre is your contact if you are in need of financial assistance or are unemployed. In addition to financial benefits for living expenses, it also offers counselling for placement in training or work, as well as for acquiring qualifications up to a vocational qualification, depending on individual needs. You can also get information on participation in a language course or support services for the recognition of certificates and vocational qualifications via the Job Centre. You can find more information here: Access to the Job Market.

If you have a temporary residence permit (Aufenthaltsgestattung) – meaning that your asylum procedure is still ongoing – or a certificate granting an exceptional leave to remain





(Duldung) because your application for asylum has been rejected, then the <u>Employment</u> Agency (Agentur für Arbeit) is where you should go for career support.

Please note:

- Always contact the Job Centre in advance by phone or email to arrange a personal appointment.
- Please always indicate the language you require so that an interpreter can be on site for you if needed. Have all the information about yourself and your family members ready.
- The Job Centre will take down all the data by phone or in a personal appointment and give you the necessary application documents.
- The easiest way to fill out your application is to go to www.jobcenter.digital.de and then send it directly to the Job Centre.
- Please only come directly to the Job Centre in person in urgent cases. Advice will then be given in German only.
- Further information is available from the Job Centre staff.

Address



Horstweg 102-108, 14478 Potsdam

Contact details

403318804000

@jobcenter-landeshauptstadt-potsdam@jobcenter-ge.de

Availability Output Description Output Des

Monday 8:00 a.m. - 4:00 p.m. Tuesday 8:00 a.m. - 4:00 p.m. Wednesday 8:00 a.m. - 4:00 p.m. Thursday 8:00 a.m. - 4:00 p.m. Friday 8:00 a.m. - 2:00 p.m.

You can find more information here: www.jobcenter.digital.de.

Agentur für Arbeit (Employment Agency)

The Employment Agency (Agentur für Arbeit) is your most important point of contact regarding employment. If you are looking for a job or for help choosing a career in Germany, or need your qualifications recognised, etc., you should contact the Employment Agency (Agentur für Arbeit).

If your asylum procedure is still ongoing (temporary residence permit (Aufenthaltsgestattung)) or if you have an exceptional leave to remain (Duldung), the Employment Agency (Agentur für Arbeit) is your point of contact for questions concerning the transition from school to work (career guidance), job placement, advice on continuing vocational training, and employer advice (employer service).





You are approved? Then the <u>Jobcenter</u> is your point of contact for counselling and job placements.

Address

Q Horstweg 102 - 108, 14478 Potsdam

Contact details

Telephone: 08004555500 (employee)* / 08004555520 (employer)* *This call is free of charge for you.

Opening hours

Monday 8:00 a.m. - 1:00 p.m.

Tuesday 8:00 a.m. - 1:00 p.m. and 2:00 p.m. - 4:00 p.m.

Closed on Wednesday

Thursday 8:00 a.m. - 1:00 p.m. and 2:00 p.m. - 6:00 p.m.

Friday 8:00 a.m. - 12:30 p.m.

and by prior appointment

You can find more information about the Employment Agency (Agentur für Arbeiten) here.

Standesamt (Registry Office)

The Register Office (Standesamt) has several tasks. If, for example, a child is born, the parents are obliged to report the birth of the child personally to the Register Office (Standesamt) (notarisation of the birth). And when you wish to get married, the Register Office (Standesamt) is responsible for registering your marriage.

The tasks at a glance

- Certification of births and deaths
- · Marriages and life partnerships
- · Acceptance of church resignations
- Name changes
- Citizenships
- Issue of documents (birth certificate, death certificate, marriage certificate) and foreign attestations

Address for visitors

Standesamt (Register Office)

Priedrich-Ebert-Straße 79/81, 14469 Potsdam

Mailing address

Landeshauptstadt Potsdam Standesamt (Register Office) Friedrich-Ebert-Straße 79/81 14469 Potsdam

Contact details

03312891112





@standesamt@rathaus.potsdam.de

Opening hours

Monday 9:00 am - 12:00 pm Tuesday 9:00 am - 6:00 pm Wednesday 9:00 am - 12:00 am Thursday 9:00 am - 4:00 pm Closed on Friday

Kita-Tipp (Day Care Tips)

The <u>childcare placement service "Kita-Tipp" of the state capital of Potsdam</u> is the point of contact for parents seeking advice when it comes to questions about child day care. The staff provide information and advice on the following topics in personal conversations:

- The demand-oriented offer of places for crèche children (0 to 3 years), day care children (4 to school enrolment) and after-school care children in day care centres, in pedagogically supervised parent-child groups (0 to 3 years) and with childminders (0 to 3 years)
- Concrete availability situation and detailed assistance and support in the search for a place for your child
- <u>Childcare brochure "Childcare in Potsdam"</u> (also in English) and further informational material
- Search portal with day care map and information for childcare facilities
- Information and advice on pedagogical approaches, profiles of childcare facilities and principles in pedagogical work
- Initial counselling during pregnancy in preparation for child day care
- · Information on settling in at the day care centre
- · Legal entitlement to day care for children
- Care for children in and from other communities or Berlin
- · Day care for children with disabilities

If a day care centre manager or a childminder has promised you a place, you can apply to the childcare placement service Kita-Tipp for a legal entitlement notice if you need care in the day care centre/crèche for more than 6 hours or in the after-school care centre for more than 4 hours per day.

Address for visitors/mailing address:

Kita-Tipp childcare placement service

Phegelallee 6-10, 14467 Potsdam (House 1)

Contact details:

.03312892241

4.03312892242

****03312892244

<u>@kita-tipp@rathaus.potsdam.de</u>

Telephone consultation hours:

Tuesday: 9:00 a.m. - 12:00 p.m. Wednesday: 1:30 p.m. - 3:00 p.m.





Friday: 9:00 a.m. - 12:00 p.m.

You can find more information here: Kita-Tipp of the state capital of Potsdam

Asylum and refugees

Residence status (Aufenthaltsstatus)

Every person who seeks asylum in Germany needs to have an identification card (Ausweis). Your identification card provides details on your status and whether restrictions apply for any potential employment.

There are 5 different documents:

1. Proof of arrival

Status: Asylum seekers

Background: A proof of arrival (certificate of registration as an asylum seeker) is issued to a foreigner if they have requested asylum and have been processed by the registration authorities but have not yet filed an asylum application. Valid for the period between registration as an asylum requester and official application for asylum at the Federal Office for Migration and Refugees (BAMF).



2. Temporary residence permit (Aufenthaltsgestattung)

Status: Asylum seekers

Background: Issued to foreigners who have officially applied for asylum until their application has been considered. The Federal Office for Migration and Refugees (Bundesamt für Migration und Flüchtlinge – BAMF) makes the decision to accept or reject your application. If the application for asylum is rejected for being unfounded, it is possible to appeal the decision before an administrative court. You are allowed to remain in Germany until the administrative court has reached its decision. [SG1]

The ID card for asylum seekers includes conditions of employment, residence and possibly territorial limitations.

- If you require a special permit to take on employment, apply for this permit at the <u>Bureau for Foreigners (Ausländerbehörde)</u> (employer or employee)
- Responsible for work placements: Employment Agency (Agentur für Arbeit)
- Responsible for social services: Social Welfare Office (Sozialamt)







3. Probationary permit (Fiktionsbescheinigung)

Status: Recognised refugees

Background: Certificate confirming the existence of a temporary right of residence, which frequently accompanies the application for the granting or extension of a residence permit (Aufenthaltserlaubnis) submitted to the Bureau for Foreigners (Ausländerbehörde).



4. Residence permit (Aufenthaltserlaubnis)

Status: Recognised refugees

Background: Positive decision on the application for asylum

The residence permit (Aufenthaltserlaubnis) is a temporary residence permit (befristeter Aufenthaltstitel). It is issued in accordance with the Residence Act. For refugees, there are various types of residence permits (Aufenthaltserlaubnis) for humanitarian reasons.

- This opens up the option for a future indefinite right of residence (settlement permit (Niederlassungserlaubnis))
- Unrestricted access to the labour market
- Responsibility for work placements and social benefits: Jobcenter



5. Exceptional leave to remain (Duldung)





Status: Person with exceptional leave to remain (Geduldete) Background: Negative decision on the application for asylum

An exceptional leave to remain (Duldung) is a temporary postponement of deportation. This document is only granted if deportation is impossible for legal, practical, humanitarian or personal reasons.

- General regulation for temporary legal suspension of deportation for certain groups by order of the highest state authority for a maximum duration of 3 months ("suspension of deportation")
- A work permit is always necessary and can be requested from the <u>Bureau for Foreigners</u> (Ausländerbehörde) (employer or employee)
- Responsible for work placements: Employment Agency (Agentur für Arbeit)
- Responsible for social services: Social Welfare Office (Sozialamt)



Application for asylum

Asylum is a constitutionally protected right in Germany. The intent is for people fleeing violence, war and terror from other parts of the world to find protection in this country.

The asylum applications of persons seeking protection are examined in the asylum procedure. The Federal Office for Migration and Refugees (BAMF, Bundesamt für Migration und Flüchtlinge), which has its headquarters in Nuremberg but also has locations throughout Germany, is solely responsible for conducting the asylum procedure. This federal authority examines on a case-by-case basis whether an asylum seeker meets the requirements for granting protection status.

1. Personal application for asylum

- You must apply for asylum at the Federal Office for Migration and Refugees (BAMF)
- Asylum counselling can provide important information on the asylum process. Integration Counselling is responsible for this
- **Important**: You can only submit your application in person. In other words, you cannot send this application by post
- You will receive the appointment and the responsible BAMF office with your proof of arrival.
 If you have not received an appointment, ask your accommodation facility management team

2. First interview appointment (asylum application)





The first interview appointment takes place at the Federal Office for Migration and Refugees (BAMF). In the asylum procedure, the BAMF first accepts the asylum application and checks within the framework of what is known as the Dublin procedure whether another European state is responsible for examining the asylum application. If Germany's jurisdiction is affirmed, a hearing is held.

3. Personal hearing

The second interview appointment is the actual hearing. The BAMF decides on your asylum application and will send you their decision. This letter will contain a detailed description of the reasons for their decision.

a) The decision is negative

- If the decision is negative and you wish to challenge it (i.e. you disagree), go immediately to your <u>Asylum Counselling Service</u>. There they will discuss with you what you can do and you can be referred to specialised lawyers. One possible action for you is taking legal action to appeal the decision
- If you decide to leave the country voluntarily, you can receive financial support for your new start in your home country

b) The decision is positive, meaning that you are recognised as an asylum seeker. The next steps are:

Probationary permit (Fiktionsbescheinigung) or electronic residence permit (eAT): If a positive BAMF decision has been given, it is necessary to arrange an identity document or equivalent immediately. You can obtain this from the Bureau for Foreigners (Ausländerbehörde).

Job Centre: You no longer get your money from the social welfare office, but have to apply to the Job Centre.

Family asylum and international protection for family members

Family members of those with subsidiary protection also receive asylum (by application) and the status of "person entitled to subsidiary protection" (right to asylum/status of refugee or subsidiary protection).

When it comes to family asylum, a family member is:

- A spouse or registered civil partner or cohabitant,
- · any underage, unmarried children,
- the parents with custody ((custody usually includes the rights of parents with respect to their children) of underage, unmarried children,
- other adult persons, who are the registered guardians of underage, unmarried children,
- the underage, unmarried siblings of minors.

The requirement for spouses is that a valid marriage had already taken place in the country of origin, the application for asylum was submitted before or at the same time as the spouse with subsidiary protection, at the latest immediately after their arrival in the country, and as





long as the subsidiary protection is incontestable and not to be withdrawn.

Born in Germany:

If a child is born in Germany after the parents have applied for asylum, the legislator offers the possibility of a separate asylum procedure for the protection of children under certain conditions. To do so, the parents (of which at least one of them is still in the asylum process) or the Bureau for Foreigners (Ausländerbehörde) must inform the Bundesamt (Federal Office) of the birth. The application for asylum is thus automatically deemed to have been lodged - in the interest of the newborn child. Parents can submit their own reasons for asylum for their child. If this is not done, the same reasons as those of the parents will apply. Legal action remains open in this case should an application be rejected by the Bundesamt (Federal Office).

In addition, for the protection of the child, under-age children cannot be separated from their parents if an application has been rejected.

You can find more information on this at the BAMF.

Bringing family members to join you (BAMF)

Protection status extended until March 2026

Your residence permit under § 24 (1) AufenthG remains valid until March 4, 2026, without the need to submit a new application at the Migration Office in Potsdam, if:

- The residence permit is valid until February 1, 2025,
- This residence permit has already been fictitiously extended until March 4, 2025, through the first continuation ordinance,
- You are a Ukrainian citizen or had the following status in Ukraine on February 24, 2022:Family member of a Ukrainian citizen, Not a Ukrainian citizen but entitled to international protection + family member, Permanent Ukrainian residence permit.
- Rights:
 - Employment remains permitted.
 - · Entitlement to benefits from the Jobcenter

Your residence permit under § 24 (1) AufenthG ends on March 4, 2025, if:

- · You are not a Ukrainian citizen,
- You were not entitled to international protection in Ukraine on February 24, 2022,
- You only had a temporary Ukrainian residence permit on February 24, 2022.
- Legal consequences:
 - Obligation to leave the European Union and Schengen states.
 - A change of purpose to another residence permit may be possible. However, this does not apply to the following purposes: Studies, Search for a study place, EU-related internship, Research activity, Blue Card, Participation in the European Voluntary Service.
- Other rights and instructions: You have the right to apply for asylum at the Federal Office for Migration and Refugees.





- Applications must be submitted no later than March 4, 2025.
- Failure to comply with the obligation to leave the country may result in deportation at your expense.

Further information in multiple languages can be found on the assistance portal "Germany4Ukraine."

Asylum Counselling Service

The Asylum Counselling Services advises asylum seekers and new arrivals to Germany who are entitled to permanent residency.

The counselling starts with the daily concerns of asylum seekers and refugees and covers the following subject areas:

- Information and questions about the asylum process
- General legal information and assistance with administrative matters
- · Orientation guides and local services
- Information and counselling for everyday problems
- Counselling on integration services (such as language courses)
- Consultation with administrative affairs
- Advice on questions concerning family immigration, BAMF, etc.
- · Referral to other specialist services
- Services for voluntarily returning to your home country or leaving Germany
- Contact person for volunteers (technical questions in connection with the asylum procedure)
- · And much more
- Do you have a secure right of residence? Then the <u>Migration Counselling Service for Adult Immigrants (Migrationsberatung für erwachsene Zuwanderer)</u> can help. Adults aged 27 and over including families, of course are advised there.
- For young people and young adults aged between 12 and 27 years old, the <u>Youth Migration Service</u> (Jugendmigrationsdienst) is the right point of contact.

Community life in Germany

The Basic Law (Grundgesetz)

In every country, there are rules that everyone has to follow. The most important law in Germany is the Basic Law. It is a collection of 146 articles. Each article stands for a law, meaning a rule. These rules determine how we live together here in Germany. The basic rights protect the freedom of each individual. They are stipulated in Articles 1 to 19 of the Basic Law (Catalogue of Fundamental Rights).

Here you can find the Basic Law in 11 languages:* <u>Arabic, Chinese, English, French, Italian, Persian, Polish, Russian, Serbian, Spanish, Turkish, and of course in German.</u>





This film illustrates how the German legal state works: German, Dari, Arabic, English, French, Pashto, Urdu.

Universal Declaration of Human Rights

Human rights are important rights that apply to everyone all over the world. Human rights are rights that every person has on the basis of their humanity. They protect the dignity of every human being and apply to every person equally, regardless of " (...) race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status." (Article 2 of the United Nations' Universal Declaration of Human Rights of 10.12.1948)

There are 30 rights. The most important are:

- · All people are equally worthy.
- Everyone is allowed to have their own opinion.
- All people have the right to live in peace and safety.

Children's rights

Children need extra protection, which is why they also have special rights. The individual children's rights are stipulated in the Convention on the Rights of the Child. This was adopted by the UN General Assembly in 1989 and subsequently ratified by 196 countries. The UN Convention on the Rights of the Child includes 54 articles.

The 10 most important children's rights are visually explained here: German/Arabic and German/Persian.

Integration assistance

In many areas and districts, there are groups that volunteer to help you free of charge. The volunteers can help you find your bearings in your new home environment. They can help you participate in leisure and sport activities. They can help you learn your first German language skills. If you have questions about daily life, you can ask the volunteers. They can assist in many ways, such as helping you to understand a letter written in German, letting you know where there are cheap shopping options and sports facilities, or telling you how the bus system works. The volunteers can also help you with questions about a bank account. Many of these support networks can also help you learn German. You can contact the support networks via email.

Social integration of refugees in Potsdam

International Centre for Germans and Immigrants Center (ICDI e.V.)

Leibnizring 10, 14480 Potsdam

01778336258

@icdipdm@yahoo.de

Erzählcafé for immigrant people

Learning German/networking, service for all

©Every Thursday afternoon from 17 to 19

Oprtustraße 46, 14467 Potsdam





AWO Bezirksverband Potsdam e.V.

****033173041770

@info@awo-potsdam.de

Sports and experiential education project for youths and young adults at Schlaatz

Wildwuchs Streetwork Potsdam

www.wildwuchs-potsdam.de

****03317407260

****01702855963

@info@stiftung-spi.de

Women's bicycle riding school: Learning to ride a bike and cycling together for women from all over the world

Leisure/sports

Hand in Hand Potsdam e.V.

@info@hand-in-hand-potsdam.de

Network meeting for people from Afghanistan

Hand in Hand Potsdam e.V.

@info@hand-in-hand-potsdam.de

Frauen für Frauen sponsorship programme

Hand in Hand Potsdam e.V.

@info@hand-in-hand-potsdam.de

oskar. Drewitz meeting centre

Learning German, cooking and other activities

Soziale Stadt ProPotsdam gGmbH

Oskar-Meßter-straße 4-6, 14480 Potsdam

****03315504169

@info@soziale-stadt-potsdam.de

Intercultural / integration garden at Schlaatz

Schilfhof 25, 14478 Potsdam

@integrationsgarten@gmail.com

International handicrafts in the museum house "Im Güldenen Arm" and international women's group for joint handicrafts

@carla.villwock@kulturbund.de

"Integration in Potsdam - Integration through shared experiences"

Cafä Integra: **♀** <u>Friedhofsgasse 6, 14473 Potsdam</u>

AWO premises in the computer centre of the cultural centre: O Dortustraße 46, 14467 Potsdam

Schillertreff meeting place: Schillerplatz 20, 14471 Potsdam

****033173041770

@info@awo-potsdam.de

Intercultural and integrative neighbourhood breakfast at Schlaatz

Always on Tuesdays 9 to 11

Community centre on the Schlaatz

Am Schilfhof 28, 14478 Potsdam

4033173041770

@info@awo-potsdam.de





Counselling, accompaniment and integration of refugees in Kirchsteigfeld

StadtteilLaden im Kirchsteigfeld e.V.

****03316261505

@info@stadtteilladen.de

Tell your story: Using the new reality for empowerment. Facing the new Reality-Connecting Refugees for their Empowerment.

Refugees emancipation e.V

****016094626154

@info@mit-mach-musik.de

PlapperFix-Café 2023 - Stadtteilnetzwerk Potsdam-West e.V.

Stadtteilnetzwerk Potsdam-West e.V.

015750100912

@info@stadtteilnetzwerk.de

Listening to each other and sounding together - development project of MitMachMusik e.V. with Bürgerhaus am Schlaatz

016094626154

@info@mit-mach-musik.de

Heimatsounds - international choir

Rehearsals in the Waschhaus (Schiffbauergasse), Mondays from 18:30

Contact person: Christian

www.heimatsounds.de

<u>015125270478</u>

@heimatsounds@gmail.com

Integration café for Ukrainian women over 50

Demokratischer Frauenbund - LV Brandenburg e.V.

****03381794450

@dfb.brb@Tele2.de

BETHI VI - Meetings, excursions, theme evenings and information

INWOLE e.V.

Rudolf-Breitscheid-Straße 164, 14482 Potsdam

_033170476680

@info@foerderverein-inwole.de

Refugee-Radio

Making radio together

CULTUS gUG

1017632539322

@office@freiland-potsdam.de

Various projects: Art, food, sports, literature, history and "Dialog-Café"

Alexander-Haus e.V.

Am Park 2, 14476 Potsdam

01705564649

****033201150551

@info@alexanderhaus.org





About Integreat

Integreat is a guide intended to help you with everyday life in Germany. Here you will find important addresses, contact persons, as well as tips and tricks to help you better orient yourself.

This guide has several chapters. Each chapter deals with a different topic. For example, you will find information on doctors, schools, German courses or other institutions. There is also a chapter with ideas on what you can do in your spare time. The information and leisure facilities often change and your community will update them regularly. That's why it is a good idea to take a regular look at your mobile app and get information about current activities and events. You can trust that the information in Integreat is reliable.

You can also use this app offline if you do not have Internet access. The app will update automatically when you are back online again.

We hope this app makes your life in Germany a little bit easier.

About Integreat

This video explains how Integreat works in German sign language. You will learn what is possible. Click on the image to watch the video on YouTube.



