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Welcome

Welcome to the Schwalm-Eder-Kreis

Interesting facts about the Schwalm-Eder-Kreis

Diverse, dynamic, worth living in - that is our Schwalm-Eder-Kreis in the middle of Germany and in the heart of Europe.

Our district town Homberg (Efze) is located about 35 km south of Kassel, in the federal state of Hessen. The central location of our region and good connection routes by road and rail offer many opportunities in all areas of society.

Our county includes 11 cities and 16 communities. Around 180,000 people live here.


The largest town is Schwalmstadt with 18,070 inhabitants.

Further interesting information can be found on the [homepage of](#) the district!

Our cities and communities

There are 11 towns and 16 communities in the Schwalm-Eder-Kreis. On this page you will find the town halls with their addresses. At the town hall of your town or community you can register and deregister, register your child for the municipal kindergarten or order bulky waste.

Bad Zwesten


 Ringstr. 1
34596 Bad Zwesten

 [05626/9993-0](tel:05626/9993-0)

 gemeindeverwaltung@badzwesten.de

 www.badzwesten.de

Borken (Hessen)


 Am Rathaus 7
34582 Borken (Hessen)




 [05682/808-0](tel:05682/808-0)

 stadtverwaltung@borken-hessen.de


 www.borken-hessen.de




Edermünde

 Brückenhofstr. 4
34295 Edermünde-Holzhausen

 [05665/7909-0](tel:0566579090)
 info@gemeinde.edermuende.de
 www.edermuende.de

Felsberg

 Vernouillet-Allee 1
34587 Felsberg


 [05662/502-0](tel:056625020)
 stadtverwaltung@felsberg.de
 www.felsberg.de

Frielendorf

 Ziegenhainer Str. 2
34621 Frielendorf


 [05684/9999-0](tel:0568499990)
 gemeinde@frielendorf.de
 www.frielendorf.de


Fritzlar

 Zwischen den Krämen 7
34560 Fritzlar


 [05622/988 - 8](tel:056229888)
 stadt@fritzlar.de
 www.fritzlar.de




Gilserberg

 Bahnhofstrasse 40
34630 Gilserberg


 [06696/9619-0](tel:0669696190)
 Gemeinde@gilserberg.de
 www.gilserberg.de


Gudensberg

 Kasseler Strasse 2
34281 Gudensberg


 [05603/933-0](tel:056039330)
 info@stadt-gudensberg.de
 www.gudensberg.de




Guxhagen

 Zum Ehrenhain 2
34302 Guxhagen


 [05665/9499-0](tel:0566594990)
 info@guxhagen.de
 www.guxhagen.de

Homberg/Efze

 Rathausgasse 1
34576 Homberg (Efze)


 [05681/9940](tel:056819940)
 info@homberg-efze.de
 www.homberg-efze.de

Jesberg

 Frankfurter Strasse 1
34632 Jesberg

 [06695/9601-0](tel:0669596010)
 gemeindeverwaltung@gemeinde-jesberg.de
 www.gemeinde-jesberg.de



Knüllwald

 Hauptstraße 7
34593 Knüllwald


 [05681/9957-0](tel:0568199570)
 info@knuellwald.de
 www.knuellwald.de

Körle

 In Mülmischtal 2
34327 Körle


 [05665/94980](tel:05665/94980)
 mail@koerle.de
 www.koerle.de




Malsfeld

 Lindenstrasse 1
34323 Malsfeld


 [05661/500270](tel:05661/500270)
 info@malsfeld.eu
 www.malsfeld.net




Melsungen

 Sandstraße 13
34212 Melsungen


 [05661/708-180](tel:05661/708-180)
 buengerbuero@melsungen.de
 www.melsungen.de




Morschen

 Paul-Frankfurth-Str. 11
34326 Morschen


 [05664/9494-0](tel:05664/9494-0)
 gemeindeverwaltung@morschen.de
 www.morschen.de

Neuental

 Hauptstraße 8
34599 Neuental

 [06693 803860](tel:06693 803860)
 gemeindeverwaltung@neuental.de
 www.neuental.de

Neukirchen

 Am Rathaus 10
34626 Neukirchen

 [06694/8080](tel:066948080)


 stadtverwaltung@neukirchen.de

 www.neukirchen.de

Niedenstein

 Obertor 8

34305 Niedenstein

 [05624 / 9993-0](tel:0562499930)

 info@niedenstein.de

 www.niedenstein.de

Oberaula

 Hersfelder Straße 4

36280 Oberaula

 [06628/9208-0](tel:0662892080)

 gemeinde@oberaula.de

 www.oberaula.de

Ottrau

 Neukirchener Str. 1

34633 Ottrau

 [06639/9609-0](tel:0663996090)

 info@ottrau.de

 www.ottrau.de

Schrecksbach

 Immichenhainer Str. 1

34637 Schrecksbach

 [06698/96000](tel:0669896000)




 gemeinde@schrecksbach.de

 www.schrecksbach.de


Schwalmstadt




 Marketplatz 1

34613 Schwalmstadt

 [06691/207-0](tel:066912070)
 info@schwalmstadt.de
 www.schwalmstadt.de




Schwarzenborn

 Marketplatz 1
34639 Schwarzenborn


 [05686/99880](tel:0568699880)
 hauptamt@stadt-schwarzenborn.de
 www.schwarzenborn.de




Spangenberg

 Marketplatz 1
34286 Spangenberg


 [05663/5090-0](tel:0566350900)
 rathaus@spangenberg.de
 www.spangenberg.de



Wabern

 Landgrafenstraße 9
34590 Wabern

 [05683/5009-0](tel:0568350090)
 sekretariat@wabern.de
 www.wabern.de

Willingshausen

 Am Rathaus 2
34628 Willingshausen-Wasenberg

 [06691/9630-0](tel:0669196300)
 info@willingshausen.de
 www.willingshausen.de

District map

Here you can find the Schwalm-Eder-Kreis on [Google Maps](#).

Living together in Germany

The Constitution

In every country there are rules that all people have to follow. The most important law for Germany is the Constitution. It is a collection of 146 articles. Each article stands for a law, that is, a rule. These rules determine how people live together in Germany. Fundamental rights protect the freedom of every individual. They are laid down in Articles 1 to 19 of the Constitution (catalogue of fundamental rights).

🌐 Here you can find the Constitution in 11 languages:* [Arabic](#), [Chinese](#), [English](#), [French](#), [Italian](#), [Persian](#), [Polish](#), [Russian](#), [Serbian](#), [Spanish](#), [Turkish](#) and of course in [German](#).

🎬 How the German constitutional state functions is illustrated in this film. It is shown in: [German](#), [Dari](#), [Arabic](#), [English](#), [French](#), [Pashto](#), [Urdu](#).

Universal Declaration of Human Rights

Human rights are important rights that are always and for all people around the world. Human rights are rights that every human being has because of his or her humanity. They protect the dignity of every human being and are equally entitled to all people, without any difference, for example according to " (...) Colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status" (Art. 2. of the United Nations Universal Declaration of Human Rights of 10.12.1948)

There are 30 rights. The most important ones are:

- All people are worth the same.
- Every person is allowed to have his/ her own opinion.
- All people have a right to peace and security.

Children's rights

Children need special protection and therefore also special rights. The individual rights of children are laid down in the Convention on the Rights of the Child. It was adopted by the UN General Assembly in 1989 and subsequently ratified by 196 states. The UN Convention on the Rights of the Child comprises a total of 54 articles.

🌐 The 10 important children's rights are clearly explained here: [German/Arabic](#) and [German/Persian](#).

About Integreat

Integreat is a guide that supports you in your everyday life. Here you will find important addresses, contact persons and tips and tricks to help you find your way around

This guide has several chapters. Each chapter deals with a different topic. For example, you will find information about doctors, schools, German language courses or other institutions. There is also a chapter with ideas what you can do in your free time. The information and leisure activities change and are regularly updated by your community. That's why it's a good idea to check your mobile app often to find out about current promotions and events. You can rely on the information in Integreat.

You can also use this app offline if you do not have Internet access. When you are back online, the app will update itself

We hope that we can make your life in Germany easier with this app.

Advice and assistance

Migration advice centres for adults (27 years and older) (Migrationsberatungsstelle für Erwachsene)

The **Migration Counselling** Service supports all people with a migration background who are older than 27 years of age and have a permanent residence permit for Germany, or in this case a freedom of movement permit or a right to stay (keyword: recognised refugees (anerkannte Flüchtlinge)). The consultation is free of charge. Help, support, information and education are available on the following topics:

- Reunification of children, husband or wife, family
- Integration courses/ language courses (German)
- Recognition of foreign school/study qualifications (orientation counselling/ initial counselling)
- Education and social security systems (information and education)
- Authorities, e.g. explanation of decisions/ proceedings
- Financial support, assistance with applications
- Foreigner-specific Topics, such as residence law or Work permit
- Living and working in Germany

👥 There is a special advice centre for young people and young adults between 12 and 27 years of age: [Youth migration counselling](#) (Jugendmigrationsberatung).

👥 The social workers of the Betreuungsstelle für Zuwanderer, support you mainly in the local community accommodation (Gemeinschaftsunterkünften).

Information centres in the Schwalm-Eder district

Diakonisches Werk des Kirchenkreises Schwalm-Eder

Nidal Younes

📍 Pfarrstraße 13
34576 Homberg/Efze


☎ [05681/992013](tel:05681992013)


✉ nidal.younes@ekkw.de

🌐 www.dwkkse.de

Landscape of the Germans from Russia (Landsmannschaft der Deutschen aus Russland)

Shanna Dinges

 Rotenburger Str. 6
34212 Melsungen

 [05661/9003626](tel:056619003626)

 S.Dinges@LmDR.de

 www.lmdr.de


Youth Migration Services - JMD


The JMD supports young immigrants. These people are aged between 12 and 27. They help them to settle in Germany as quickly as possible. They support you with the following topics:


- Questions about general orientation
- School, training, career, studies
- Personal questions
- Financial and legal issues
- Services for young people and families
- Learning German
- Health issues
- Dealing with authorities

Counselling centres in the Schwalm-Eder district

JMD of the International Federation

 Königsplatz 57,
34117 Kassel

 Am Huberg 4,
34212 Melsungen

 Visits at home are possible

[Jugendmigrationsdienste.pdf](#)

Ruth Milde-Spieker

 [0561 574637-16](tel:056157463716)

 [0151 140 109 30](tel:015114010930)


@

Ruth.Milde-Spieker@ib.de

 www.internationaler-bund.de

JMD of the Caritas Association North Hesse-Kassel

Caritas Association North Hesse-Kassel e.V.

 Die Freiheit 2

34117 Kassel

 [Protected link to jmd-kassel.de](http://jmd-kassel.de)


Counselling for asylum seekers (Beratung für Asylsuchende)


The counselling service for asylum seekers and refugees provides advice before, during and after the asylum procedure on problems with residence issues or discrimination. The counselors mediate in conflict situations in the family, at school, at home or with authorities.

Counselling centre in the Schwalm-Eder district

Diakonisches Werk Schwalm-Eder

Sylvia Scheffer


 [05681/992015](tel:05681992015)


 [0171/6992493](tel:01716992493)


 sylvia.scheffer@ekkw.de

 www.diakonie-kirchenkreis-schwalm-eder.de


Office hours:


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

 34576 Homberg (Efze), Pfarrstr. 13

 Tuesday 13:30 - 16:00 Uhr

 34212 Melsungen, Lutherhaus, Kasseler Str. 56

 Wednesday 16:00 - 17:30 Uhr


 34613 Schwalmstadt-Treysa, Steingasse 7 ("Werkraum")

Volunteers


In many districts there are groups who will help you without receiving payment. The volunteers can help you to find your way around in your area, participate in spare time and sports activities and learn basic German. If you have questions about daily life, ask the volunteers. For example, if you don't understand a letter in German language or if you want to know where to find cheap shopping and sports facilities or how to get around by bus you can ask the volunteers. Volunteers can also help you with questions about a bank account. Many volunteer groups also offer help if you want to learn German. Groups of volunteers can be reached via e-mail or telephone.

Here you will find a list of volunteer groups in the towns and communities of the Schwalm-Eder-Kreis:

Bad Zwesten


 Ringstraße 1
34596 Bad Zwesten

Selina Schäfer

 [05626/9993-12](tel:05626999312)


 gemeindeverwaltung@badzwesten.de

Karina Koch

 [+49 \(0\) 15203467990](tel:+49015203467990)

 @koch.gemeinwesen@badzwesten.de

Borken

 Am Rathaus 7
34582 Borken


Juliane Wenderoth/Daniela Prior

 [05682/808161](tel:05682808161)

 [0160/98201759](tel:016098201759)

 gemeinwesen@borken-hessen.de

Felsberg


 Vernouilletallee 1
34587 Felsberg

Iris Bächt

 [05662/502-27](tel:0566250227)


 iris.baecht@felsberg.de

Marcel Brüne

 [+49 \(0\) 15118063287](tel:+49015118063287)


 @marcel.bruene@felsberg.de


Frielendorf



 Ziegenhainer Straße 2
34621 Frielendorf

 [05684/9999-0](tel:0568499990)
 gemeinde@frielendorf.de

Fritzlar


 Am Hospital 19
34560 Fritzlar

 Zwischen den Krämen 7
34560 Fritzlar



Sabine Müller
 [05622/988-625](tel:05622988625)
 sabine.mueller@fritzlar.de

Gudensberg


Kommunikationszentrum F26



 Fritzlarer Str. 26
34281 Gudensberg

Dorothea Hamacher
 [05603/9276260](tel:056039276260)
 d.hamacher@machmit-gudensberg.de


Sascha Fleddermann
 [05603/9489938](tel:056039489938)
 sascha.fleddermann@akgg.de

Homberg (Efze)


 Marktplatz 1
34576 Homberg

 [+49 5681 994-0](tel:+4956819940)
 [@info@homberg-efze.de](mailto:info@homberg-efze.de)

Stadtteiltreff "Alte Sparkasse"

 Birkenweg 2
34576 Homberg (Efze)

Judith Graap

 [05681/937308](tel:05681937308)

 Judith.Graap@ib.de

 www.internationaler-bund.de

Daria Klevinghaus

 Nachbarschaftstreff im Machwerk, Untergasse 6

 [0173 7269619](tel:01737269619)


 [@daria.klevinghaus@viva-stiftung.de](mailto:daria.klevinghaus@viva-stiftung.de)

Melsungen

Berufswahlbüro - Übergang Schule Beruf Integrationsstelle

 Am Huberg 4

34212 Melsungen

 [05661/9261935](tel:056619261935)

 berufswahlbuero@melsungen-foerdert.de


 www.melsungen.de

Niedenstein

 Obertor 8

34305 Niedenstein

Ute Kollmann

 [05624/9993-26](tel:05624999326)


 ute.kollmann@niedenstein.de

Oberaula

 Hersfelder Str. 4


36280 Oberaula

Klaus Wagner


 [06628/9208-14](tel:06628920814)

 gemeinde@oberaula.de

Schwalmstadt


 Marktplatz 1
34613 Schwalmstadt

Nils Rampe


 [06691/207-157](tel:06691207157)

 n.rampe@schwalmstadt.de

Arbeitskreis für Toleranz und Menschenwürde

 Steingasse 7
34613 Schwalmstadt

Jochen Helwig

 [+49 \(0\) 1737060629](tel:+4901737060629)


Michael Schott

 [+49 \(0\) 6691207182](tel:+4906691207182)


 [@m.schott@schwalmstadt.de](mailto:m.schott@schwalmstadt.de)

Arbeit und Bildung e.V.

Annette Nolte

 Bahnhofstraße 19
34613 Schwalmstadt-Treysa


 [+49 \(0\) 6691 96 90 632](tel:+49066919690632)

 [+49 \(0\) 162 107 58 13](tel:+4901621075813)

 [@nolte@arbeit-und-bildung.de](mailto:nolte@arbeit-und-bildung.de)

 [Arriving in Hessen](#)

Schwarzenborn


 Marktplatz 1
34639 Schwarzenborn

Jürgen Liebermann

 [05686/9988-0](tel:0568699880)

 bjgm@schwarzenborn.de

Spangenberg


 Rathausstr. 7
34286 Spangenberg

Gritt Heinze



 [05663/5090-40](tel:05663509040)

 gritt.heinze@spangenberg.de


Spangenberg/Spangensteine e.V.



 Frühmessergasse 20
34286 MSpangenberg

Sabine Wunderlich
 [0176/62862817](tel:017662862817)
 sabine.wunderlich@spangensteine.de
 www.spangensteine.de

Ruth Milde-Spieker
 [+49 \(0\) 15114010930](tel:+49015114010930)
 @ruth.milde@spangensteine.de

Diakonisches Werk Schwalm-Eder




 Pfarrstrasse 13
34576 Homberg (Efze)

Silvia Scheffer
 [05681/992015](tel:05681992015)
 scheffer.dwsek@ekkw.de

Centralised return counselling (Zentrale Rückkehrberatung)

You want to return to your home country before the BAMF has decided on your asylum application? You do not know how to get your passport back or you need financial help for the return journey? The Central Return Counselling Service (ZRB) will advise you on the possibilities for voluntary departure to your home country. The consultation is open for the outcome you decide on. This means that after the consultation you decide for yourself whether you want to leave voluntarily or not.


Regierungspräsidium Kassel Dezernat 42 - Ausländerrecht

 [0561/106-2765](tel:05611062765)
 FreiwilligeAusreise@rpks.hesse.de
 www.rp-kassel.hessen.de


Important offices

Employment agency (Agentur für Arbeit)

The Employment Agency (Agentur für Arbeit) is responsible for everything to do with employment. If you are looking for a job, need help in choosing a profession in Germany or need recognition of your degrees, the Agentur für Arbeit is your contact.

 If your asylum procedure is still pending (Aufenthaltsgestattung) or if you are tolerated (Duldung), then the Agentur für Arbeit is your contact for questions regarding the transition from school to work (career counselling), job placement and advice on further

vocational training and for employer counselling (employer service).

 You are recognized? Then the [jobcenter](#) is your contact for advice and placement in the job market.

Employment Agency Schwalmstadt

 Steinweg 4


34613 Schwalmstadt


 www.arbeitsagentur.de/privatpersonen


Employment Agency Fritzlar-Homberg

 Wallstraße 20

34576 Homberg/Efze

 www.arbeitsagentur.de/privatpersonen

 080045555-00 (employees)

 080045555-20 (employers)

Foreigners Authority (Ausländerbehörde)

To be able to live in Germany as a foreigner, you need a [residence title](#) (visa - required for entry, residence permit - limited, settlement permit - unlimited). To apply for a residence permit, you have to go to the interior department for foreign affairs (Ausländerbehörde).

What else you can do at the interior department for foreign affairs (Ausländerbehörde):

- Issuing and extending residence permits
- Granting and extension of toleration (Duldung)
- voluntary departures
- Application for a work permit

For further information please visit the [website!](#)

Steps after a positive decision from the BAMF

Apply for an electronic residence permit (eAT)

Please contact the interior department for foreign affairs to arrange an appointment for an interview.

When applying for a residence permit, you must always present your documents:

- A recent biometric passport photo


- Proof of your identity (passport, ID card)
- Proof of securing livelihood (salary statements, job center notification)

The residence permit, which the interior department for foreign affairs must order from Bundesdruckerei in Berlin, can be picked up approx. four weeks after the order is placed. Until then, you will receive a provisional certificate from the interior department for foreign affairs.

Applications for the granting and extension of residence permits can be submitted by post. Please send the residence permits by post to the Foreigners' Registration Office. These will be returned by post after the extension.

An interview is required for the granting and extension of tolerated stay permits. This can be arranged via the Foreigners' Registration Office's online appointment portal at the following link [📍Appointment scheduling](#)

Schwalm-Eder-Kreis The District Administrator (Landrat) FB 30.3 - Foreign and civil status (Ausländer- und Personenstandswesen)

 Hans-Scholl-Straße 1
34576 Homberg (Efze)

Opening hours:


<https://www.schwalm-eder-kreis.de/Buergerservice/Oeffnungszeiten.htm>

Dates: <https://termine-reservieren.de/termine/schwalmederkreis/>

Hotline: [05681 775 7731](tel:056817757731)

Registration office (Einwohnermeldeamt)

If you are new to the Schwalm-Eder-Kreis, you must register with the residents' registration office (Einwohnermeldeamt). This also applies if you move into the Schwalm-Eder district. You will find the residents' registration office in the town hall of your [town or community](#). You have two weeks for the change/registration.

 this also applies to **EU citizens** who enter the country as part of their freedom of movement and live and work here.

For the registration you need:

- Identity card or passport (also for your relatives)
- A certificate from your hirer (Wohnungsgeberbescheinigung) (you will receive this from your hirer)
- For asylum seekers: Your Aufenthaltsgestattung or Duldung

Jobcenter

The [job centre](#) (Jobcenter) is your contact in case of unemployment and need of help: it pays financial benefits, but also offers placement in employment and qualification according to individual needs. It enables, for example, participation in a language course, placement in career counselling or the recognition of certificates. Further information on counselling and placement in the labour market can be found here: [Access to the labour market](#).

💡 Employees of the Job centre (Jobcenter) are not allowed to pass on information about job centre customers. A power of attorney (Vollmacht) is required as a volunteer escort, which must be completed in full and signed by both parties.

👥 If you have a residence permit (asylum procedure is still in process) or a toleration (asylum procedure legally rejected), then the [Agentur für Arbeit](#) is responsible for questions of Arbeitsförderung.

👥 Steps after a positive decision

You have received a positive decision from the BAMF, i.e. the asylum procedure has been completed positively, i.e. you are recognised as entitled to asylum or have been granted refugee protection. These are your next steps:

1. Persönliche Vorsprache (Personal meeting)

- You must go to the Jobcenter during opening hours
- There you will be registered as a customer
- Your career is recorded
- A consultation appointment with the services department and an appointment with the employment agency will be arranged
- You are registered as a jobseeker

2. Leistungsabteilung

Important: There is no consultation without an appointment.


- Benefits can be applied for by making an appointment with the responsible benefits officer


3. Arbeitsagentur


Important: There is no consultation without appointment

- You must bring the obligation to attend an integration course or confirmation of participation in an integration course
- If you have any documents concerning school attendance, training, job references, recognition of qualifications acquired abroad etc., please bring them with you
- Report on special skills (crafts, language skills, etc.)
- Consider in advance which work area you are interested in

Jobcenter Schwalm-Eder Schwalmstadt

 Am Großen Wallgraben 36
34613 Schwalmstadt-Ziegenhain


 06691/8068-101


 www.jobcenter-schwalm-eder.de


Responsible for residence:

- Frielendorf
- Gilserberg
- Jesberg
- Neuental
- Neukirchen
- Oberaula
- Ottrau
- Schrecksbach
- Schwalmstadt
- Schwarzenborn
- Willingshausen

Schwalm-Eder Melsungen Jobcenter

 Schwarzenberger Weg 31
34212 Melsungen


 05661/9291-10


 www.jobcenter-schwalm-eder.de

Responsible for residence:

- Felsberg
- Guxhagen
- Körle
- Malsfeld
- Melsungen
- Morschen
- Spangenberg

Schwalm-Eder Fritzlar Jobcenter

 Schladenweg 29
34560 Fritzlar

 05622/9899-10


 www.jobcenter-schwalm-eder.de


Responsible for residence:

- Bad Zwesten
- Edermünde
- Fritzlar
- Gudensberg
- Niederstein

-Wabern

Job Centre Schwalm-Eder Homberg

 Wallstraße 16
34576 Homberg/Efze


 05681/9367-10

 www.jobcenter-schwalm-eder.de

Responsible for residence:

-Borken
-Homberg / Efze
-Knüllwald

The opening hours for all locations are:

 Monday: 8:00-14:30, Tuesday: 08:00-14:30
Wednesday: 8:00-12:30, Thursday: 08:00-16:00
Friday: 08:00-12:30


Applications and contact details for the job centre can be found [here](#)


Social Administration (Sozialverwaltung)

The Department of Social Administration fulfils the tasks according to the Social Code Book Twelfth Book (SGB XII), the Housing Benefits Act and the Asylum Seekers Benefits Act. These include:


- assistance for subsistence inside and outside institutions
- the needs-based basic provision in old age and in the event of reduced earning capacity
- the help to care
- the integration aid for disabled persons
- Granting housing benefit to low-income tenants and homeowners
- the accommodation, care and support of late repatriates and foreign refugees in shared accommodation
- [the care of asylum seekers, Jewish emigrants and civil war refugees](#)
- The granting of sickness assistance for all social welfare recipients according to SGB XII and benefit recipients according to the Asylum Seekers Benefits Act - insofar as no statutory insurance cover exists

Kreisausschuss des Schwalm-Eder-Kreises FB 50 - Sozialverwaltung

 Hans-Scholl-Strasse 1
34576 Homberg (Efze)

 [05681-775-5001](tel:05681-775-5001)

 fachbereichsleitung50@schwalm-eder-kreis.de

 Monday to Friday from 08.00 to 12.00 a.m.
Thursday from 13.30 to 17.30 p.m.


Immigrant Care Centre (Betreuungsstelle für Zuwanderer)

The "asylum social counselling" advises asylum seekers and new immigrants as well as those with permanent residence status.

The counselling starts with the everyday concerns of asylum seekers and refugees and covers the following topics:

- Information and questions on the asylum procedure
- General legal information and assistance with official matters
- Orientation aids and offers on site
- Information and advice for everyday problems
- Information on integration offers (such as language courses)
- Information on official matters
- Information for questions about family reunion, BAMF etc.
- Placement in other specialist services
- Information on voluntary return or further migration
- Contact person for volunteers (technical questions in connection with the asylum procedure)
- And much more

Kreisausschuss des Schwalm-Eder-Kreises FB 50.6 - Betreuungsstelle für Zuwanderer

 Hans-Scholl-Straße 5
34576 Homberg (Efze)

 [05681/775-5035](tel:05681/775-5035)


 [05681/775-5032](tel:05681/775-5032)

 @zuwanderer@schwalm-eder-kreis.de

 www.schwalm-eder-kreis.de/

Further contact persons can be found here: [Contact person](#)

Opening hours:

 By arrangement or
Monday: 08:30 a.m. to 12:00 p.m.
Wednesday: 08:30 a.m. to 12:00 p.m.
Thursday: 1:30 p.m. - 5 p.m.
Friday: 08:30 a.m. to 12:00 p.m.

Consultation hours are offered in the shared accommodations (Gemeinschaftsunterkünfte).

👥 You have a secure right of residence or are from an EU country? If so, the [migration advisory service for adults](#) can help you. There adults over the age of 27 years - naturally also families - are advised.

👥 For adolescents and young adults aged 12 to 27 years, the [Youth Migration Service](#) is the correct contact.

Registry office (Standesamt)

The registry office has several tasks. For example, when a child is born, the parents are obliged to personally report the birth of the child to the registry office (notarization of the birth). If you want to get married, then the registry office is responsible for the registration of your marriage.

The tasks at a glance

- Certification of births and deaths
- Marriages and civil unions
- Acceptance of leaving the church
- Name changes
- Issue of certificates (birth certificate, death certificate, certificate of marriage)

You can find the registry office responsible for you usually in the town hall of your town or municipality.

💡 For births, the birth certificate is applied for where the child was born. Not at the parents' place of residence.

Here you will find the links to the registry offices: [Bad Zwesten](#), [Borken](#), [Edermünde](#), [Felsberg](#), [Frielendorf](#), [Fritzlar](#), [Gilserberg](#), [Gudensberg](#), [Guxhagen](#), [Homberg/Efze](#), [Jesberg](#), [Knüllwald](#), [Körle](#), [Malsfeld](#), [Melsungen](#), [Morschen](#), [Neuental](#), [Neukirchen](#), [Niederstein](#), [Oberaula](#), [Ottrau](#), [Schrecksbach](#), [Schwalmstadt](#), [Schwarzenborn](#), [Spangenberg](#), [Wabern](#), [Willingshausen](#)

Asylum and refugees

Residence status

Every person who wishes to be granted asylum in Germany has a "Ausweis" (identity card). The identity card provides information on the status and whether restrictions on employment must be observed.

There are various documents:

1. Residence permission (Gestattung)

Status: Asylum seekers

Background: Issued to conduct an asylum procedure pending a decision on the asylum application. The Federal Office for Migration and Refugees (BAMF) decides on the asylum application. If the asylum application is rejected as unfounded, there is the possibility of filing a complaint with the administrative court. The stay is considered to be permitted until the decision of the administrative court. [SG1]

The residence permit (Aufenthaltsgestattung) contains conditions regarding employment, residence and, where appropriate, territorial restrictions.

- If an employment permit is necessary, it can be applied for at the [immigration office](#) (employer or employee)
- Responsible for placement in work: [Employment agency](#)
- Responsible for social benefits: [Social administration - Betreuungsstelle für Zuwanderer](#)



2. Certificate of Fiction

Status: Recognized refugees

Background: Certificate for the existence of a temporary right of residence, which frequently arises with the application for the granting or extension of a residence permit submitted to the interior department for foreigners (Ausländerbehörde).



3. Residence permit

Status: Recognized refugees

Background: positive decision on the asylum application

The residence permit is a temporary residence permit. It is issued for the purposes specified in the Residence Act. There are various residence permits for refugees on humanitarian aspects.

- Opens up the possibility of a later unlimited right of residence (settlement permit)
- Unrestricted access to the labour market

- Responsibility for placement in employment and social benefits: [Job Center](#)

💡 Normally, your residence must be restricted to the Schwalm-Eder district for a period of three years. This serves to promote your integration and the equal distribution of resources for integration courses in Germany.

The Aliens Department waives this obligation if you are in employment or if your spouse or a minor child with whom you previously lived in a family relationship lives in another place of residence.

Please bring proof of this to your appointment at the interior department for foreigners (Ausländerbehörde).

💡 After the residence permit has been granted, you are entitled to attend an [integration course](#). You can obtain a certificate of this from the interior department for foreigners (Ausländerbehörde). If you receive services from the Job Center, you will receive the document there.

In certain cases, you may be required by the interior department for foreigners (Ausländerbehörde) to attend an integration course.

In order to avoid disadvantages in regulating your further stay in the Federal Republic of Germany, you should attend the integration course.



4. Tolerance (Duldung)

Status: Tolerated

Background: Negative decision on the asylum application

A toleration (Duldung) is a suspension of deportation. It shall be granted on a temporary basis if deportation is impossible for legal, factual, humanitarian or personal reasons.

- General toleration regulation for certain groups by order of the highest state authority for a maximum period of 3 months ("deportation stop") is possible
- Work permit is generally required, application at the [foreigners authority](#) (employer or employee)
- Responsible for placement in work: [Employment agency](#)
- Responsible for social benefits: [Social administration - Betreuungsstelle für Zuwanderer](#)



Asylum application

If you are registered in Germany and live in shared accommodation (Gemeinschaftsunterkunft), these are the next steps for you.

1. Personal application for asylum

- **Important:** You can only submit your application in person. You cannot send this application by post.
- An asylum counselling service can give you important information for the asylum procedure. The refugee and integration counselling service is responsible for this
- In order to submit an asylum application, you must register as an asylum seeker at the initial reception centre of the state of Hessen in Gießen (Hessische Erstaufnahmeeinrichtung für Flüchtlinge)

Regierungspräsidium Gießen
Erstaufnahmeeinrichtung des Landes Hessen
Lilienthalstraße 2
35394 Gießen

The Gießen Arrival Centre is also located at this address - the first point of contact for arriving refugees in Hessen.

 [Information sheet on the asylum application in relation to Covid-19](#)

2. First interview date (asylum application)

You must remain at the initial arrival facility after your first appointment.

If you are accommodated as an asylum seeker in the federal state of Hessen, you will be assigned to a city or district in the federal state of Hessen.

3. Personal hearing

The second interview appointment is the actual hearing. The BAMF will then decide on your asylum application and send you a decision. The decision shall state in detail the reasons on which it is based.

(a) the decision is negative

- If the decision is negative and you wish to contest it (i.e. you do not agree with it), go immediately to an [asylum-seekers' advice centre](#). There they will discuss with you what you can do and they can refer you to specialized lawyers. For example, you can appeal against the decision.
- If you decide to leave voluntarily you can get financial support for your new start in your country of origin.

b) The decision is positive, i.e. you are recognised as a person entitled to asylum, refugee or subsidiary protection.

The next steps are:

- electronic residence permit (eAT): Immediately after the positive BAMF decision has been delivered, you must take care of your further stay. You can obtain a residence permit from the immigration authorities (Ausländerbehörde).
- [job centre](#): You no longer get your money from the social security office, but must apply to the job centre.

Family asylum and international protection for family members

Family members of beneficiaries of protection are also granted asylum on application and the protection status of a beneficiary of protection (entitlement to asylum/refugee status or subsidiary protection).

For the purposes of family asylum the following are defined as family members:

- Husband, wife or registered partners,
- underage, single children,
- the parents who have custody of minors, unmarried children (custody usually includes the rights of parents over their children)
- other adult persons who have custody of unmarried minor children,
- the minor unmarried siblings of minors.

The requirement for the application for the Husband or Wife are that they must have had an effective marriage in their country of origin, the application for asylum must have been filed before or at the same time as the person entitled to protection, at the latest immediately after entering Germany, and the entitlement to protection must be incontestable and irrevocable.

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 under certain conditions to protect the children. The parents, of whom at least one parent is still in the asylum procedure, have to inform the Federal Office (Bundesamt für Migration und Flüchtlinge) or the interior office for foreigners (Ausländerbehörde) of the birth. The asylum application is thus automatically considered to have been filed - in the interest of the newborn child. Parents can put forward their own reasons for asylum for their child. If they don't do so, the same reasons apply as for the parents. Here legal recourse against a negative decision by the Federal Office is possible

too.

For the protection of the child, underage children are not and must not be returned separately from their parents in the event of a negative decision.

Further information can be obtained directly from the BAMF.

[🌐 Website Family Reunion \(BAMF\)](#)

Special information on Ukraine

Local information in the Schwalm-Eder-Kreis


Ukrainian citizens (who are staying with relatives or friends) must register promptly:

1. register with the local [residents' registration office](#). The registration data is automatically transmitted to the Foreigners' Registration Office.
2. To obtain a "Humanitarian Residence Permit", make an appointment at the [Foreigners' Registration Office](#).

[05681-775-3037](#)

[05681-775-3047](#)

auslaenderbehoerde@schwalm-eder-kreis.de

 Please always use the reference "Ukrainian nationals" when making appointments for the Residents' Registration Office and the Foreigners' Registration Office.

 Please bring with you:

- Passports
- biometric passport photos
- marriage certificate
- other identification documents if available (birth certificate)

Extended: Ukraine Residence Permit!

Residence permits for Ukrainian refugees that are still valid remain valid. Holders of the permits are spared the need to apply for an extension and the associated appointments with the immigration authorities.

Ukraine residence permit extended until 2025

Under the Ukraine Residence Permit Continued Validity Ordinance, residence permits for temporary protection that are still valid as of 1 February 2024 will be automatically extended until 4 March 2025. These were and are granted in accordance with Section 24 (1) of the Residence Act for foreigners who have travelled to Germany due to the war in Ukraine. Refugees do not need to visit the relevant foreigners authority for an extension.

financial support

You can apply for benefits under the Asylum Seekers' Benefits Act. Either at the [Residents' Registration Office](#) when you register or at the [Immigrant Care Centre](#).

■ Please bring with you:

- Copy of identification documents (of all family members).
- Copy of the tenancy agreement or proof of accommodation
- Proof of income and assets (if available)

Housing offers

If you need a flat or accommodation please contact

District Committee of the Schwalm-Eder District
FB 50.0 - Social Administration

Dierk-Jens Lange



[05681/775-5004](tel:056817755004)

@dierk-jens.lange@schwalm-eder-kreis.de

Information from the Federal Foreign Office and the Federal Office for Migration and Refugees

Information from the Federal Foreign Office and the Federal Office for Migration and Refugees

Here you can find out what is important at the moment - for example, what the current [situation](#) is. You can also find rules here if you want to enter Germany or if you need a visa. We have already written down some important questions and answers for you:

I am in Germany without a visa - what can I do now?

If you come from Ukraine, you do not currently need a visa to come to Germany. From the day you arrive, you can stay here for up to 90 days without special permission. You can even stay in Germany without a special residence permit until **4 March 2027**.

During the 90-day visa exemption period, you can consider whether you would like to stay in Germany for longer. There are various options for this:

1. You can apply for a residence permit under Section 24 of the Residence Act within 90 days of your first entry into Germany. This provision specifically regulates the situation for war refugees from Ukraine on the basis of the EU decision. You can find out who is eligible for a residence permit under Section 24 of the Residence Act [here](#). You can find answers to the procedure [here](#).
2. You can apply for a residence permit for another purpose within 90 days of your first arrival in Germany. For example, to study or for gainful employment. This may be more

favourable for you. You can seek advice on this from the authorities if you have an appointment, or you can find out more in advance on the website:

<https://www.make-it-in-germany.com/>.

3. Alternatively, you can apply for asylum. However, this option is not recommended due to the less favourable legal consequences - such as the restriction on taking up employment and the obligation to live in an initial reception centre.

Do you have a valid residence permit in accordance with Section 24 of the Residence Act as of 1 February 2026?

Your residence permit will be automatically extended and will then be valid until 4 March 2027. You do NOT need to visit the immigration office for this. You can find more information on [Germany4Ukraine](#).

What happens when you arrive in Germany?

When you come to Germany, there are a few important steps that you have to take one after the other. This is how it works:

- First, you register - this is called registration.
- If you need help from the state (for example money or food), you will be told where you can live.
- Then you register your new address, i.e. where exactly you now live.
- Finally, you apply for a permit so that you can stay in Germany for longer.

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

Can I work in Germany with a residence permit for temporary protection?

Yes, you can. However, before you can work, the immigration authority must authorise it. The immigration authority will often already enter in your residence permit that you are allowed to work - even if you do not yet have a job. This is good, because then you no longer need an extra permit from another authority.

The immigration authorities will issue so-called fictitious certificates as soon as you submit your application. These bridge the right of residence until the actual residence title can be issued and granted. The foreigners authority will also enter "Gainful employment permitted" in the fictitious certificate. This fictitious certificate therefore authorises you to work in Germany either as a self-employed person or as an employee. Special professional access requirements (such as a licence to practise medicine or a permit for a trade requiring a licence) naturally apply to persons with temporary protection in the same way as to all others. However, the procedures for recognising foreign professional qualifications are also open to those affected, just like everyone else.

Persons with a residence permit for temporary protection in Germany can also receive counselling and placement services from the employment agencies in accordance with SGB III.

Should people from Ukraine apply for asylum?

No, that is not necessary. The necessary protection is granted in a different, faster procedure. It is therefore recommended that you do not apply for asylum. However, if you want to apply for asylum later, you can still do so.

As a result of the decision to admit war refugees in accordance with Article 5 (1) of Council Directive 2001/55/EC of 20 July 2001 on minimum standards for giving temporary protection, a residence permit in accordance with Section 24 of the Residence Act (AufenthG - Residence Permit for Temporary Protection) will be granted to the group of persons covered by the decision upon application.

Registration upon entry does not constitute an application for asylum. The asylum procedure requires an application for asylum to be submitted to the responsible branch office of the Federal Office for Migration and Refugees.


For these reasons, it is not necessary to file an asylum application to secure a right of residence or to claim social benefits.


Information portal of the German government

The Federal Ministry of the Interior and Homeland offers a digital information portal in German, English, Russian and Ukrainian. Here you will find all official information about residence and living in Germany.

 [Germany4Ukraine](#)

Embassy of Ukraine in Berlin

 [+493028887128](tel:+493028887128)

 [Albrechtstraße 26, 10117 Berlin](#)

Language

Information

In order to find a job in Germany and to find your way around in general, you must learn German. In the following sections you will find possibilities and contact points for appropriate language courses. There are different ways to learn German. The residence status has an influence on which option you can choose. As long as you do not speak German well enough yourself, you need help. You will also find contact persons for this purpose here.

Language level and certificates

You can attend a German language course. There are six levels: A1, A2, B1, B2, C1 and C2. The beginner-level is A1. Your mother language equals C2. The six levels mean in detail:

A1: Beginners

You can understand and use simple words and phrases.

You can introduce yourself and others. For example: My name is Maria. I'm 30 years old.

I live in Germany. This is my friend. His name is Paul.

You can ask questions about the person. For example: What's your name? Where do you live?

You can answer questions. For example: How are you doing? I'm all right.
One person speaks slowly and clearly. You can talk to him/her.

A2: Basic knowledge

You can understand sentences and frequently used words. You understand words related to these areas: Information about yourself and your family, shopping, work and your surroundings.

You can communicate in simple, everyday situations. You can describe your origin, education and environment.

B1: Advanced language use

You can understand a lot. It's about work, school, free time and so on.

You can communicate while travelling. You can say something about familiar topics and personal interests. You can report on experiences and events. You can describe dreams, hopes and goals. You can give short explanations or justifications for plans and views.

B2: Independent language use

You can understand the main points of complex texts on both concrete and abstract topics.

You can understand technical discussions in your special field.

You can communicate spontaneously and fluently. A normal conversation with Native speakers are possible without any major effort on either side. You can express yourself clearly and in detail on many different subjects. You can explain a viewpoint on a current issue. You can indicate the advantages and disadvantages of different options.

C1: Expert language skills

You can understand a lot about demanding, longer texts. You can capture implicit meanings.

You can express yourself spontaneously and fluently. You don't have to search for words very often. You can use the language effectively and flexibly in social and professional life or in training and studies. You can express yourself clearly, in a structured and detailed manner on complex issues. You use various words and terms of linking texts appropriately.

C2: (Approximately) Native language skills

You can easily understand practically everything you read or hear.

You can combine information from different written and oral sources. You can give reasons and explanations in a coherent presentation. You can express yourself spontaneously, very fluently and precisely. You can make finer nuances of meaning clear even in more complex situations.

MitSprache - Deutsch4U




"MitSprache - Deutsch4U" with up to 300 language lessons is aimed at asylum seekers, refugees, people with tolerance permit of all nationalities and all immigrants who are permanently and legally residing in Hessen and who are not entitled to an integration course. It is a government programme.

Participants can attend several (up to three) "Deutsch4U" courses.

The aim is to acquire a basic knowledge of the German language in order to cope with everyday life, to get to know the German system of values and to obtain cultural information. The introduction to digital learning methods with the "vhs Lernportal" is intended to enable self-study.

Please contact us if you are interested:



Kreissausschuss des Schwalm-Eder-Kreises FB 40.3 Volkshochschule

 Parkstraße 6
34576 Homberg (Efze)
 vhs@schwalm-eder-kreis.de
 www.vhs-schwalm-eder.de

Johana Dudichum

 [05681 - 775 4047](tel:05681-7754047)
 [@johana.dudichum@schwalm-eder-kreis.de](mailto:johana.dudichum@schwalm-eder-kreis.de)




Juliane Dilcher

 [05681 - 775 4045](tel:05681-7754045)
 [@juliane.dilcher@schwalm-eder-kreis.de](mailto:juliane.dilcher@schwalm-eder-kreis.de)

You can find the current entry-level courses here:

[german courses](#)




Arbeit und Bildung e.V. Location Schwalmstadt

 Steingasse 36
34613 Schwalmstadt
 [06691/927298](tel:06691927298)
 www.arbeit-und-bildung.de

Indimaj e.V. (Hilfe zur Selbsthilfe)

 Bahnhofstraße 73
34582 Borken (Hessen)
 [0152-56568003](tel:0152-56568003)
 info@indimaj.de

Familienzentrum und Elternschule Schwalm-Eder e.V.

 Obertorstr. 5
34576 Homberg/Efze
 [05681/9364631](tel:056819364631)
 info@elternschule-schwalm-eder.de

German courses for initial linguistic orientation

The **German courses for initial linguistic orientation** (Erstorientierungskurse) provide both basic German language skills and information about life in Germany. The contents provide the participants with practical starting assistance in their new living environment and facilitate orientation in everyday life. One course includes 300 lessons of 45 minutes each. The modules of the course comprise topics such as "health/medical care", "work", "kindergarten/school", "living", "local orientation/traffic/mobility". The focus is on oral communication: participants should learn to find their way in everyday life as quickly as possible. In all course modules, a major aim is to teach values.

Initial orientation courses are primarily intended for asylum seekers with unclear prospects of staying. Recognized asylum seekers, people with tolerance permit and asylum seekers with good prospects of staying may also participate, as long as there are free places in the course. Initial orientation courses are not intended for people who are subject to compulsory schooling or vocational training. If you get access to an [integration course](#) during your participation in the initial orientation course, you can switch to this course. The people in the courses have very different educational backgrounds. Illiterate people can attend the courses as well as academics. Initial orientation courses are free of charge.

💡 The language spoken during the course is German - interpreters are not present during the course.

Initial orientation courses are offered in Schwalm-Eder-Kreis:

Kreisausschuss des Schwalm-Eder-Kreises FB 40.3 - Volkshochschule (VHS)

📍 Parkstraße 6
34576 Homberg (Efze)

☎ [05681/775-4047](tel:056817754047)

✉ vhs@schwalm-eder-kreis.de

🌐 www.vhs-schwalm-eder.de

You can find the current entry-level courses here:

[German courses](#)

Arbeit und Bildung e. V. Location Schwalmstadt

📍 Steingasse 36
34613 Schwalmstadt

☎ [06691/927298](tel:06691927298)

🌐 www.arbeit-und-bildung.de


Integration courses



In the general **integration course** you learn German up to language level B1 in 600 lessons. In 100 additional lessons you will gain insights into the culture, politics and social behavior of Germany. There are also special forms of integration courses, some of which comprise more or less teaching units. The integration courses are free of charge for refugees and other target groups receiving social benefits.

They may be required to attend an integration course by the [Jobcenter](#) or by the [Foreigners Authority \(Ausländerbehörde\)](#). If you are not obliged to take part in an integration course but would like to take part in an integration course, you can apply for the integration course [under certain conditions](#) at the BAMF. If you need assistance with your application, please contact the [Immigrant Care Centre \(Betreuungsstelle für Zuwanderer\)](#) or a [Migrationsberatung](#) service. They will also support you in selecting an integration course provider. Further information from the Bundesamtes für Migration and Refugees can be found [here](#).

Integration course providers in the Schwalm-Eder district:


Kreisausschuss des Schwalm-Eder-Kreises FB40.3 - Volkshochschule



 Parkstr. 6
34576 Homberg (Efze)

 [05681/775-7755](tel:056817757755)
 integration@schwalm-eder-kreis.de

You can find the current integration courses here:
[Integration courses](#)

Arbeit und Bildung e.V. Location Schwalmstadt

 Steingasse 36
34613 Schwalmstadt


 [06691/927298](tel:06691927298)
 www.arbeit-und-bildung.de

[Here](#) you can search for an integration course in your area.

Job-related language courses (DeuFöV)


Job-related German courses help you to further improve your own German language skills, for example after you have already attended an integration course. You can attend the so-called DeuFöV courses during your job, your training or a vocational qualification or as preparation



for starting a career in Germany.

 If you are registered as a jobseeker with the [Employment agency \(Agentur für Arbeit\)](#) or the [Jobcenter](#), you can ask them for an entitlement certificate. Employees can submit the application [directly to the BAMF](#).

Professional language courses are offered in the Schwalm-Eder-Kreis by

Kreisausschuss des Schwalm-Eder-Kreises FB40.3 - Volkshochschule

 Parkstr. 6
34576 Homberg (Efze)

 [05681/775-4040](tel:056817754040)
 integration@schwalm-eder-kreis.de

You can find the current professional language courses here:
[Professional language courses](#)

Voluntary language courses

In addition to the official German courses, there are many opportunities to practice German in the Schwalm-Eder-Kreis.


The groups are led by volunteers. These are mostly people whose mother tongue is German. Sometimes it is teachers who are no longer working. Anyone can join these groups, regardless of their residence status.


Ask your [circle of helpers](#)!


Online language courses


Online language courses


You can learn German on your smartphone or computer (also free of charge). Take advantage of the great offers to learn German quickly and make good use of the waiting time for a language course. These offers can also be useful during a language course. More information about the language levels (A1-C2) can be found [here](#).


 [VHS Lernportal](#): German courses free of charge. You can learn to write, read and calculate. There is also help for the preparation for graduation in German, Maths and English.

 [Ankommen App](#): In addition to information on living in Germany and the topics of asylum, education and work, the Ankommen App includes a self-study course for the first weeks in Germany from level A1.


 [Serlo ABC](#): A free app for literacy, self-study or as a supplement to a language course. The app is approved as a textbook for integration courses.


 [Mein Deutschbuch](#): Extensive offer for learning the German language. The website is aimed at learners and teachers, A1-B2.

 [Deutsch-Uni Online \(DUO\)](#): Language learning programs for A1 to C2.

 [Basis-Sprachkurs der Deutsche Welle](#): This online language course contains modules on literacy and job-related language skills. There is also a placement test.

 [AsylPlus Deutsch lernen](#): Survey of various German learning opportunities.


 "Die Stadt der Wörter": App and website for playful vocabulary learning without previous knowledge in German, English, French and other languages.


 [Einstufungstest Sprache](#): onSET-online language placement test for refugees and for linguistic classification for full-time and voluntary workers.

Interpreters

Find interpreters

If you go to authorities, such as the [Ausländerbehörde](#), you will need an **interpreter**. But an interpreter is also very helpful for [visits to the doctor](#), at parents' evenings at school or in kindergarten.

 Some authorities and institutions have their own interpreters and can use them in counselling sessions. When you make an appointment, please always ask if an interpreter is provided free of charge.

 Official documents such as diplomas, marriage or birth certificates may only be transferred in Germany by state-certified translators. These translations can be very expensive. It is best to check carefully beforehand whether you really need a certified translation and compare the translation prices.

Training, work and study

Information

The conditions under which you may work in Germany depend on your residence status. You can find basic information and relevant contact persons for job searches under [Access to the labour market](#).

If you have already obtained school or vocational training qualifications abroad, you should make efforts to have these qualifications recognised. You can find more details under [Recognition of foreign qualifications](#).

In Germany there are about 400 training occupations. If you are interested in vocational training, you will find further information and contact persons under [Vocational Training \(dual and full-time school\)](#).

Children and young people must attend school from the age of six. One attends a general school before beginning an apprenticeship or a course of study.

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

Finding employment

Access to the labour market

Regulations on access to the labour market

👥 If you are looking for work and have immigrated as an EU citizen, you have unrestricted access to the labour market because of the "free movement of workers".

👥 For refugees, the accesses differ according to their residence status. These are explained below. In addition, you will find appropriate advice centres below.

Asylum seeker with residence permit (Aufenthaltsgestattung):

As long as you are obliged to live in the initial reception centre (Erstaufnahmeeinrichtung), you are not allowed to work. Afterwards the [Ausländerbehörde](#) will decide whether you are allowed to work. You must therefore always first submit an application for a work permit to the Ausländerbehörde.

The following requirements are important for the decision on the work permit:

- Three months after your registration as an asylum seeker in Germany (with proof of arrival or residence permit) you have "subordinate" access to the labour market. This means that the Bundesagentur für Arbeit checks whether there is a preferred employee for the job. The working conditions are also examined.
- After 15 months, no priority review will be carried out. However, the working conditions are still being examined
- After 48 months you have full access to the labour market. There are no more restrictions. However, this must be applied for at the [Ausländerbehörde](#) and be stated in your residence permit (Aufenthaltsgestattung)
- Only the [Aliens Department](#) (Ausländerbehörde) decides on the work permit for in-company training. There is no priority review and no review of working conditions by the Bundesagentur für Arbeit.

Tolerated (Geduldet):

- In the case of toleration (Duldung), the [foreigners authority \(Ausländerbehörde\)](#) always decides on the work permit. The Ausländerbehörde can impose a general ban on you working under foreigners law
- If no such work prohibition exists against you, you as a tolerated person have subordinate access to the labour market from the 1st day of toleration
- Otherwise, the same labour market conditions apply as above

Refugees with residence permits (Aufenthaltserlaubnis):

If you have been recognised by the Bundesamt für Migration und Flüchtlinge (BAMF) as a person entitled to asylum, refugee or subsidiary protection, the [Ausländerbehörde](#) will issue you a residence permit. This entitles you to work in any job and thus also gives you full access to the labour market.

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

Employment contract

Anyone who takes up a job is given an employment contract. This regulates the most important conditions of an employment relationship, such as working hours, holiday entitlement, salary levels and notice periods. Both sides - employees and employers - must comply with these agreements. Since the contract becomes legally binding with your signature, do not sign it until you have fully understood the contents.

Contract types:

Unlimited employment contract

There is usually a probationary period of three or six months. During this period, an employment relationship may be terminated at short notice within two weeks, both by the employer and the employee. After the end of the probationary period, a permanent employment relationship begins with a longer protection against dismissal. The working hours are usually up to 40 hours per week.

Fixed-term employment contract

The employment relationship ends on the agreed date without the need for termination.

Minijob

With a mini-job, there is an income limit ([see here](#)). The maximum monthly earnings are tax-free.

Employment law:

There are many laws that regulate and ensure the rights of employees in Germany. These include, for example:

- Working time regulation
- Minimum wage
- Holiday entitlement
- Protection against dismissal
- Company interest groups (works council)
- Regulation on the work of trade unions
- and a few more

Taxes and social security contributions:

Every employee in Germany pays part of his or her wage as taxes to finance federal, state and local government expenditure. Employers in turn are obliged to pay social security contributions for their employees. In the German social system, this is intended to ensure the financing of people's most necessary living costs when they cannot find work or are no longer able to work.

Tax identification number:

The tax ID is an 11-digit number and is used for income tax purposes. The workplace requires this number. If you do not have this number in your documents, you can obtain it personally

from the registration office or in writing from the Federal Tax Office.

Social security number:


For a job you need a social security number. You can obtain these from your health insurance company (e.g. AOK, DAK).

Moonlighting:




A job that is paid for but not registered with the tax office and health insurance company and for which no taxes and social security contributions are therefore paid is illegal and is referred to in Germany as "illegal work". Fines and prison sentences are imminent! If someone receives social benefits or unemployment benefit, but still works and keeps quiet about it to the social welfare office, the employment agency or the job centre, it is also called undeclared work. People are wrongly receiving state benefits even though they are doing paid work.

Advice on labour law issues for fugitives and persons from third countries:




Fair Integration Kassel

 DGB-Haus, 4. Floor, rooms 4.018, 4.019
Spohrstrasse 6-8
34117 Kassel

Mrs Hamata Naim-Ayubi


 [0561/20290730](tel:056120290730) (German, Dari, Persian, English)
 hamata.naim-ayubi@emwu.org
 www.faire-integration.de

Mr Ahmad Sharaf




 [0151/5416153](tel:01515416153) (German, Arabic, English)
 ahmad.sharaf@emwu.org
 www.faire-integration.de

Advice on labour law issues for employees from the Central and Eastern European EU states:

Fair mobility Kassel

 DGB-Haus, 4. Floor
Spohrstrasse 6-8
34117 Kassel

Anel Crnovrsanin

 [0151/63402222](tel:015163402222) (Bosnian, Serbian, Croatian, Montenegrin)
 anel@emwu.org
 www.faire-mobilitaet.de

Applications and interviews

If you want to start an apprenticeship or work in Germany, you must apply in writing. Most of the time you apply to a company because they have placed a job advertisement on the Internet or in the newspaper. This means that the company is looking for new employees. The job advertisement states what kind of work or training is offered and what the company expects from the employee. It tells you where and how you should apply.

If the company is interested in you, you will usually be invited for an interview in which you will introduce yourself personally. Please plan enough time and make sure you arrive on time for the appointment. It is best to prepare for the interview in detail beforehand and also gather important information about the company. Visit the website and read the history of the company, find out about the products or services. If you arrive 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 vacant position. For example, describe what experiences you have had in your home country. Find out more about the company and describe why you would like to work there in particular. Your cover letter should fit on one page. Sign your cover letter. There are many examples and help on the Internet. It is important that you do not simply copy something. Your cover letter must fit you and the position.

Curriculum vitae: The curriculum vitae lists all your experiences and is structured like a large table. Write from when to when you worked for which company. Write down where you did your training or studies. Write down where you went to school and what school-leaving certificate you have obtained. You don't have to include a photo in your resume, but many companies would like you to do so.

Certificates and supporting documents: It is important that you send copies of your certificates (no originals!). Certificates are your school-leaving certificate, your university degree and job 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 your work or certificates from your German course.

💡 The job advertisement states how you should apply. Please read carefully.

In writing: Buy a nice application folder and include your cover letter, CV and certificates. Then send the application to the address mentioned in the job advertisement.

E-mail: Many applications are now sent by e-mail. Add your cover letter, CV and certificates to 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 receives your application.


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


Assistance with applications:

Bewerber-Café

Starthilfe Ausbildungsverbund

 www.starthilfe-abv.de



 Ostpreußenweg 3
34576 Homberg (Efze)


 Bahnhofstr. 1
34212 Melsungen


Frau Heiwig

 [0176 57912887](tel:017657912887)
 [@kheiwig@starthilfe-abv.de](mailto:kheiwig@starthilfe-abv.de)

Frau Linder

 [0176 45752614](tel:017645752614)
 [@glinder@starthilfe-abv.de](mailto:glinder@starthilfe-abv.de)



 Hellenweg 12
34560 Fritzlar


 Hessenallee 14
34613 Schwalmstadt

BLEIB in Hessen II

Arbeit und Bildung e.V.
 www.bleibin.de


Frau Adriana Beleva

 06691/927298
 beleva@arbeit-und-bildung.de


 Steingasse 36,
34613 Schwalmstadt-Treysa


Herr Holger Rothenmayer


 [06691/927298](tel:06691927298)
 rothenmeyer@arbeit-und-bildung.de

 Marktplatz 18,
34613 Schwalmstadt-Treysa

 You can find helpful tips for the application process 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 will also find important tips for good applications on Europass.

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

 Information and examples for cover letters can be found at [Bewerbung2go](#), [BewerbungsWissen](#), [Karrierebibel](#)

Finding employment - advice and help

In the following facilities in the Schwalm-Eder-Kreis you will be supported in all aspects of job hunting:

 [080045555-00](tel:080045555-00) (employees)

 [080045555-20](tel:080045555-20) (employers)

Telephone hours

Monday to Thursday: 8 a.m. to 6 p.m.

Friday: 8 a.m. to 2 p.m.


Agentur für Arbeit Fritzlar-Homberg

 Wallstraße 20

34576 Homberg

 www.arbeitsagentur.de/vor-ort/korbach/fritzlar-homberg

Agentur für Arbeit Schwalmstadt

 Steingasse 4

34613 Schwalmstadt

 www.arbeitsagentur.de/vor-ort/korbach/schwalmstadt

Agentur für Arbeit Melsungen


 Sandstraße 5

34212 Melsungen

 www.arbeitsagentur.de/vor-ort/korbach/melsungen

Jobcoach

Ahmet Kaya

 [05681/775-5040](tel:05681775-5040)

 ahmet.kaya@schwalm-eder-kreis.de

Integrationscoach

Gundula Wagner

 [05681/775-5036](tel:05681775-5036)

 gundula.wagner@schwalm-eder-kreis.de

Education fairs and training exchanges

You can also find out about professions and vacant apprenticeships in the region at four events held each year in the Schwalm-Eder-Kreis. There, companies that offer apprenticeship training positions present themselves. They introduce the company and the professions and answer questions from visitors. Admission is free for all events.

Three education fairs are organised by the vocational schools:

- The education fair of the Reichspräsident-Friedrich-Ebert-Schule takes place in Fritzlar or Homberg/Efze
- The Melsungen Education Fair is organised by the Radko-Stöckl Schule in Melsungen
- The BerufsschulCampus Schwalmstadt offers the Job-fit fair in Schwalmstadt


You can find the current education fairs here: [current education fairs](#)

The [Schwalm-Eder training exchange](#) is run by the Schwalm-Eder-Kreis in cooperation with the Centre of the Economy, the Industrie und Handelskammer (IHK), the Kreishandwerkerschaft, the State Education Authority, the Employment Agency, the Jobcenter and the City of Borken (Hessen). It takes place every year on a Saturday in autumn in Borken (Hessen). More than 100 exhibitors will present themselves there.

Jobcenter Schwalm-Eder Schwalmstadt



Am Großen Wallgraben 36
34613 Schwalmstadt-Ziegenhain


 06691/8068-101

 www.jobcenter-schwalm-eder.de

Jobcenter Schwalm-Eder Melsungen



Schwarzenberger Weg 31
34212 Melsungen

 05661/9291-10

 www.jobcenter-schwalm-eder.de

Jobcenter Schwalm-Eder Fritzlar



Schladenweg 29
34560 Fritzlar

☎05622/9899-10

🌐www.jobcenter-schwalm-eder.de

Jobcenter Schwalm-Eder Homberg



Wallstraße 16
34576 Homberg/Efze

☎05681/9367-10

🌐www.jobcenter-schwalm-eder.de

Applications and contact details for the job centre can be found [here](#)

Project: Next Level

Target group:

Adult people of foreign origin with residence or habitual abode in who have acquired vocationally relevant skills abroad without official recognition in Germany. Participants must be at least 18 years of age (no maximum age) and must have at least a basic knowledge of the German language.

Implementation:

- Modular structure with theoretical and practical units as well as practical training in companies of the environmental trade
- Delivery: analogue and digital
- Duration: 17 weeks, full-time course, core working hours on site: 08.30 hrs to 15.00 hrs
- 12 places per course
- Start of first course: 20.02.2023, later entry possible
- Location: Jugendwerkstatt Felsberg e. V.
- Completion: Certificate of qualification, if possible placement in employment

Frau Anne Caillé

☎0176 5788 7263

@a.caille@juwesta.de

Herr Tobias Zanella

☎05662 9497-44

@t.zanella@juwesta.de



Jugendwerkstatt Felsberg e. V.


Sälzerstraße 3a
34587 Felsberg

☎05662/9497-0


@info@juwesta.de


🌐www.juwesta.de

JUGEND STÄRKEN in the transition from school to work Schwalm-Eder Nord

 Jugendwerkstatt Felsberg e.V.
Sälzer Straße 3a
34587 Felsberg

Frau Elisabeth Schott


 [05662/949755](tel:05662949755)

 [0177/2774422](tel:01772774422)


 e.schott@juwesta.de


 www.jugend-staerken.de

JUGEND STÄRKEN in the transition from school to work Schwalm-Eder Mitte

 Starthilfe Ausbildungsverbund Schwalm-Eder e.V.
Ostpreußenweg 3
34576 Homberg

Frau Gabriele Steinbach


 [05681/9366417](tel:056819366417)

 [0160/4754748](tel:01604754748)


 gsteinbach@starthilfe-abv.de


 www.jugend-staerken.de

JUGEND STÄRKEN in the transition from school to work Schwalm-Eder South

 Berufshilfe Hephata
Marktstraße 9
34613 Schwalmstadt (Treysa)

Herr Fritz Gatzke

 [06691/9218683](tel:066919218683)

 [0173/5420773](tel:01735420773)

 fritz.gatzke@hephata.de


 www.jugend-staerken.de

Job-Café - Integration into working life

Starthilfe Ausbildungsverbund Schwalm-Eder e.V.

 [At locations in Homberg, Melsungen, Fritzlar, Schwalmstadt, Borken, Gudensberg and Felsberg-Gensungen.](#)

Frau Heiwig

 [05681/93664-11](tel:056819366411)

 [0176/57912887](tel:0176/57912887)

 kheiwig@starthilfe-abv.de

 www.starthilfe-abv.de

Frau Linder




[0176 45752614](tel:017645752614)




glinder@starthilfe-abv.de

BLEIB in Hessen II

 Arbeit und Bildung e.V.
Steingasse 36,
34613 Schwalmstadt-Treysa


Frau Adriana Beleva

 [06691/927298](tel:06691/927298)

 beleva@arbeit-und-bildung.de

 www.bleibin.de


Herr Holger Rothenmayer

 [06691/927298](tel:06691/927298)


 rothenmeyer@arbeit-und-bildung.de

 www.bleibin.de

Berufswahlbüro Melsungen Transition from school to work

 Am the Huberg 4,
34212 Melsungen

Frau Jutta Emde

 [05661/9261935](tel:05661/9261935)

 berufswahlbuero@melsungen-foerdert.de

 www.melsungen.de/service/berufswahlbuero/

You can find vacant training and work places under

www.jobboerse.arbeitsagentur.de

If you do not know yet which profession suits you best, the following offers from the Agentur für Arbeit can help you:

www.planet-beruf.de

www.arbeitsagentur.de/bildung/welche-ausbildung-welches-studium-passt

www.berufenet.arbeitsagentur.de


Self-Employment

Who can become self-employed in Germany?

If you are still in the asylum recognition procedure, your application has been rejected or you have a toleration certificate (Duldung), self-employment is prohibited. In principle, all others have the possibility of founding a company in Germany.

The Schwalm-Eder-Kreis offers regular consultation hours on this subject. Arrange an appointment at:

Kreisausschuss des Schwalm-Eder-Kreises FB 80.1 - Wirtschafts-, Struktur-, Wohnungsbau- und EU-Förderung, Statistik

 Parkstraße 6
34576 Homberg (Efze)

 [05681/775-8013](tel:056817758013)
 wirtschaftsfoerderung@schwalm-eder-kreis.de

Further information:

- [Online guide "GründerZeiten"](#) (German and Arabic)
- [Business start-up portal](#) (German, French, Italian, Russian and Turkish)
- [Homepage of the IQ Centre for Migrant Economics](#) (six languages).

Retraining, further education and training


Even after school, training and studies, there are opportunities for further education and training. In principle, adult education offers are open to all people. They cover a wide range of topics, for example

- Languages
- Life and education issues
- Culture, art and music
- Society, politics and economy


- Technology and natural sciences
- Sports and health
- You can also further your professional training.


The following offers are available in the Schwalm-Eder Kreis:

Agentur für Arbeit Schwalmstadt

 Steinweg 4
34613 Schwalmstadt


Agentur für Arbeit Fritzlar-Homberg


 Wallstraße 20
34576 Homberg/Efze

 [05631/957108](tel:05631957108)

 www.arbeitsagentur.de/karriere-und-weiterbildung

Volkshochschule Schwalm-Eder

 Kreisausschuss des Schwalm-Eder-Kreises
Parkstraße 6
34576 Homberg (Efze)


 [05681/775-4040](tel:056817754040)


 vhs@schwalm-eder-kreis.de

 www.vhs-schwalm-eder.de/


Komm in den Punkt


**Bildungspunkt in der
Agentur für Arbeit Homberg**

 Wallstr. 20
34576 Homberg
(EG, Zi. E. 18)

 [05681 93622-22](tel:056819362222)

**Bildungspunkt in der
Agentur für Arbeit Korbach**

 Louis-Peter-Str. 49-51
34497 Korbach
(1. Stock, Zi. 141)

 [05631 957-222](tel:05631957222)

 <http://komm-in-den-punkt.de/>

Berufsschule

For adolescents and young adults over 15 years of age, the Berufsschule offers various options if they no longer attended a general education school. There they are prepared for a profession and there is also the possibility to make general school-leaving certificates. Up to the age of 18, children and young people in Germany must attend school (compulsory education)!

The following types of schools are available at vocational schools :

BÜA (Berufsschule for the transition to training)

Duration: 1 or 2 years

Specialist areas of focus can be:

- Economy/administration
- Food/Gastronomy
- Metal Technology
- Electrical Engineering
- Wood Technology

The first school year (stage 1) of the Berufsfachschule zum Übergang in Ausbildung (BÜA) serves as a vocational orientation, whereby at the end of this year it is possible to obtain a secondary school leaving certificate (Hauptschulabschluss). The second school year (level 2) offers pupils the opportunity to obtain the Realschulabschluss.

Pupils can be admitted to the Berufsfachschule zum Übergang in Ausbildung (BÜA) if they

- are subject to extended full-time compulsory education and have completed at least the 8th year of schooling in a general education school,
- have already fulfilled the extended full-time compulsory schooling, but have neither completed dual vocational training nor attended preparatory training
- haven't completed the 18th year of life at the beginning of the school year (01.08.).

PuSch (practice and school)

Duration: 1 year

PuSch offers the possibility of qualification in areas such as home economics and metal and consists of practical days, internships and school days. An enrolment is possible if you are under 18 years of age.

The program may be extended for one year under certain conditions.

PuSch ends with an examination, with which the secondary school leaving certificate can be obtained.

InteA (integration through connection and termination)

Duration: normally 2 years

InteA is an offer for migrants. You can learn the German language intensively there. As a result, you will find your way into society more quickly and can integrate better into the world of work. With sufficient knowledge of German, you can move on to the regular systems of general education and vocational school types or to vocational training.

Age: at least 16 years until the 18th year of life.

Fachoberschule (FOS)

The Fachoberschule builds on the intermediate school leaving certificate (Realschulabschluss). It leads in different fields and forms of organisation in connection with a vocational qualification to the entrance qualification for studies at universities of applied sciences and enables to take up a higher education study. Fachoberschule ends with an examination, the passing of which entitles the student to study at a university.

Training courses with an apprenticeship

Dual training is offered in various vocational fields at the vocational schools in the Schwalm-Eder-Kreis. Not every vocational school (Berufsschule) offers every subject. Please inform yourself about this at the vocational schools (Berufsschulen). The following disciplines exist:

- Automotive Engineering
- Metal Technology
- Building Technology
- Wood Technology
- Economy and administration
- Nutrition
- Gastronomy and home economics
- Body care
- Colour technique and interior design
- Agriculture

Furthermore, [full-time training courses](#) are also offered.

Vocational grammar school (Berufliches Gymnasium)

A vocational grammar school offers students the opportunity to obtain the general university entrance qualification. In the Schwalm-Eder-Kreis, there is currently no opportunity to attend a vocational grammar school (berufliches Gymnasium). If desired, the vocational high school in Korbach or a vocational high school in the district or city of Kassel can be attended.

Two-year vocational school (Berufsfachschule)

It is based on a qualified secondary school leaving certificate (Hauptschulabschluss) and prepares students for vocational training or attendance at a secondary technical college. Attendance at the two-year vocational school concludes with the acquisition of the intermediate educational qualification (Realschulabschluss) through a written examination and a practical project examination. An in-company internship of at least 160 hours in the chosen field of study is an integral part of the course.


Specialties:

- Technology with focus: Mechatronics
- Economy with focus: Economy and administration
- Health and social services with focus: Social care/social education

Berufliche Schulen in the Schwalm-Eder-Kreis:


The vocational schools in the Schwalm-Eder-Kreis offer a variety of training courses with and without apprenticeships in different vocational fields. These must be obtained from the vocational school.

Reichspräsident Friedrich-Ebert-Schule, Standort Fritzlar

 Schladenweg 41
34560 Fritzlar


 [05622/915358](tel:05622915358)
 www.rfes.de



Reichspräsident Friedrich-Ebert-Schule, Standort Homberg

 Hans-Staden-Allee 12
34576 Homberg (Efze)


 [05681/930343](tel:05681930343)
 www.rfes.de


Selbstständige Berufliche Radko-Stöckl-Schule

 Evesham-Allee 4
34212 Melsungen

 [05661/92500](tel:0566192500)
 www.radko-stoeckl-schule.de

BerufsschulCampus Schwalmstadt

 Dammweg 5
34613 Schwalmstadt

 [06691/6051](tel:06691/6051)

 www.berufsschulcampus.de


Schools for adults - Second chance education -


These schools enable working people, including adults, to acquire general school qualifications (Hauptschulabschluss, Realschulabschluss and Abitur). This educational offer offers adults the possibility to increase their chances on the labour market or to gain access to technical schools and technical colleges or to the technical college and university through the higher education qualifications. This provides the prerequisite for vocational reorientation and higher qualification. The offers of the schools take place mainly in the evening.

Evening Primary School (Abendhauptschule)

The aim is to obtain a lower secondary school leaving certificate in order to prepare for vocational training or for attending a secondary school.

Volkshochschule Schwalm-Eder

 Kreisausschuss des Schwalm-Eder-Kreises
Parkstraße 6
34576 Homberg (Efze)

 [05681/775-4040](tel:05681/775-4040)


 vhs@schwalm-eder-kreis.de

 www.vhs-schwalm-eder.de/

Evening School (Abendrealschule)

The aim is to obtain a secondary school leaving certificate, e.g. to prepare for vocational training or for attending a secondary school

Adult education centre Schwalm-Eder

 District committee of the Schwalm-Eder district
Parkstraße 6
34576 Homberg (Efze)

 [05681/775-775](tel:05681/775-775)

 vhs@schwalm-eder-kreis.de

 www.vhs-schwalm-eder.de/

Evening High School and Hessenkolleg

The aim is to acquire the general university entrance qualification retrospectively and thus qualify for university studies or for professional requirements. You can find a Hessenkolleg in Kassel, for example.

Non-student examinations (Nichtschülerprüfungen)

The aim is to make it possible for adults who wish to obtain a higher-level qualification after leaving school, or migrants who came to Hessen without educational qualifications, or those people who - for whatever reason - left school without a qualification to obtain a degree.

 www.kultusministerium.hessen.de

Training (dual and full-time school)

In Germany it is of great advantage to have a **training qualification (Berufsabschluss)** before going to work. People with a training qualification earn more money on average over the course of their lives, are less likely to become unemployed and have fixed-term contracts less often than people without a training qualification.

Here is an explanatory video on dual training: [Ways to success \(dualeausbildung-hessen.de\)](http://Ways%20to%20success%20(dualeausbildung-hessen.de))

Dual training


A special feature in Germany is the dual training system. About one third of the time, dual training takes place at the [Berufsschule](#) and about two thirds of the time at a company (Ausbildungsbetrieb). In this way, you will learn theory and practice at the same time and earn money from the company.

Depending on the type of profession you would like to learn in a dual training, please contact the appropriate office:

Handwerkskammer (HWK)


The Handwerkskammer (HWK) is responsible for craft professions. This is about professions like baker, bricklayer or painter.

Kreishandwerkerschaft Schwalm-Eder

 Rudolf-Harbig-Straße 6
34576 Homberg

Willkommenslotsin der Handwerkskammer:

Valentina Rimer


 [05681/9881-40](tel:05681988140)

 willkommenslotse@handwerk-schwalm-eder.de

 www.handwerk-schwalm-eder.de/ausbildung/ausbildung.html

Perfectly fitting cast:

Heike Jäckel

 [05681/9881-0](tel:0568198810)

 passgenauebesetzung.khse@web.de


 www.handwerk-schwalm-eder.de/ausbildung/ausbildung.html

Join Team Craftsmen!


Industrie- und Handelskammer (IHK)

The Industrie- und Handelskammer (IHK) is responsible for professions in industrial manufacturing, trade and services. Here, for example, we are talking about systems mechanics or salesman in wholesale and foreign trade.

IHK Servicezentrum Schwalm-Eder

 Parkstr. 6
34576 Homberg

Jonas Freudenstein

 [05681/93939-13](tel:056819393913)

 freudenstein@kassel.ihk.de

 www.ihk-kassel.de/ihk-vor-ort/schwalm-eder-4006968

Full-time education at the vocational school

In Germany, however, there is not only the dual training system, but also full-time school-based training at a Berufsfachschule. Outside the dual training system (without an apprenticeship in the company), the Berufsfachschule provides completed professional training in theory and practice. It usually lasts two to three and a half years. Teaching is full-time and includes job-related subjects as well as general education subjects. Since vocational schools vary greatly in terms of the types of training, admission requirements, duration of training and opportunities for further education, it is advisable to enquire at the respective school in each individual case.

Studies

University studies


General Information

There are many different study programs in Germany. There are also different types of universities:

- Universities (scientifically oriented)
- (Technical) universities (practice-oriented)
- Dual universities (very practice-oriented)
- Art, film and music colleges (for artistic subjects)

There are state universities and private universities. The quality of private universities is not necessarily better, but students often have to pay high tuition fees.

Helpful Internet sites:

 [Hochschulkompass](#) (All study programs and universities in Germany)

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

 [Employment Agency](#) (study orientation)

Requirements

If you would like to study in Germany, you need a university entrance qualification. If you do not have a German Abitur, you must check whether you can study in Germany with the school-leaving certificate from your home country.

Further information can be found on the website [Anabin](#), in the information portal "Recognition in Germany" and at the [German Academic Exchange Service DAAD](#).

You must also provide proof that you have a good knowledge of German (language level C1), e.g. the TestDaF, DSH or telc Deutsch C1 Hochschule.

Likewise there is the possibility of assistance by the education consultation guarantee fund university.

Some universities also offer preparation semesters in which you will also learn German.

Get information directly from the university where you would like to study. Most universities have advisory services for this purpose. Please also note the deadlines in which you can apply for a study program.

No university entrance qualification

If your school-leaving certificate allows you to study in your home country, but not in Germany, you may be able to obtain university admission through a Studienkolleg. There, foreign applicants are specifically prepared for studies at a university or a university of applied sciences in Germany.

Funding and scholarship

As a student in Germany, you can receive financial support through the Federal Training Assistance Act (BAföG). BAföG payments are paid monthly and at best for the duration of the study. The monthly amount of BAföG can range between 399 and 735 euros. Half of the BAföG sum must be paid back after the studies. Detailed information on BAföG changes regularly and can therefore be accessed via the following link

 [Website BAföG for refugees and migrants](#)

As an alternative to BAföG you can apply for a scholarship. In contrast to BAföG, a scholarship usually does not have to be paid back. For this, good grades and volunteer work play a major role in the awarding of the prize. The amount is often calculated analogous to the BAföG rate. In addition there is a so-called "book money", a monthly payment of up to 300€.

Organizations that award scholarships are often referred to as scholarship organizations. The following organisations for the promotion of gifted persons offer programs especially for

refugees. The application guidelines and requirements can be found on the respective websites.

 [Friedrich-Ebert-Stiftung \(FES\) - Scholarships for Refugees](#)

 [Böckler Action Education of the Hans Böckler Foundation](#)

 [Konrad-Adenauer-Stiftung \(KAS\) - Scholarships for Refugees](#)

 [Villigst - Our scholarship for refugees](#)

 [Bread for the World - Refugee Scholarship Program](#)

One exception is the guarantee fund of the Otto Benecke Foundation. The programme is aimed at young, newly immigrated migrants who want to obtain a higher education entrance qualification in Germany, prepare for university studies and aim for an academic career. There is also the Germany Scholarship, which provides financial support of 300€ per month. The Germany scholarships are awarded by the respective universities.

 [Guarantee Fund University of the Otto Benecke Foundation in Bonn](#)

 [German scholarship: Become a scholarship holder](#)

Further information can be found on the website of the University campaign for refugees and in the database of the Federal Ministry of Education and Research (BMBF).

 [Web site university action for refugees](#)

Kiron Higher Education

Refugees and asylum seekers often face certain difficulties in gaining access to higher education. **Kiron Higher Education** offers the possibility to study without tuition fees and without the otherwise required legal documents. The problem of limited study places is also being solved. The first two years of the program are carried out with online courses via the Internet. All courses are offered in English. But there is the possibility to add subtitles in any language. The third year of studies takes place locally at a partner university of Kiron. In addition, there is the possibility to learn the German language during your studies. Furthermore, various forms of help and advice are offered.

 [Website Kiron](#)

Recognition of certificates

Recognition of foreign educational qualifications

Certificates play an important role in Germany for school, studies or work. With certificates you can prove what you have already learned and achieved. Certificates are the decisive

factor in determining whether you get a job or are admitted to a school or university. So if you have already obtained certificates at school, in training or in studies abroad, you should strive to ensure that these certificates are **recognised** in Germany. This means that it is checked what your certificates in Germany qualify you for. In the case you no longer have your diplomas, you can try to have your professional experience and skills recognised through tests.

Specialist advice centre for recognition


INBAS GmbH

Kay Komkov

 [0151/65498920](tel:015165498920)

 komkov@inbas.com

 www.hessen.netzwerk-iq.de

 If you intend to study or work as a scientist, please contact the contact persons at the universities for the recognition of your certificates.

Official certification of diplomas

An official certification is a confirmation of the authenticity of a document. You will need these, for example, to enrol at a university. For this purpose, all photocopies of the certificates must be officially certified.

For translation and certification of your diploma, it is best to contact a translation agency.

School-leaving qualifications

School-leaving qualifications

No chance in working life without a school-leaving certificate! But it's never too late to catch up on a missed qualification.

You can prepare for the final examination in evening courses at the adult education centre. Hundreds of participants have successfully overcome this hurdle and thus improved their starting position.

The final examinations (written and oral) are taken before an examination board of the state education authority.

Information and registration on 05681 775-7755.

Secondary school leaving certificate

The course lasts approx. 15 months with 12 to 16 lessons. There are 3 - 4 dates per week (except during the Hessian school holidays).

Lessons take place in the subjects: German, maths, social studies and biology.

This course is free of charge. The cost of a student ticket for Hessen can be covered.

Secondary school leaving certificate

The duration of the course is approx. 1 $\frac{3}{4}$ years with 18 lessons each. This means 4-5 lessons per week (except during the Hessian school holidays).

The lessons take place in the subjects: German, English, maths, politics, history, geography,

biology, physics or chemistry.

The course costs €92 per month (reduced rate €23).

Please note: The next course does not start until summer 2027!

 [VHS-Schwalm-Eder](https://www.vhs-schwalm-eder.de)

Children, youth and family

Information

Children, young people and families are under special protection in Germany. This protection begins during pregnancy and continues until the child is 18 years old (of age). In Germany, for example, it is prohibited to beat children. The raising of children must be able without using violence. Every child must go to school. There are also authorities who ensure that a child does not suffer any harm from its environment (including the family).

Women

Equal rights for men and women

All people have the same rights, young and old, and women and men too. This is reflected in the laws and in daily life.

That means:

- Girls and boys go to school together and receive the same lessons. They take part in physical education together
- Women study or learn a profession. All professions are open to women
- Women assume responsibility in society, e.g. as policewomen, doctors, teachers or in offices and authorities. Their instructions must be followed
- Women decide for themselves whether to go to work or not. The money they earn is at their own disposal
- Women do not need to ask their husband, parents or other family members for permission to work, open a bankaccount or sign contracts
- Women dress as they like
- Women decide for themselves if, when and who they want to marry
- Mothers are especially protected. They do not have to work for six weeks before and eight weeks after the birth. They cannot be dismissed because of their maternity
- The responsibilities and roles in the family are not prescribed
- Women participate in public life. They visit cultural, political or sports events, restaurants and bars
- Women can vote and be elected to political office
- Women and men are equal in the law of succession. Daughters as well as sons
- Sexual touching, comments or invitations are only allowed if all parties involved agree. A "stop" or "no" does mean "stop" or "no"!


This is not allowed in Germany:

All forms of violence against women, including in marriage.
No one may be sexually harassed, either in words or in deeds.
Rape, even within marriage, will be punished.
No one must be forced to marry. Coercion into marriage by force or threat is punished.

Women's Office (Frauenbüro)


In the Schwalm-Eder-Kreis there is a women's office in the district administration, where two women's representatives look after all women's concerns. All girls and women who feel disadvantaged in their social situation in partnership and family, at work, in public life, have experienced violence and wish to receive support or advice, need information or simply want to make a complaint can come to the Women's Representative.

Bärbel Spohr

 [05681/775-1570](tel:056817751570)

 baerbel.spohr@schwalm-eder-kreis.de

Gerlinde Eckhardt

 [05681/775-1571](tel:056817751571)

 gerlinde.eckhardt@schwalm-eder-kreis.de

You will find further information on our [homepage](#).

Women's counselling and women's shelter

Women from all social classes and all nationalities can be victims of violence. It is forbidden to use violence against women. There are also laws for this, for example the Protection against Violence Act.

Many women are affected. Do not be afraid to seek help and seek advice. The help is free of charge.

The consultation is always confidential and if you wish, you do not need to give your name. You also need not be afraid, the women in counselling are there to help you.

If you are threatened or abused by your husband, you can go to a women's shelter, either alone or with your children. Your husband will never know where you are.

AWO women's shelter in the Schwalm-Eder-Kreis

 [05681/6170](tel:056816170)

The "Violence against Women" help line

The help telephone is a nationwide and free counselling service for women who have experienced or are still experiencing violence.


You can find advice by telephone and online in 17 different languages. 365 days, around the clock.

 [08000116016](tel:08000116016)

Pregnancy and birth

Pregnant women are under special protection in Germany and are entitled to counselling, medical care, midwifery assistance and support for new purchases for the child. If you are pregnant, you must first go to the gynaecologist and have the preventive medical checkups performed there. You will then receive a maternity pass.

The maternity pass is a document containing important information about your pregnancy, your health and the health of your child. Always take your maternity pass with you in case of emergencies.


 As an asylum seeker, you need a certificate from the social welfare office to ensure that the costs of screening examinations and midwifery assistance are covered.

Delivery and aftercare

Look for a midwife yourself from the 15th week of pregnancy. You can also ask your gynaecologist or the hospital for a midwife.

Registration at the registry office


Newborn children must be registered at the [registry office](#) and, if necessary, the social welfare office/job centre. The maternity clinic notifies the registry office of the birth. There you will receive the (possibly provisional) birth certificate for your child if you show your identity card, the birth certificate of the clinic and - if available - your marriage certificate.

 Please submit only original documents. For foreign language documents an officially certified German translation is required.

Pediatrician


If you are insured with a health insurance company, you can ask for family insurance after the birth.

There are ten screening tests (U1-U9 and J1) until the age of 6. This means that the child is regularly examined and its development is monitored. The U1 (examination after birth) and U2 examinations are usually still carried out in the hospital. For further examinations you must make an appointment with your paediatrician.

 When [registering for a day care centre](#), proof of complete early detection examinations can be requested.

Recognition of paternity/joint custody

Non-married couples can acknowledge paternity even before the birth of the child, and joint declarations of custody can also be made. Paternity can be recognised at any [registry office](#) or youth welfare office; there is no local jurisdiction.

 Joint declarations of custody cannot be submitted to the registry office, but only to the youth welfare office.

Please always make an appointment at:


Kreisausschuss des Schwalm-Eder-Kreises FB 51 - Jugend und Familie


 [05681/775-5101](tel:056817755101)

 jugendamt@schwalm-eder-kreis.de

Advice centres for pregnancy and birth


Kreisausschuss des Schwalm-Eder-Kreises 51.10 - Frühkindliche Förderung


 Parkstraße 6
34576 Homberg (Efze)

 [05681/775-5199](tel:056817755199)

 jugendamt@schwalm-eder-kreis.de

AWO Beratungszentrum Schwalm-Eder

 Pfarrstrasse 25
34576 Homberg

 [05681/6888](tel:056816888)

 beratungszentrum@awo-schwalm-eder.de


 www.awo-beratungszentrum.de

Childcare

Kita (day nursery)


Kita is a term for day-care centre. From the age of about 1 year until school attendance, your child can attend a day care centre. Some day care centres also have places for school children. In the Kita, your child is looked after by early childhood experts and learns many important things.


The fees for the day care centre or day care are usually paid by the city or the district. For this purpose you must submit an application to the Jugendamt.

 At the Kita your child can learn the German language and discover new things. There it also finds contact to other children and gets to know friends and the German culture. Use the opportunity, it is important for the future of your child. Attending a day care centre also helps to prepare for school.

Unfortunately, there are not always enough places in the immediate vicinity of your apartment or accommodation. To find a place, ask the youth welfare office or your accommodation service.

Kreisausschuss des Schwalm-Eder-Kreises FB 51 - Jugend und Familie

 Parkstraße 6
34576 Homberg/Efze

 [05681/775-5101](tel:056817755101)

 jugendamt@schwalm-eder-kreis.de

Day nursery (Krippe)

The day nursery is a facility for children from 1 to 3 years. In the day nursery, specially trained staff encourage the children in their development in small groups. Attention and care by the caregivers are especially important here.

Kindergarten

The kindergarten is a facility for children from 3 years of age until they start school. In the kindergarten the children can play, paint, do handicrafts and learn with other children. Especially in the last year of kindergarten, the children are encouraged in their language skills and prepared for school enrolment. There are private and public kindergartens. Attendance of a kindergarten in the morning is free of charge for children from 3 years of age.

(primary) school children up to 12 years

There are also after-school care options for school children aged 6 to 12. Most of the time this takes place at school. There are different childcare models such as lunchtime childcare or all-day school. Some daycare centres also have places for school children (after-school care). In all models the children are supported in doing their homework. Moreover, leisure activities are offered.

Your primary school or Jugendamt will tell you which care model for (primary) school children exists in your place of residence.

Child day care (Kindertagespflege)

Child day care is provided by a childminder in their own homes or in rented rooms. Mainly children from 1 to 3 years are looked after there in small groups of up to 5 children. Day care offers a very flexible form of care for parents. The childminder are constant caregivers for the children and give them a lot of attention and care.

Through contact with the other children the linguistic and social development is promoted. There is a close educational partnership between the childminder and the parents.

💡 For children from 1 there is a legal entitlement to day care. This also applies if the parents are not working.

💡 If you take part in a language course or work and need care for your child for more than 25 hours, you must present a certificate of employment or training certificate to the Jugendamt.

💡 If you still need childcare for your child after kindergarten because of your work, your child can go to a childminder. Some day care workers also look after older children before or after kindergarten and school.

Cost sharing by the child's parents

A monthly parental contribution is charged depending on the hours of childcare. If the payment is unreasonable due to a low income, the costs of day care can be waived in whole or in part upon application.

Placement of a day care person

The experts of the Working Group 51.10 - Early Childhood Education (Frühkindliche Förderung) will be happy to support and advise you in your search for a qualified childminder.

Kreisausschuss des Schwalm-Eder-Kreises FB 51 - Jugend und Familie

📍 Parkstraße 6
34576 Homberg/Efze

☎ [05681/775-574](tel:05681775574)

✉ jugendamt@schwalm-eder-kreis.de

School for children from 6 to 18 years

In Germany there is a legal obligation to attend school. The duration of compulsory education is twelve years, of which nine years are full-time compulsory education (general compulsory education) and three years are part-time compulsory education (compulsory vocational education).

Compulsory part-time schooling is suspended if a full-time school is attended. If no [vocational training](#) is followed and no other school is attended, full-time compulsory education is ten years (basic vocational training year).

Compulsory schooling ends when the child reaches the age of 18, if no apprenticeship exists. The children's parents or guardians have the duty to ensure that the children attend school regularly. School attendance at state schools is free of charge.

There are different types of schools in Germany. Which school your child goes to depends, among other things, on how old he or she is, but also on his or her school performance.

💡 Parents often receive written information from the school that their children bring home. It is important that this information is read.

💡 You can find a suitable school for your child on the Schwalm-Eder-Kreis [educational landscape](#), sorted by location.

💡 If you are a client of the Job Centre or Social Welfare Office, you can apply for financial support for your child for school materials, extra tuition, lunches and school trips with an [application for education and participation benefits](#).

💡 If your child is entitled to a public transport ticket, you will receive an application for reimbursement of travel costs when you register.

💡 If your child is ill and cannot come to school, please call the school office and let them know.

Family benefits

Parental benefit

The parental benefit compensates for less income if the parents are unable or unwilling to work after birth.

Parents who are separated can also claim the parental benefit. The amount of the parental benefit depends on the level of income of the parent before the benefit is claimed. You can claim parental benefits if you have a settlement or residence permit in Germany. More detailed information in German, English, Turkish and Russian can be found [here](#).

Child benefit

All parents with a settlement or residence permit in Germany are entitled to child benefits. Child benefit is paid for each child from birth until at least 18 years of age. You must apply for child benefits yourself at the [Bundesagentur für Arbeit \(Federal Employment Agency\)](#). More detailed information in German, English, Turkish and Russian can be found [here](#).

Educational support

The upbringing and care of a child is primarily the responsibility of the parents. However, if you are no longer able to cope with the care and upbringing of your child on your own and need support, you are entitled to receive help with upbringing.

Accepting help is not a blemish, but shows that you are looking after the interests of your child/children and your family responsibly.

Come to us.

We will discuss with you how we can help you, how you can apply for help and which of the numerous and different types of help is right for you!

Kreisausschuss des Schwalm-Eder-Kreises

FB 51.3 Allgemeiner sozialer Dienst (General social services)

📍 Parkstraße 6
34576 Homberg (Efze)

☎ [05681/775-5224](tel:056817755224)
✉ jugendamt@schwalm-eder-kreis.de

Advocacy

If you do not want to determine paternity or assert maintenance claims yourself, you can apply to the Jugendamt (Youth Welfare Office) for Beistandschaft (advocacy) in accordance with § 1712 BGB. The application must be submitted in writing to the Jugendamt and can only be made by the parent who exercises custody. In case of shared custody it may be submitted by the parent with whom the child lives.

The advocacy includes:

Determination of paternity

If the named man does not voluntarily acknowledge paternity, a corresponding application would have to be filed with the appropriate family court. If you do not want to submit it yourself, you can ask the Jugendamt to represent you as an adviser. If paternity is voluntarily acknowledged, the consent of the child's mother is required in addition to the declaration of the father.

Assertion of maintenance

From birth, the child has a monthly maintenance claim against the non-custodial parent in accordance with §§ 1601 ff. of the German Civil Code (BGB). The amount of the monthly maintenance payment is determined according to the personal and economic circumstances of the parent liable for maintenance.

Notarizations

Notarizations are made in the Jugendamt as a rule only after previous telephone appointment assignment.

As a rule, notarizations cover the following areas:

- Recognition of paternity for children of unmarried parents including the consent of the mother and, if applicable, the legal representatives
- Declarations concerning joint custody of children of unmarried parents
- Determination of child support (initial determination or amendment)

Notarizations with interpreter participation as well as notarizations with the participation of underage parents can only be carried out by prior appointment.

Negative test/ care register

If parents are not married to each other when the child is born, the mother alone initially has parental custody (§ 1626 et seq. of the BGB).

Only then are parents jointly entitled to custody,

- if both declare that they will share custody (Declarations of custody are submitted to the Jugendamt and certified).

- when they marry each other. OR
- if the family court grants them joint parental custody.

The submission of the declarations of custody or the judicial transfer of joint custody shall be entered in the register of custody. For this, in accordance to § 87c.6 sentence 2 of Book VIII of the Social Code the Jugendamt at the place of birth of the child is responsible. The Jugendamt, in whose area the mother has her habitual residence, is responsible for issuing a certificate according to § 58a, paragraph 2 SGB VIII, the so-called negative certificate.


If there are no entries in the register of custody, the mother who is not married to the father of the child receives a certificate (negative certificate) on application by the Jugendamt where she has her habitual residence.


Declarations of concern

In the case of unmarried parents, only the mother of full age is entitled to custody of the child. Joint custody presupposes that both the mother and the father declare in a publicly notarised form that they wish to exercise custody jointly. Also, joint custody occurs by law when the parents marry. The exercise of the right of access to the child remains unaffected by the respective existing custody relationship (sole care of the mother or joint care).

The joint custody declaration can be submitted at the Jugendamt.

Kreisausschuss des Schwalm-Eder-Kreises FB 51.2 - Beistandschaften, Vormundschaften (Counselling, guardianship)

 Parkstraße 6
34576 Homberg (Efze)

 [05681/775-5101](tel:056817755101)

 jugendamt@schwalm-eder-kreis.de

Leisure activities for children and young people

Jugendförderung des Schwalm-Eder-Kreises (Youth support)

We extend offers for children and young people and also pass on offers from cooperation partners.


What we do:


- Holiday camps
- Weekend seminars
- Day trips
- Extra groups for girls and boys
- JuleiCa offers
- Media services

You want to have current information about what we are offering right now?

Check the [calendar of events](#) or call us or send us an e-mail!

Kreisausschuss des Schwalm-Eder-Kreises FB. 51.7 Jugendförderung (Youth support)

 Parkstr. 6
34576 Homberg

 [05681/775-5179](tel:056817755179)

 jugendbildungswerk@schwalm-eder-kreis.de

 jugendpflege@schwalm-eder-kreis.de

Offers for girls

In the Schwalm-Eder-Kreis there are special offers and groups only for girls under 18 years of age.


Here girls can be among themselves and play, learn, be creative and inform themselves.

More information is available at:

Kreisausschuss des Schwalm-Eder-Kreises FB. 51.7 Jugendförderung (Youth support)

 Parkstr. 6

Franziska Jäger


 [05681/775-5178](tel:056817755178)


 franziska.jaeger@schwalm-eder-kreis.de

Open youth work in the Schwalm-Eder-Kreis

In the Schwalm-Eder-Kreis there are many youth centres where children and young people can spend free time, mostly free of charge. In many towns and communities there are also holiday offers. Here you will find the contact persons:


Youth care Bad Zwesten


 Ringstr. 1
34596 Bad Zwesten

 [05626/9993-0](tel:0562699930)

 gemeindeverwaltung@badzwesten.de

City youth care Borken

 Am Rathaus 7
34582 Borken (Hessen)


 [05682/808-194](tel:05682/808-194)

 marlenevogt@borken-hessen.de


 www.borken-hessen.de

Youth care Edermünde


Youth office Edermünde (basement of the village community centre Holzhausen)

 Guntershäuser Str. 6
34295 Edermünde


 [05665/95996](tel:05665/95996)


 [0160/90998944](tel:0160/90998944)


 jugendpflege@gemeinde.edermuende.de

 www.edermuende.de

City youth care Felsberg Streetwork Felsberg

 Vernouillet-Allee 1
34587 Felsberg

 [05662/400467](tel:05662/400467)

 [05662/400466](tel:05662/400466)


 arnd.meckling-kiepe@felsberg.de

 heike.miedler@felsberg.de

 www.felsberg.de

Girls group Felsberg

BDP Nordhessen

 Untergasse 17
34587 Felsberg

 [05662/6557](tel:05662/6557)

 bdpnh@gmx.de

 www.hessen.bdp.org

Youth care Frielendorf


 Ziegenhainer Str. 2
34621 Frielendorf


 [05684/9999-0](tel:0568499990)

 Gemeinde@Frielendorf.de

 www.frielendorf.eu

Youth care Fritzlär

 Dr.-Jestädt-Platz 3
34560 Fritzlär


 [05622/988-666](tel:05622988666)

 helmut.stallmann-von-hessert@fritzlär.de

 www.fritzlär.de

Youth care Gilserberg

Protestant Children and Youth Office Gilserberg


 Kirchweg 8
34630 Gilserberg


 [06696/7618](tel:066967618)

 jugendbueroGilserberg@gmx.de

 www.gilserberg.de

City youth care Gudensberg


 Fritzlärer Str. 26
34281 Gudensberg


 [05603/933-290](tel:05603933290)

 jugendpflege@stadt-gudensberg.de

 www.gudensberg.de

Youth care Guxhagen


 Schöne Aussicht 12
34302 Guxhagen

 [05665/406308](tel:05665406308)

 jugendpflege@gemeinde-guxhagen.de

 www.guxhagen.de

City youth care Homberg

 Davidsweg 19
34576 Homberg (Efze)

 [05681/5050](tel:05681/5050)


 stadtjugendpflege@homberg-efze.eu

 www.homberg-efze.eu

Protestant Youth care Malsfeld and Beiseförth

 Sonnenhang 8

34323 Malsfeld-Beiseförth


 [0157/31663573](tel:0157/31663573)

 ejbm-lambach@gmx.de


 www.malsfeld.net

Youth care Melsungen

Melsunger Jugendtreff e. V. - Die Haspel

 Fritzlarer Straße 35

34212 Melsungen

 [05661/1488](tel:05661/1488)

 info@diehaspel.de

 www.diehaspel.de

Youth care Morschen

 Paul-Frankfurth-Straße 11

34326 Morschen


 [05664/9494-0](tel:05664/9494-0)

 gemeindeverwaltung@morschen.de

Youth care Neumental

 Hauptstraße 8

34599 Neumental

 [06693/8038612](tel:06693/8038612)

 honerkamp@neumental.de

City youth care Neukirchen

 Kurhessenstr. 33

34626 Neukirchen


 [0175/9259872](tel:0175/9259872)


 elisabeth.knobloch@neukirchen.de

www.neukirchen.de

City youth care Niedenstein

Youth and cultural centre


 Wichdorfer Str. 4
34305 Niedenstein

 [05624/999330](tel:05624999330)

 jugendpflege@niedenstein.de

 www.jugendpflege-niedenstein.de

Youth care Oberaula


 Hersfelder Straße 4
36280 Oberaula

 [06628/9208-0](tel:0662892080)

 gemeinde@oberaula.de

Youth care Schrecksbach

Youth Office Schrecksbach

 Immichenhainer Straße 1
34637 Schrecksbach

 [06698/9119168](tel:066989119168)

 Katharina.Breves@ekkw.de


 Carmen.Heipel@ekkw.de


 www.schrecksbach.info

City youth care Schwalmstadt

Youth centre

Jugendzentrum - The castle

 Marktplatz 7
34613 Schwalmstadt

 [06691/918249](tel:06691918249)

 jugendpflege@Schwalmstadt.de

 www.jugendpflege.de

City youth care Spangenberg

Youth centre at the Burgsitzschule - Chilli


 Unterhain 1


34286 Spangenberg

 [05663/9393782](tel:056639393782)

 info@jugendpflege-spangenberg.de

anorak21 e. V.

 Jugendherberge 1
34590 Wabern

 [05681/931856](tel:05681931856)


 tamara@anorak21.de

 mb@anorak21.de

 www.juz.anorak21.de

City youth care Wabern

Youth Centre

 Ziegenhainerstr. 16
34590 Wabern

 [05683/5009- 34](tel:05683500934) (office)


 [01575/0457334](tel:015750457334) (mobil)

 Olesin, Britta

 www.wabern.de


Unaccompanied underage foreigners

Refugees under the age of 18 who entered **completely unaccompanied** are called **_ unbegleitete _ minderjährige Ausländer = umA (unaccompanied underage foreigners)**. These young people are reported to the Jugendamt (Youth Welfare Office). The Jugendamt talks to the young people and determines their age. The age assessment decides whether the Jugendamt will take care of the minor (younger than 18 years of age) and place him or her in an accommodation especially for young people ("Inobhutnahme"). If the Jugendamt determines the person to be "of age" (from 18 years), the person receives a rejection notice and is treated as an adult. The Jugendamt will bring an interpreter to the interview.

 If you are not yet 18 years old on your proof of arrival, but the Jugendamt gives you a rejection notice, the Jugendamt must enter a new date of birth on the notice. Only then can you have your documents changed at the Foreigners' Registration Office and the Social Security Office.

Some minors (persons under 18 years of age) enter without their parents, but **with relatives** (for example with uncle or aunt, with cousins or with older siblings). Their accommodation service will report this to the Jugendamt after their arrival. The Jugendamt will speak to the minor and the adult relatives and check whether the minor can stay there. In


addition, the Jugendamt decides whether a guardian has to be appointed. The Jugendamt itself brings an interpreter to the interview.


 Relatives of adult age can also apply for guardianship themselves at the family court. With the guardianship the relative gets full responsibility for the minor in place of the parents.

Kreisausschuss des Schwalm-Eder-Kreises

FB 51 - Jugend und Familie

Youth and family

 Parkstraße 6
34576 Homberg (Efze)

 [05681/775-5138](tel:056817755138)

 jugendamt@schwalm-eder-kreis.de

Advance child support payments

The Unterhaltsvorschuss (advance child support payment) is a benefit for children under 18 years of age. Children of single mothers or fathers who have a residence or habitual abode in Germany and who receive no or insufficient child support (less than the advance maintenance payments) are entitled to claim these benefits. The entitlement does not exist if the single parent is remarried.

For children from the age of 12, entitlement is only granted if the child is not dependent on benefits under SGB II or if the single parent earns a gross monthly income of more than 600 euros.

Foreigners from the European Union, Iceland, Lichtenstein, Norway and Switzerland are also entitled to an advance on child support payments if they live in Germany.


Children who are not German citizens and do not belong to the EU but live in Germany can also receive advance child support payments.


According to the residence permit, the stay must be permanent and, depending on the type of residence permit, further requirements must be met.

Anyone who is tolerated in employment can also receive an advance on child support payments.

Kreisausschuss des Schwalm-Eder-Kreises

FB 51 - Jugend und Familie (Youth and family)

 Parkstraße 6
34576 Homberg (Efze)

 [05681/775-5214](tel:056817755214)

 jugendamt@schwalm-eder-kreis.de

Prevention of racism and promotion of democracy

Project "Gewalt geht nicht!" (No violence)

"Gewalt geht nicht!" is a project of the Schwalm-Eder-Kreis.

We advise:

- Cities
- Communities
- Schools
- Youth facilities

in cases of incidents of right-wing, racist and inhuman violence and discrimination. We refer individually affected persons to further counselling centres.


We support:


- People
- Associations
- Initiatives


who stand against racism and misanthropy and for tolerance and a common living together. For projects with these objectives, financial support can also be obtained through our programmes "Gewalt geht nicht!" and "Demokratie leben!".

Contact person:

Kreisausschuss des Schwalm-Eder-Kreises Project "Gewalt geht nicht!"

 Parkstraße 6
34576 Homberg (Efze)

 [05681/775-5175](tel:056817755175)

 [05681/775-5176](tel:056817755176)

 Thomas.werner@schwalm-eder-kreis.de

 Anna.stiehl@schwalm-eder-kreis.de

Advice centres for families

Fachstelle gegen sexualisierte Gewalt an Kindern und Jugendlichen (Specialist unit against sexualised violence against children and young people)

Children and young people who have experienced sexualised violence can come to our counselling centre. Adults can come if they want to help a young person affected by sexualised violence.

There are many forms of sexualised violence against girls and boys.

For example:

Someone makes sexual comments about their bodies.

Someone forces or persuades them to engage in sexual acts.

Someone is showing them pornographic pictures.


The perpetrators use their power.


They have this power, for example because they are older or because they are stronger.

Sexual acts with children are generally prohibited. They hurt and injure children. Children are too young to consent to sexual acts.

Consultations at the Beratungsstelle (counselling centre) are free of charge. All employees are bound by professional secrecy (i.e. they may not disclose any information).

Kreisausschuss des Schwalm-Eder-Kreises FB 51.8 - Beratungsstelle (Counselling centre)

 Schlesierweg 1
34576 Homberg (Efze)

 [05681/775-5180](tel:056817755180)

 beratungsstelle@schwalm-eder-kreis.de

 www.beratungsstelle-schwalm-eder.de

Jugend-, Familien- und Erziehungsberatungsstelle des Schwalm-Eder-Kreises (Youth, family and educational advice centre)

Parents can come to our advice centre,

- if they are concerned about the behavior or development of their children.
- if they have questions about the upbringing or development of their children.

Children and young people can come,


- if they have problems or trouble at school, with friends or their parents.
- when they often feel sad or scared or angry.

Experts who work with children can also seek advice and support here.

Our Beratungsstelle (counselling centre) employs pedagogical, psychological and psycho-therapeutic specialists who offer one-on-one consultations with mothers, fathers or children/young people. But they also talk with the whole family or with the school or the day care centre if the parents want them to. Everyone who works here is bound to secrecy (they are not allowed to pass on any information).

The consultations are free of charge.

Kreisausschuss des Schwalm-Eder-Kreises FB 51.8 - Beratungsstelle

 Schlesierweg 1
34576 Homberg (Efze)


 [05681/775-600](tel:05681775600)
 beratungsstelle@schwalm-eder-kreis.de
 www.beratungsstelle-schwalm-eder.de




Frühe Hilfen (Early help)

The Fachstelle Frühe Hilfen (Early Assistance Unit) offers support, information and advice for families during pregnancy and in the first three years of the child's life. The centre provides advice on questions of child development, forming a relationship and how to educate children, and arranges further assistance. [Here](#) you can find a video about the offer.

Counselling takes place in the Fachstelle Frühe Hilfen (Early Assistance Unit) or, if desired, at your home. Appointments by arrangement

Kreisausschuss des Schwalm-Eder-Kreises Fachstelle Frühe Hilfen


 Hans-Scholl-Straße 8
34576 Homberg (Efze)




 [05681/775-5199](tel:056817755199)
 jutta.petrich@schwalm-eder-kreis.de
 www.schwalm-eder-kreis.de

Familienzentrum und Elternschule Schwalm-Eder e.V. (Family Centre and Parents' School Schwalm-Eder e.V.)


offers educational and counselling services, facilitates coming together, supports and strengthens families and aims to promote cohesion between the generations.


Hauptstelle Homberg/Efze (Head office Homberg/Efze)

 Marktplatz 15
34587 Homberg (Efze)

 [05681/9364631](tel:056819364631)
 Info@faz-se.de
 www.familienzentrum-schwalm-eder.de

Zweigstelle Felsberg (Branch office Felsberg)


 Untere Birkenallee 19
34587 Felsberg

 [05662/4080853](tel:05662/4080853)

 info@elternschule-schwalm-eder.de

Zweigstelle Schwalmstadt (Branch office Schwalmstadt)

 Steinweg 33
34613 Schwalmstadt-Ziegenhain

 [06691/9158831](tel:06691/9158831)


 info@elternschule-schwalm-eder.de


Frühförderung Schwalm-Eder - Interdisziplinäre Beratungsstelle (Early intervention Schwalm-Eder - Interdisciplinary advice centre)

The services offered by the Beratungsstelle (counselling centre) cover the following areas:

- Development consulting
- Ambulatory and mobile family counselling
- Crisis intervention
- Individual and group support for children
- Psychomotoric skills and others

Frühförderung Schwalm-Eder (Early support Schwalm-Eder)

 Obertorstraße 9 (im Ärztehaus)
34576 Homberg/Efze

 [05681/4093](tel:05681/4093)

 fruehfoerderung.homberg@viva-stiftung.de


 VIVASTiftung


Allgemeine Sozial- und Lebensberatung (General social and life counselling)

Counselling for children, young people, adults, single parents, couples, families in general problem situations

Diakonisches Werk

Kirchliche Allgemeine Sozial- und Lebensberatung (Diaconal work Christian general social and life counselling)

 Pfarrstrasse 13
34576 Homberg (Efze)

 [05681/992017](tel:05681992017)

 diakonie-kkse-sozialberatung@ekkw.de


 www.diakonie-kirchenkreis-schwalm-eder.de


Health


Information

As an asylum seeker in Germany, you are entitled to basic medical care for acute illnesses and pain. You will also receive free medical services that are essential to safeguard your health. You should consult a doctor if

- you are acutely ill or in pain
- you are pregnant
- you are chronically ill, for example if you have diabetes, epilepsy or mental illness. If you have any remaining medication or the package leaflet for your medication, bring this with you to the doctor's appointment. If you have already been to a doctor or hospital because of the illness, please also bring the results with you.

 After 36 months in Germany, you may be entitled to health insurance from a health insurance company. Talk to your counsellor at the social welfare office about this.

 If you have a residence permit or come from an EU country, you must register with a regular health insurance fund. If you receive benefits from the job centre, the job centre will register you with the health insurance fund. There you will receive an insurance card and are therefore entitled to the same benefits as all citizens in Germany.

 Multilingual information on the subject of health can be found [here](#)

Visit to the doctor


Family Doctor and specialists

If you are ill, go to your family doctor. You may choose these yourself. The opening hours are determined by the general practitioners themselves. Therefore you should make an appointment if you need help from your family doctor. You can usually find a family doctor in your Town or Community.

Family Doctors perform important examinations and they are your first point of contact in case of illness. They also decide on necessary medication and whether a special medical examination is necessary.

If necessary, your family doctor will refer you to a specialist who can perform special examinations.

If the doctor's office is closed, the medical on-call service helps (Telefon 116 117).

 As asylum seekers, you do not have a health insurance card for the first few months. You can go to a family doctor with your GESTATTUNG or DULDUNG. The family doctor then contacts the

social office.

💡 If the family doctor writes a referral to a specialist, this must be approved by the social office. This can take one to two weeks.

Pediatricians

Children are usually examined by pediatricians. Regular check-ups and vaccinations at the pediatrician are important for the health of every child. The prescribed preventive medical checkups are called "U-examinations" and are always at a certain time and free of charge. Please inform yourself and your child about the regulated, prescribed U-examinations at a paediatrician.

Dentists

If you have a toothache, go to a dentist.

💡 As an asylum seeker, show your GESTATTUNG or DULDUNG, the doctor then contacts the social office.

💡 If you need help finding a suitable doctor, ask your support group.

💡 If an operation is necessary and is **not** an emergency, the [social office](#) must approve the hospital stay in advance. Your doctor will provide you a certificate for this. Only medically necessary interventions can be covered.

Medicines and pharmacies

If you need medication, your doctor will give you a prescription. You can get your medication with this prescription in any pharmacy. Even with a prescription, not all medicines are usually free of charge. Some medicines, such as antibiotics, are only available on prescription. That means you can't buy them without a prescription.

Pharmacies are usually open from Monday to Saturday. The opening hours vary depending on the pharmacy. If you need urgent medication at night or during the weekend, you will find a sign at every pharmacy with the name and address of the pharmacy that is open for emergency service.

👥 As an asylum-seeker you can get many medications without an additional payment. You should therefore ask your doctor or health care professional. If you do not have a prescription, you will always have to pay for the medication.

Emergency numbers - SOS

An emergency is an acute danger to health. An emergency doctor or paramedic should only be contacted in case of an emergency or acute health threat.

Emergency contacts

Police 📞 [110](#)

Fire brigade, rescue service 📞 [112](#)

Ambulance, emergency doctor 📞 [112](#)

💡 To call the emergency numbers with mobile phones are always working, even with a prepaid card without credit/money!

Important information for an emergency call

- **Who** calls (your name)?
- **Where** has something happened (address)?
- **What** happened?
- **How many and how are they** injured or sick ?
- **What kind of** diseases or injuries are present?
- **Wait** for further inquiries!

Stay calm. Speak slowly and clearly so that people understand you better. Do not end the call. The emergency call centre / the police ends the call when all important information has been transmitted.

💡 Do not forget your ID or proof of arrival when you go to hospital! If you are registered with a health insurance company, bring your insurance card with you.

👤 As an asylum-seeker, you may only be admitted to hospital in the event of an emergency, even without an authorised referral. In the hospital, you must show with your GESTATTUNG or DULDUNG that you are an asylum seeker and the costs will be settled via the social welfare office.

Information centres and offers of help

Physical and mental disability

Early intervention Schwalm-Eder Interdisciplinary Consulting Center

📍 Bindeweg 16
34576 Homberg (Efze)

☎ [05681/4093](tel:056814093)
✉ fruehfoerderung.homberg@akgg.de


Interdisciplinary early intervention centre for children with visual impairment or blindness Branch of the Hermann-Schafft-School in Homberg (Efze)

📍 Karthäuser Straße 15
34117 Kassel

☎ [0561/315710](tel:0561315710)
✉ fruehberatung-sehen-homberg@lww-hessen.de

LWV on site mobile counseling


 [0561/10042491](tel:0561/10042491) (for people with physical or sensory disabilities)


 [0561/10045110](tel:0561/10045110) (for people with intellectual disabilities)

 [0561/10045111](tel:0561/10045111) (for people with mental disabilities and/or dependencies)

 info@lwv-hessen.de


Specialist integration service (IFD) Schwalm-Eder


 Rotenburger Straße 17
34212 Melsungen

 [05661/705649](tel:05661/705649)


 ifd@akgg.de


EUTB - Ergänzende unabhängige Teilhabeberatung Schwalm-Eder

 Kesselberg 8
34212 Melsungen

 [05661/705611](tel:05661/705611)

 info@eutb-akgg.de


 Bahnhofstraße 45
34613 Schwalmstadt


 [06691/9288830](tel:06691/9288830)

 info@eutb-beratungsstelle.de

Mental illnesses and mental disabilities

Kreisausschuss des Schwalm-Eder-Kreises AG 53.5 - Sozialpsychiatrischer Dienst

 Behördenzentrum, Building 5
Hans-Scholl-Strasse 1
34576 Homberg (Efze)

 [05681/775-5364](tel:05681/775-5364)


 sozialpsychiatrischer.dienst@schwalm-eder-kreis.de


iFightDepression

Website for important information about depression (symptoms, causes, treatment and helpful contacts). The website also offers support on migration-related topics such as trauma and dealing with loss, to support refugees in particular.

[iFightDepression](#)


OIKOS Sozialzentrum, St. Elisabeth Verein e. V. Marburg Psychosoziale Kontakt- und Beratungsstelle (PSKB)


 Hessenallee 12a
34613 Schwalmstadt

 [06691/96350](tel:0669196350)

 info@oikos-sozialzentrum.de


Vitos psychiatrische Ambulanz und Tagesklinik Melsungen

 Kasseler Straße 80
34212 Melsungen

 [05661/929920](tel:05661929920)

 kpp@vitos-kurhessen.de


Wabern


 Kurfürstenstraße 26
34590 Wabern

 [05683/5090](tel:056835090)

 kjp@vitos-kurhessen.de


Psychosoziales Zentrum Schwalm-Eder Nord gGmbH PSKB - Psychosoziale Kontakt- und Beratungsstellen


 Domplatz 30
34560 Fritzlar

 [05622/919816](tel:05622919816)

 verwaltung@psz-sen.de


Location Homberg


 Memelweg 4
34576 Homberg (Efze)

 [05681/9327212](tel:056819327212)

 verwaltung@psz-sen.de

Location Melsungen


 Rotenburger Strasse 14
34212 Melsungen

 [05661/9286912](tel:056619286912)

 verwaltung@psz-sen.de

Addiction counselling


Hephata Hessisches Diakoniezentrum: Beratungsstelle Jugend, Drogen und Sucht


 Schimmelpfengstraße 5
34613 Schwalmstadt

 [06691/21334](tel:0669121334)

 drogenberatung@hephata.de


Kreisausschuss des Schwalm-Eder-Kreises AG 53.5 - Sozialpsychiatrischer Dienst, Schwerpunkt: Suchtberatung

 Behördenzentrum, Building 5
Hans-Scholl-Strasse 1
34576 Homberg (Efze)

 [05681/775692](tel:05681775692)

 suchtberatung@schwalm-eder-kreis.de


Drogenhilfe Nordhessen e. V. Fachklinik Böddiger Berg und Betreutes Wohnen Schwalm-Eder


 Weinberg 1
34587 Felsberg

 [05662/94800](tel:0566294800)

 infoboeddigerberg@drogenhilfe.com


Kreisausschuss des Schwalm-Eder-Kreises AG 51.8 - Beratungsstelle Schwerpunkt: Jugend- und Drogenberatung


 Schlesierweg 1
34576 Homberg (Efze)


 [05681/775-600](tel:05681775600)

 beratungsstelle@schwalm-eder-kreis.de

KISS - Kontakt- und Informationsstelle für Selbsthilfegruppen

 Memelweg 4
34576 Homberg (Efze)

 [05681/932720](tel:05681932720)

 [05681/9327211](tel:056819327211)

kiss@psz-sen.de

Everyday life and leisure

Everyday life

Are you new in Germany? Moving to a foreign country brings with it many questions and a lot of work. Everyday life or life styles in Germany may seem strange to many refugees and migrants. To make it a little easier for you to find your way around in everyday life, here are a few practical tips for your daily life.

Mobility

With the public transport system, many places in and around your home town can be easily reached. A healthy, inexpensive and environment friendly alternative is, to ride by bicycle from A to B.

Public transport

To reach your destination in the Schwalm-Eder-Kreis, public transport is available. There are buses and trains.

💡 Driving without a ticket, or- fare dodging, will be punished! For each journey you need a valid ticket. Otherwise you will pay a heavy fine.

The different tickets and prices are listed [here](#). They can be bought directly from the bus drivers or for a Train at the station from the ticket machine.

💡 If you are a pupil, the Schülerticket Hessen is the right ticket for you. You can find more information [here](#).

These can be used as an app for timetable information:

[NVV App](#)

[Deutschebahn app](#)

Bicycle

If you know that you will be living longer in the Schwalm-Eder-Kreis, it is worth buying a bicycle. It is cheaper than travelling by public transport.

💡 Important traffic rules for cyclists (selection):

- Always drive on the right side of the road
- If there is a cycle path, you must ride on the cycle path (always on the right side of the road in the direction of travel)
- Only children under 11 years of age are allowed to use the footpaths by bicycle
- Using a mobile phone on a bicycle is prohibited

💡 Purchasing and repairs: When purchasing, make sure that your bicycle is equipped as follows and is therefore roadworthy. Otherwise you will have to pay a fine if you are checked

by the police.

- Front and rear light
- Reflector front and rear
- Reflectors in the spokes (2 per wheel)
- Reflectors on the pedals
- Bell
- Two independent brakes

Many [volunteer groups](#) organise bicycle workshops and cheap bicycles. Ask there.

Liability insurance

If you cause damage to a person in Germany without intent, you must pay compensation according to the law. This applies to personal injury, damage to property and financial losses in the private sector. For example, if you cause a traffic accident or if your child breaks a window pane with a ball.

In Germany, you can buy a private liability insurance to pay for these damages for you and your family/children. You can decide for yourself whether you want to take out this insurance. But we strongly recommend it. Often your rental contract will also require liability insurance.

💡 Your [helpers group](#) can help you to find a good offer for private liability insurance.

Internet and Free WIFI

Public, free WLAN hotspots in the Schwalm-Eder district

There is Free WLAN available at several locations (hotspots) in the Schwalm-Eder district. There you can surf the Internet with your own device.

Public hotspots can be found for example in [Borken](#), [Melsungen](#) or [Treysa](#).

👥 As an asylum seeker in Germany you have unfortunately no legal claim to internet access (WIFI) in your accommodation. That is why there is normally no WIFI (WLAN) in the accommodations. However, in some shared accommodation, internet minutes are sold. Please contact the in charge Person in the shared accommodation.

🏠 In your private apartment there is usually a telephone connection, so you can make a contract for WLAN yourself. Ask your [volunteer group](#) to help you choose a good contract. Consider whether a contract that you can always cancel is better than a contract that is valid for a long time (for example 2 years) .

Current account

A current account is an account for people who want to do his/her payments through the bank. Your money is always available on your current account. Make sure that you have enough money in your account for all withdrawals and payments.

With a current account you can:


- Carry out bank transfers
- Receive cashless payments (payments from offices / authorities / social benefits are often made cashless, i.e. transferred to a personal current account)
- Set up standing orders
- Participate in direct debit
- Cash cheques, make cashless payments with the EC/Maestro card
- Withdraw cash at bank counters or cash dispensers
- Print out your account statements


Opening an account


Decide at which bank you would like to have an account. Make an Appointment for the opening of the account. Please bring one of your identification papers with you: Proof of arrival, residence permit, identity card. If no current address is noted on the legitimation document, please also bring a certificate of registration or a comparable document.

- After opening the account, you will receive an EC card with a four-digit PIN code by post. Sign the EC card on the back and learn the PIN code by heart. You will need the PIN code for cashless payments and withdrawals from ATMs. **Always keep the card and PIN code separate!**
- If you want to withdraw cash, it is best to use ATMs at the bank where you have your account. Then the withdrawal costs nothing. If the PIN code is entered incorrectly three times at the ATM, the EC card is withdrawn and blocked. In this case you have to ask your bank.
- If your EC card is lost or stolen, you have to call your bank tell them your account number and block the EC card immediately. Then ask your bank for a new EC card.


 [116 116](tel:116116)


 Around the clock.


 If you have set up standing orders, please do not withdraw all your money from your account at the beginning of the month so that the standing order can be fulfilled.


 Various banks offer current accounts at different conditions. Find out exactly how much a current account costs each month and what services the bank offers for it.

 If you do not speak German or English, please bring an interpreter with you.

 If you need help with the correct use of your EC card, ask your volunteer group.

 If you live in shared accommodation, give your social worker your account details (when you open or if you change your account) so that the monthly benefit can be transferred to your account.

 Here you will find helpful information on how to open an account from the consumer advice centre in [Russian](#), [German](#)

 Here you will find helpful information on how to use an account from the consumer advice centre in [German](#), [Russian](#)

Contracts and mobile phone

Contracts

Especially important: Never sign anything you have not understood or cannot read. Otherwise, you may sign a contract or agreement that requires you to pay. It is sometimes very difficult to cancel a contract. Always check and compare several offers and decide in your own pace. Don't let anyone pressure you into signing.

Mobile phone

There are two different mobile phone contracts in Germany: **Prepaid contract** and **Term contract**. The prepaid contract has no fixed contract term. With a fixed-term contract there is a minimum contract period. This contract is automatically renewed if you do not cancel. If you do not want the contract to renew automatically, you must cancel in writing. Pay attention to the deadline.

10 important questions before signing the contract:

- How much is the basic fee? Does the fee increase after a certain time?
- Is there a minimum monthly turnover (minimum cost per month)?
- How long is the duration of the contract (e.g. 12 or 24 months)?
- If I do not cancel the contract, will the contract be automatically renewed?
- When do I have to cancel if I do not want to extend the contract?
- How much does it cost to set up, change and deactivate?
- After which time cycle (60/1, 10/10) is the calculation made?
- How much does the minute cost (foreign/own network)?
- How much does a mobile phone with contract cost and how much does a mobile phone without contract cost?
- How much does Internet cost?
- How much do telephone calls abroad cost?

💡 Ask your [volunteer group](#) to help you choose and sign a good contract.

Taxes and tax returns

You must pay taxes on your income in Germany. If you are employed, you will receive the net amount of your salary from your employer, i.e. your taxes have already been settled. If you are self-employed, you must pay taxes on your income yourself.

Tax identification number

The tax ID is an 11-digit number and is used for income tax purposes. The workplace requires this number. If you do not have this number in your documents, you can ask for it personally at the Residents' Registration Office (Einwohnermeldeamt) or in writing at the Federal Tax Office.

💡 If you need help with your tax return, it is best to contact your local income tax association. If you have further questions, the tax office in [Schwalmstadt](#), [Fritzlar](#) or [Melsungen](#) can also help you.

Lesbian, Gay, Bisexual, Trans* and Inter* (LSBTI)

In Germany people of different religions, different sexes, different origins and different political views live together peacefully and enjoy the same rights. The same applies to people of different sexual orientation or gender identity: Lesbians, gays, bisexuals as well as transgender and intersexual people, (LSBTI) have the same rights in Germany as other people.

In addition to the two genders "male" and "female", Germany recently introduced the third gender "divers". Transgender persons can change their registered gender and change their names in Germany. In Germany women are allowed to love and marry other women, men are allowed to marry other men.

👥 Many LSBTI persons have fled to Germany because they were persecuted in their home country. If you are a refugee and are lesbian, gay, bisexual, transgender or intersexual, you can find support, social contacts and information from many LGBTI organisations in Germany. In the LSVD project "Queer Refugees Germany" you will find their contact details as well as further information:

Lesbian and Gay Association in Germany (LSVD)
Project "Queer Refugees Germany"

🌐 www.queer-refugees.de

✉️ @queer-refugees@lsvd.de

Payment card

The payment card is a new way of granting benefits to people entitled to benefits under the Asylum Seekers' Benefits Act.

What is the payment card?

The payment card is like a bank card.

Benefits under the Asylum Seekers' Benefits Act (AsylbLG) are transferred to the payment card as a credit balance.

You can use the payment card to pay in shops and withdraw cash.

You can only spend as much money as is on the card.

Who gets the payment card?

All adults who receive benefits under the Asylum Seekers' Benefits Act (AsylbLG) receive a payment card.

Where can I get my payment card?

You can obtain the payment card at the initial reception centre of the state of Hesse or at the

local social welfare office.

Where can I shop with the payment card?

You can shop and pay with the payment card in all shops that accept Visa cards.

Can I withdraw cash with the payment card?

Yes, you can withdraw cash.

You can withdraw cash from ATMs. You can also withdraw cash at the till in many shops.

Charges may apply from a certain number of withdrawals.

How can I see my balance?

[Online](#) or in the app. You will need your 9-digit card number or 19-digit card number and your individual PIN, which was given to you with the card.

Can I transfer money with the payment card?

In certain cases, a bank transfer may be authorised.

The recipient must first be checked and authorised by the social welfare office (care centre for immigrants/healthcare assistance).

Can I pay by direct debit with the payment card?

Yes, in certain cases (e.g. hessenpass mobil, mobile phones) direct debit is possible. You must first have the direct debit procedure authorised via the app.

The recipient must first be checked and authorised by the social welfare office (care centre for immigrants/healthcare assistance).

I have lost my payment card.

Please contact the relevant social welfare office. They can issue you with a replacement card.

Where can I go if there is a fault or problem with the card?

The best way to contact support is to use the contact form in the online portal after logging in - all relevant data, such as the 19-digit card number, will be sent directly to support.

If this does not work, you can also make an enquiry by telephone: select and use the Phonebot in the relevant language. If the phonebot is unable to help, you will be forwarded to the call centre.

An enquiry by [e-mail](#) is also possible in an emergency (please always state the 19-digit card number).

Further information on the payment card can be found under the link: [socialcard](#)

Leisure and sports

Exercise for fun is one thing. But sports offer you another chance: Sports are a good and proven opportunity to settle in a new environment and to make contacts with others. The rules of sports know no cultural or national boundaries and are usually understood without a common language. Sports offer a good and casual way to get in touch with locals through personal contacts. Furthermore, this chapter presents various possibilities for leisure activities

Swimming pools and bathing places

There are many places in the Schwalm-Eder-Kreis where you can go swimming. In swimming pools and at some lakes there is a life guard. Many lakes are not guarded. There only go into the water if you can swim and do not swim too far out. Never let your children play near the water unsupervised. Please also observe the bathing rules of the DLRG. [Here](#) you will find the bathing rules in many languages.

Bad Zwesten

Bewegungsbad Bad Zwesten

 Hardtstr. 7

34596 Bad Zwesten

 www.badzwesten.de/tourismus/freizeit-und-aktiv/bewegungsbad/

Freizeitteichanlage Oberurff

 Bergfreiheits Straße

34596 Bad Zwesten-Oberurff

 www.badzwesten.de/tourismus/freizeit-und-aktiv/seenlandschaft/

Borken

Hallenbad Borken (Hessen)

 Weststrandstraße 40

34582 Borken (Hesse)

 www.borken-hessen.de/freizeit-tourismus/freizeit-und-sport/hallenbad/

Stockelachensee

 Stockelachensee 1

34582 Borken (Hessen) - near Borken - Kleinenglis

 www.borken-hessen.de/freizeit-tourismus/freizeit-und-sport/borkener-seenland/na...

Singliser See

 Singliser See

 www.borken-hessen.de/freizeit-tourismus/freizeit-und-sport/borkener-seenland/si...

Edermünde

Freischwimmbad Holzhausen

 Frankfurter Strasse 8

34295 Edermünde - Holzhausen

 www.edermuende.de/category/freischwimmbad/

Felsberg

Ernst-Schaake-Bad

 Untere Birkenallee 27

34587 Felsberg


 www.felsberg.de/city_info/webaccessibility/index.cfm?item_id=863567&waid=623

Frielendorf

Freibad Frielendorf

 Stettiner Strasse 14

34621 Frielendorf

 frielendorf.eu/service/freibaeder/

Freibad Großropperhausen

 Schwimmbadstraße

34621 Frielendorf - Großropperhausen

 frielendorf.eu/service/freibaeder/

Badesee Silbersee

 Silbersee

34621 Frielendorf

 frielendorf.eu/service/freibaeder/

Wellness Paradise at the Silbersee

 Silbersee 333

34621 Frielendorf

 www.wellnessparadies-silbersee.de/

Fritzlar

Eder-Auen-Erlebnis-Bad


 Pipprichsweg

34560 Fritzlar

 www.fritzlar.de/index_main.php?unid=1809&websiteid=default

Gilserberg

Schwimmbad Gilserberg-Lischeid

 Am Teich

34630 Gilserberg-Lischeid

 www.gilserberg.de/freizeit-tourismus/schwimmbaeder

Schwimmbad Gilserberg

 Gemündener Str. 27

34630 Gilserberg - Moisdied

 www.gilserberg.de/freizeit-tourismus/schwimmbaeder

Gudensberg

Terrano - Naturbad und Hallenbad

 Schwimmbadweg 32

34281 Gudensberg

 www.tourismus-gudensberg.de/oeffnungszeiten/

Guxhagen

Freibad „Unter den Eichen“

 Schöne Aussicht

34302 Guxhagen

 www.guxhagen.de/leben-in-guxhagen/sport-freizeit/freibad/

Homberg/Efze


Freibad am Erlenborn

 Am Erleborn 1

34576 Homberg (Efze)

 www.homberg-efze.eu/tourismus/aktivurlaub/freibad-am-erleborn/

Bewegungsbad Hülsa

 Spitzenweg 7

34576 Homberg-Hülsa

 homberg-efze.eu/leben/stadtteile/huelsa/

Jesberg

Kellerwald-Schwimmbad


 Freizeitzentrum

34632 Jesberg


 www.gemeinde-jesberg.de/freizeit-tourismus/freizeit-kultur/freibad/

Knüllwald

Schwimmbad Niederbeisheim

 Rengshäuser Straße

34593 Knüll Forest - Niederbeisheim

 www.knuellwald.de/seite/394128/niederbeisheim.html

Schwimmbad Rengshausen

 Zum Schwimmbad 9

34593 Knüllwald-Rengshausen

 www.knuellwald.de/seite/394133/rengshausen.html

Malsfeld

Campingplatz Strandcafe Beiseförth

 Brückenstraße

34323 Beiseförth

 www.camping-beiseforth.de/kontakt.html

Badestelle Naturschutzgebiet "Goldbergsee"

 Goldbergsee

34323 Malsfeld

Melsungen

Waldschwimmbad Melsungen

 Dreuxallee 35

34212 Melsungen

 www.melsungen.de/leben-in-melsungen/freizeit/schwimmbad-in-melsungen/


Badesee Camping & Freizeitzentrum "Am See"

 Malsfelder Straße 23

34212 Melsungen - Obermelsungen

Neuental

Erholungszentrum Neuental - Neuenhainer See

 Seeblick 14

34599 Neuental - Neuenhain

 www.neuenhainer-see.de/badesee/

Neukirchen

Badewelt Neukirchen

Hallenbad und Freibad


 Birkenallee 17

34626 Neukirchen

 www.badewelt-neukirchen.de/index.html

Niederstein

Haus des Gastes - das Familienbad

 Am Schwimmbad 2

34305 Niedenstein

 www.niedenstein.de/freizeit-und-tourismus/hallenbad/

Oberaula

Waldschwimmbad Oberaula

 Schwimmbadstraße 10

36280 Oberaula

 www.oberaula.de/verzeichnis/visitenkarte.php?mandat=116978

Touristikbüro Oberaula

 Hersfelder Str. 4

36280 Oberaula - Olberode

 www.oberaula.de/verzeichnis/visitenkarte.php?mandat=116348

Ottrau

Schwimmbad Ottrau

 Am Schwimmbad 10

34633 Ottrau

 www.ottrau.de/verzeichnis/visitenkarte.php?mandat=178424

Schwalmstadt

Freibad Ziegenhain

 Lorialstraße 3

34613 Schwalmstadt - Ziegenhain

 www.schwalmstadt.de/freizeit-tourismus-kultur/schwimmb%C3%A4der.html

Europabad Hallenbad

 Pestalozzistraße 3

34613 Schwalmstadt-Treysa

 www.schwalmstadt.de/freizeit-tourismus-kultur/schwimmb%C3%A4der.html

Spangenberg

Freibad Spangenberg - proAqua e.V.

 Jahnstraße 23

34286 Spangenberg

 www.proaqua-spangenberg.de/

Life Balance Campus GmbH

 Frühmessergasse 9

34286 Spangenberg

 www.life-balance-campus.de/

Willingshausen

Freibad Wasenberg

 Am Schwimmbad

34628 Willingshausen


 www.willingshausen.de/verzeichnis/visitenkarte.php?mandat=185406

Associations

There are a large number of clubs in the Schwalm-Eder-Kreis. Sports clubs, music clubs but also handicraft clubs are available.

Anyone can be a member of an association. Here you can get in contact with other people and make new friends.

Membership in an association usually costs an annual membership fee. Please contact the association directly.

 If you are a customer of the Job Centre or Social Services, your children may be entitled to a refund of the membership fee. For this purpose, an [application for benefits for education and participation](#) must be submitted to the social administration.

If you would like to contact a club and are not sure, please contact your [helpers](#) group. There you will get in contact with the sports coach of your city or municipality.

On the website of the cities and municipalities you will find a list of local associations:

[Bad Zwesten](#)

[Borken](#)

[Edermünde](#)

[Felsberg](#)

[Frielendorf](#)

[Fritzlar](#)

[Gilserberg](#)

[Gudensberg](#)

[Guxhagen](#)

[Homberg \(Efze\)](#)

[Jesberg](#)

[Knüllwald](#)

[Körle](#)

[Malsfeld](#)

[Melsungen](#)

[Morschen](#)

[Neuental](#)

[Neukirchen](#)

[Niedenstein](#)

[Oberaula](#)

[Ottrau](#)

[Schrecksbach](#)

[Schwalmstadt](#)

[Schwarzenborn](#)

[Spangenberg](#)

[Wabern](#)

[Willingshausen](#)

Wildpark Knüll

The [Wildpark Knüll](#) is located near the district town of Homberg (Efze) in the Knüll mountains. There are 450 animals from 40 species shown on an area of about 50ha.

 **Spring to fall: 01.04. to 31.10.:**

- Daily from 09:00 to 19:00

November to January: 01.11. to 31.01.:


- Saturdays and Sundays from 10:00 a.m. until dusk

- During the Hessian Christmas holidays daily from 10:00 a.m. until dusk

- Christmas: 24. and 25.12.: Closed

February to March: 01.02. to 31.03.:

- Daily from 10:00 am until dusk

 Naturzentrum Wildpark Knüll

Im Seckenhain 10

34576 Homberg (Efze)

Living

On the following pages you will find information about living in shared accommodation (GU) and living in a private apartment

Shared accommodation (for asylum seekers)

If you arrive in Schwalm-Eder-Kreis as an asylum seeker, you will be accommodated in a Shared accommodation.

If you come with your family, you will get a room. If you come alone, you must share your room with other asylum seekers.

As a family you have the possibility to look for an apartment. Please refer to the chapter "[Private apartment](#)"

To move out of the shared accommodation as a single traveller, you need a good reason, for example, to take up employment.

If your asylum application has been positively decided, you will have to move out of the shared accommodation.

House rules

The house rules ensure the respectful treatment of all residents in a house.

House rules often exist in buildings with several apartments, such as apartment buildings or housing estates. Usually are agreed upon in the rental contract and regulate the use of the apartment and the common areas in the house.

If the house rules are part of the rental agreement and you as the tenant violate them, you can be given notice of termination.

If the house rules are not part of the rental agreement, but are posted in the hallway, this does not apply.

If the house rules are part of the tenancy agreement, only the mutual obligations of the landlord and tenant are regulated in this agreement, not the regulations of the cohabitation of several tenants in the house.

The house rules contain regulations regarding the cleaning of the staircase, often including behaviour (e.g. no playing ball, no running or parking bicycles or other equipment) for safety reasons.

Other typical regulations concern:

- Provisions for the use of common areas, such as laundry rooms or drying rooms
- the rest periods to be observed (e.g. night rest from 22:00 to 7:00)
- Determination of times in which music may be played
- the time from which the main entrance door must be locked
- Prohibitions on parking objects in the hallway and staircase, and determination of parking spaces for bicycles and prams
- Rules on how often the common areas and the staircase must be cleaned and how this is regulated
- Seasonal service regulations, such as sweeping and clearing the road at different times of the year
- Rules on ventilating the rented rooms

Bathroom and kitchen

The most important thing in the household is to wash your hands with soap regularly:

- before the preparation of meals
- before dinner
- after contact with sick people or with animals
- after going to the bathroom.

Clean surfaces in the kitchen and bathroom (sink, refrigerator, washbasin, shower, bathtub and toilet) regularly after use to prevent germs, mould and the risk of slipping. Normal cleaning agents are sufficient for this purpose.

Kitchen rags and sponges must be hung up to dry after use and washed regularly at 60° in the washing machine.


In order to keep germs and bacteria away, it is important to pay attention to the correct storage, preservation and preparation of food:

- prepare raw meat and raw fish on plastic boards (cleaning it with hot rinsing water after each use)
- Clean boards and knives after each use
- defrost frozen food in a bowl, carefully pour condensation water into the drain, then clean the bowl while it is hot
- process raw meat as immediately as possible (otherwise store in the lower, colder area of the refrigerator)
- Remove liquid grease with an absorbent kitchen towel, which you then dispose of in the trash bin
- Empty trash bins regularly and use bin liners
- In the bathroom and kitchen, electrical appliances (e.g. hair dryer or mixer) must be kept away from water
- For cleaning the toilet, the usual bath or household cleaning agents are sufficient
- Do not heat your kitchen with an oven, this is expensive and dangerous
- Tap water is precious, use it sparingly!

Heating and ventilation

Heating

Your apartment or room in the shared accommodation can be heated by radiators in winter. You can regulate the heat with thermostats. In living rooms a temperature of about 20-22° Celcius is appropriate. To do this, it is sufficient to set the thermostat to 3. In Germany, heating is operated by oil or gas, this energy is very expensive here. Therefore use it sparingly.

 Also make sure you have warm clothing!

Ventilation

It is very important to ventilate your apartment or room in the shared accommodation regularly. At least three times a day for 5-10 minutes, with the window wide open.

💡 To save energy, turn off the heating in winter while ventilating.

Drying laundry

If you dry your laundry in the apartment, mould often develops. Therefore use the drying rooms provided by the landlord. You can see where these rooms are located in the house rules. If there is no other way to dry the laundry, please air the apartment more often.

💡 Mould damages your health!

💡 Further information can be found in the [information from the consumer advice centre](#)

Cleanliness and waste separation

Cleanliness

Pay attention to cleanliness. In shared accommodation, you must keep your rooms, kitchens, bathrooms, toilets and common areas clean yourself! It is best to make a cleaning plan in which all roommates are registered. Rooms that you share with other residents must be left clean and tidy. This helps everyone in the house to feel good. This also applies to shared flats.

Waste separation

Never dump rubbish on areas outside your shared accommodation or apartment, in the balcony or in toilets, washbasins or kitchen sinks. Please use the different bins provided in your shared accommodation or apartment for waste disposal. There are usually the following bins:

Yellow bin for plastics (e.g. packaging, cans, bags, plastic film, beverage cartons)

Blue bin for paper and cardboard (e.g. cartons, magazines, newspapers)

Black bin for remaining waste (everything that does not go into any of the other bins)

The garbage bins will be picked up in front of your house. You can find the exact times in the [waste calendar](#).

Throw your **glass waste** into collection containers outside your shared accommodation or home.

If you wish to dispose of **furniture or other larger objects**, please contact the [Sperrmüllservice](#) of the Schwalm-Eder waste management association.

Security

For your safety, your landlord will install smoke detectors in your apartment or room.


Smoke detectors make a loud sound when there is fire and smoke. They are protecting your life.

To check that the smoke detector is still working, a small red light flashes regularly.

When the battery is empty, the smoke detector beeps. Then you need to replace the battery.

 **You must not remove the smoke detector, it protects you and of your family's life!**

[Here](#) you will find further information on fire prevention. You will also find a photo of a smoke detector.


 If there is a fire in your apartment, call the **fire brigade** with the number **112**

Further numbers for emergencies can be found [here](#).

Private apartment

For asylum seekers: renting a private apartment is only possible after the asylum procedure has been completed. There are exceptions for families and persons who have a long-term employment contract. Renting an apartment must be approved by the social administration. The apartment must be appropriate in size and price. The landlord must fill out a [rental offer form](#). Do not sign any contract without this approval.


Furniture will be delivered after consultation with your [social worker](#). As regards to any renovation, talk to your [social worker](#).

 Please note that in a private tenancy you have to take care of all matters in your apartment (electricity, heating, additional costs)

For customers of the Job Center: If you want the Job Center to cover the costs, you must arrange the rental of your own apartment with the Job Center. The apartment must be appropriate in size and price. The landlord must fill out a rental offer form for you. If the Job Center agrees, you can sign a contract - otherwise no rent will be paid. Do not sign the rental contract until the Job Center has approved it!

After moving into your apartment, please remember the following things:


- Label the Mailbox and the Doorbell so that the post office can reach you
- Register with the [residents' registration office](#)
- Give your new address (to your employer, bank, health insurance)

 [Here](#) you will find a checklist of the consumer advice centre for renting apartments


If you have lost your apartment or are about to lose it, please contact:

Wohnungsnotfallhilfe

Beratungsstelle, Tagesaufenthalt, Betreutes Wohnen

 Steinmühle 1a
34560 Fritzlar

 [05622/70020](tel:0562270020)


 [05622/916810](tel:05622916810)

 diakonie-kkse-wohnungsnotfallhilfe@ekkw.de

 www.diakonie-kirchenkreis-schwalm-eder.de

Housing Coach

Dierk-Jens Lange

 [05681/775-5004](tel:056817755004)

 [@dierk-jens.lange@schwalm-eder-kreis.de](mailto:dierk-jens.lange@schwalm-eder-kreis.de)