

Welcome to the District of Olpe

Information for Immigrants and New Citizens



Englisch

Imprint

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In cooperation with the institutions, organisations and associations of the district.

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Ministerium für Arbeit,
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Ministerium für
Schule und Weiterbildung
des Landes Nordrhein-Westfalen



The information in these brochures is primarily taken from the “Welcome to Germany - Information for Immigrants” publication, which was created and published by the *Federal Office for Migration and Refugees* on behalf of the Federal Ministry of the Interior. The majority of the laws relating to immigration as of the year 2014 can be found in the brochures. Please note, however, that some regulations may have been changed.

Note

For the sake of readability, masculine pronouns are used throughout the brochures. All references to persons are, however, applicable for both genders.

Changes to legal regulations, addresses and telephone numbers may affect the correctness of information in the brochures. Please contact the respective local offices or organisations for confirmation when dealing with important matters.

@ www.kreis-olpe.de/Bildung-Soziales

@ www.kommunale-integrationszentren-nrw.de



Information on Immigration ☎ Telephone Number ✉ E-mail Address @ Website

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Aerial view of Olpe / District of Olpe, District Administrator Frank Beckehoff / Frank Beckehoff; District of Olpe / FD 62 District of Olpe, Maennchen_Idee – Toggenburg Energy Valley (P. 11), Arrival by air – Lupo / pixelio.de (P. 11), German – knipseline / pixelio.de (S. 12), Naturalisation – MAIS Poster DIN A2 (Group) (P. 17), Bus – StVO_Zeichen 1024-14 (P. 18), Railway StVO_Zeichen 1024-15 (P. 18), School Ticket / ZWS (S. 18), MobilitätsCard / ZWS (P. 19), GTÜ-Prüfingenieur_GTÜ_pixelio.de (P. 20), Businesswoman 3 – Konstantin Gastmann / pixelio.de (P. 20), Construction worker – Paul-Georg Meister / pixelio.de (P. 20), Café located at Heckescher Markt – Anja Müller / pixelio.de (P. 20), Woman at a computer – Paul-Georg Meister / pixelio.de (P. 20), Technical inspection engineer and lorry – GTÜ / pixelio.de (P. 20), Get well soon! – Cornerstone / pixelio.de (P. 21), mirror – lichtkunst / pixelio.de (P. 24), Key scene – birgitH / pixelio.de (P. 25), Baby feet – Katrin Schindler / pixelio.de (P. 26), Just hatched – Christian v.R. / pixelio.de (P. 26), Lego art – www.helenesouza.com / pixelio.de (P. 28), Integration – Dieter Schütz / pixelio.de (P. 30), Stethoscope – Halina Zaremba / pixelio.de (P. 32), Wheelchair – Dieter Schütz / pixelio.de (P. 34), Coins and banknotes – Andreas Hermsdorf / pixelio.de (P. 36), Our comrades – Philipp Stolzenberg / pixelio.de (P. 38), Child with trumpet 1 – RainerSturm / pixelio.de (P. 38), Shot and... - Time Reckmann / pixelio.de (P. 38), T-EV-A (P. 38), North Rhine Westphalia – Ich-und-Du / pixelio.de (P. 40), Maps of the cities and communities / FD 62 District of Olpe (P. 52-58), Krankenwagen, Feuerwehrfahrzeug, Polizeiwagen / Feuerwehr Olpe (S. 63)

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Personal greeting from the District Administrator of the District of Olpe



Dear ladies and gentlemen,
dear fellow citizens,

Welcome to the District of Olpe!

Over time Germany has become one of the most important immigration destinations in Europe. During the 1960s and 1970s, Germany recruited large numbers of foreign workers. Today, the types of people immigrating to Germany have become much more diverse. The cultural diversity that comes with such a broad spectrum of immigrants is gaining more and more attention. This can be seen in the educational system; in labour market structures, for example when it comes to the challenge of attracting highly qualified workers; and in matters relating to promoting civic engagement. This development is something that should be seen as an opportunity. One of our key tasks here in the District of Olpe is to take a closer look at the integration of families with a migrant background in light of the demographic changes in our society.

In order to successfully shape the integration process for new immigrants as well as for those who have already lived in Germany for many years, it is essential that we offer local support and assistance for the people who need it. There are numerous groups, associations and migrant organisations - and, of course, the cities and communities within the District of Olpe - that have been gathering experience in supporting the integration process for many years and that do a great deal to help improve the educational opportunities and the opportunities to play an active role in our society for everyone living in our district.

These brochures will help you help get adjusted to your new life in Germany and, more specifically, here in the District of Olpe when you first arrive and will serve as a general source of information for questions you may have about everyday life here. They are meant to guide you through the first few weeks and introduce you to key advisers in your area. The employees at the Municipal Integration Centre for the District of Olpe will be happy to help you with any questions you may have and to hear your suggestions for how we can better serve immigrants in our community.

I wish you the best as you adjust to life here in the District of Olpe and hope that you will soon feel at home here in the Sauerland region!

Olpe, July 2014

A handwritten signature in dark ink, appearing to read 'F. Beckehoff', written in a cursive style.

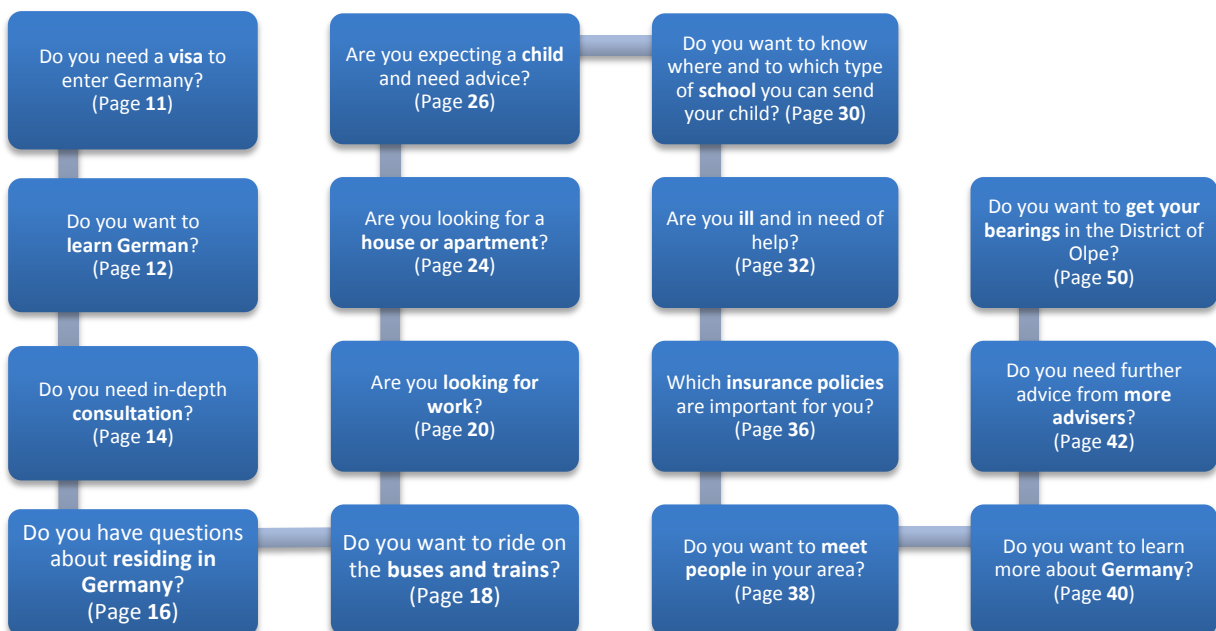
Frank Beckehoff, District Administrator of the District of Olpe

Brochure Guide

Are you planning to move to Germany or did you recently come to Germany with plans to stay here permanently? There are a lot of changes that come with making such a decision. This brochure will help you get oriented and provide some basic information to help you adjust more quickly to your new home.

You probably have a lot of questions: How can I find work? Where can I take lessons to improve my German? What important documents do I need? Where can my children attend school? The information on the following pages will answer these and many other questions you may have. You will also find advice on who to turn to with specific questions, for example, the employees at a migration advice centre near you (see p. 48). You can also find the answers to a lot of problems you may encounter by asking your neighbours, colleagues and friends for their advice.

This brochure will answer the following questions:



District of Olpe

The District of Olpe encompasses seven cities and municipalities.



■ ■ ■ Travelling to Germany

1. Immigration Regulations

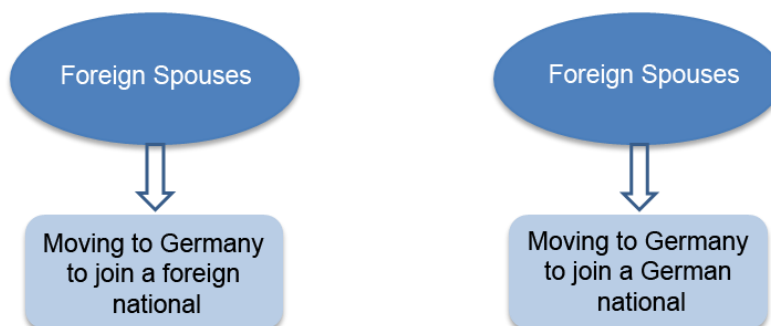
All citizens of a European Union member state may enter Germany without a visa. In general, all travellers from non-EU member states will need a **visa** to enter Germany. You will probably also need a visa if you plan to work in Germany. Citizens of European Union member states, Iceland, Liechtenstein, Norway and Switzerland do not, however, need a work visa.



Please see the “Welcome to Germany - Information for Immigrants” brochure for more information regarding visa applications. You may obtain a copy of the brochure from the immigration authorities (Ausländerbehörde) in the District of Olpe or from a migration advice centre.

2. Information for Spouses

There are a number of regulations that you must observe if you wish to have your non-German spouse join you in Germany. These regulations differ based on whether you are a German citizen or a foreign citizen.



The employees at the immigration authority in the District of Olpe can help you with questions relating to bringing your spouse to Germany.

District of Olpe Immigration Authority:

Westfälische Straße 75, 57462 Olpe ☎ 02761 / 81 0

✉ auslaenderbehoerde@kreis-olpe.de @ www.kreis-olpe.de/Auslaenderangelegenheiten

Auswärtiges Amt - Foreign Office: ☎ 030 1817 2000

@ www.auswaertiges-amt.de → “Einreise und Aufenthalt”

Bundesamt für Migration und Flüchtlinge - Federal Office for Migration and Refugees:

☎ 0911 943 6390 @ www.bamf.de

Migration Advice Centres (see p. 48)



■ ■ ■ Learning German



If you plan on living in Germany, you should learn German as quickly as possible. This will help you meet new people, communicate on a daily basis and, most importantly, find work.

1. Language Courses

If you are not able to communicate in German on a daily basis you may want to consider attending a language course. In some cases, attending such a course may even be mandatory. German language classes are offered by the following institutions in the District of Olpe:

| course with a certificate for a proficiency level | language courses for speaking German at work | other courses |
|---|--|---|
| Volkshochschule (VHS) - Adult education centre | Deutsche-Angestellten-Akademie (DAA) German Employees' Academy | <ul style="list-style-type: none">▪ IN VIA▪ Institut für internationale Sprachen (IFINS), Institute for International Languages, located in Siegen |

2. Integration Courses

Integration courses consist of a language course and an orientation course. The entire integration course generally encompasses 660 hours:

- Important topics about living in Germany like shopping, healthcare, work and jobs are covered in the **language course**.
- Basic information about Germany is covered in the **orientation course**.

There are also special integration courses that are offered for specific groups:

- The **women's integration course** is only open to women and specifically focuses on their needs (childcare is offered during class for mothers who attend a course at IN VIA)
- The **literacy courses** provide special assistance in reading and writing (offered at Siegen Volkshochschule)

You will have to take a test at the end of the integration course. You will receive an "Integration Certificate" after you pass the test. This certificate may be very helpful in finding a job.

District of Olpe Immigration Authority:

Westfälische Straße 75, 57462 Olpe ☎ 02761 / 81 0

✉ auslaenderbehoerde@kreis-olpe.de @ www.kreis-olpe.de/Ausländerangelegenheiten

Bundesamt für Migration und Flüchtlinge - Federal Office for Migration and Refugees:

☎ 0911 943 6390 @ www.bamf.de/integrationskurs

Integration and language courses (see p. 44)

- Deutsche Angestellten Akademie (DAA) German Employees' Academy:
Bahnhofstraße 15, 57462 Olpe
☎ 02761 / 838 6901 ✉ info.olpe@daa.de @ www.daa-olpe.de
- IFINS – Institute for International Languages: Koblenzer Straße 29, 57072 Siegen
☎ 0271 / 7700 788 ✉ info@ifins.de @ www.ifins.de
- IN VIA: Kolpingstraße 62, 57462 Olpe
☎ 02761 / 921 1711 ✉ invia@caritas-olpe.de @ www.invia-caritas-olpe.de
- Olpe Volkshochschule - Adult education centre: Kurfürst-Heinrich-Str. 34, 57462 Olpe
☎ 02761 / 923 630 ✉ info@vhs-kreis-olpe.de @ www.vhs-kreis-olpe.de
- Siegen Volkshochschule - Adult education centre (literacy courses):
Koblenzer Straße 73, 57072 Siegen
☎ 0271 / 333 1519 ✉ vhs@siegen-wittgenstein.de
@ www.siegen-wittgenstein.de/vhs

**Migration Advice Centres** (see p. 48)

1. Migration Advice for Adult Immigrants

The employees at the migration advice centres will help you find the answers to your questions quickly and non-bureaucratically. They are also familiar with many of the problems immigrants typically face when arriving and settling into life in Germany.

The following organisations offer **free advice and consultation services** in the District of Olpe:



- Caritas – Speciality service for integration and migration



- Arbeiterwohlfahrt (AWO) - Workers' Welfare Association



- Verein für soziale Arbeit und Kultur Südwestfalen e. V. (VAKS) - Organisation for Social Work and Culture in South Westphalia

2. Jugendmigrationsdienst (JMD) Youth Migration Service – Consultation services for young people with a migrant background

The (JMD) youth migration service offers free consultation services and support to help young people navigate school, vocational training and work life. The JMD supports youths and young adults with their language skills and with the integration process at school, work and in society.



The JMD is especially helpful

- for those looking to improve their language skills,
- for finding answers to questions about school and university,
- for getting recognition for previously obtained certificates and degrees,
- for finding answers to questions about finding a job and vocational training,
- for those transitioning from school to vocational training to work life,
- for those dealing with personal matters and crises,
- and in pointing you towards other speciality services and institutions that can assist you.

3. Integration Agencies

Integration agencies support and assist people with a migrant background as they settle in to life in their new home. The main focal points of their work are on the qualification and development of volunteer work, and on compiling a list of the various offers relating to the topic of integration that are available. These include parent cafés, painting and sports courses for children as well as volunteer-run seminars, continued education and projects.



There are currently two active integration agencies in the District of Olpe:

- Deutsches Rotes Kreuz (DRK) - German Red Cross
- Diakonie Südwestfalen - South Westphalia Social Welfare Work



District of Olpe Immigration Authority:

Westfälische Straße 75, 57462 Olpe ☎ 02761 / 81 0

✉ auslaenderbehoerde@kreis-olpe.de @ www.kreis-olpe.de/Auslanderangelegenheiten

Bundesamt für Migration und Flüchtlinge - Federal Office for Migration and Refugees:

☎ 0911 943 6390 @ www.bamf.de

Integration Agencies

- DRK - German Red Cross: Löherweg 9, 57462 Olpe
☎ 02761 / 2643 ✉ info@kv-olpe.drk.de @ www.kv-olpe.drk.de
- Diakonie Südwestfalen - South Westphalia Social Welfare Work:
Friedrichstraße 27, 57072 Siegen
☎ 0271 / 5003 107 ✉ integrationsagentur@diakonie-sw.de
@ www.diakonie-sw.de → „Einrichtungen“ → „Beratung und Begegnung“



Migration Advice Centres

- Arbeiterwohlfahrt (AWO) - Workers' Welfare Association:
Koblenzer Str. 136, 57072 Siegen
☎ 0271 / 3386 0 ✉ info@awo-siegen.de @ www.awo-siegen.de
- Caritas – Special service for integration and migration: Kolpingstraße 62, 57462 Olpe
☎ 02761 / 921 1511 ✉ info@caritas-olpe.de @ www.caritas-olpe.de
→ „Einrichtungen“ → „Caritas-AufWind Olpe“ → „Integrations-und Migrationsberatung“
- Internationaler Bund - International Organisation: Jugendmigrationsdienst -
Youth Migration Service: Hohler Weg 1, 57439 Attendorn
☎ 02722 / 632 595, 0151 6291 5708 ✉ jmd-olpe@internationaler-bund.de
@ www.jugendmigrationsdienste.de
- Verein für soziale Arbeit und Kultur Südwestfalen e. V. - Organisation for Social Work
and Culture in South Westphalia: Sandstraße 12, 57072 Siegen
☎ 0271 / 387 830 ✉ info@vaks.info @ www.vaks.info

■ ■ ■ Residency and Naturalisation

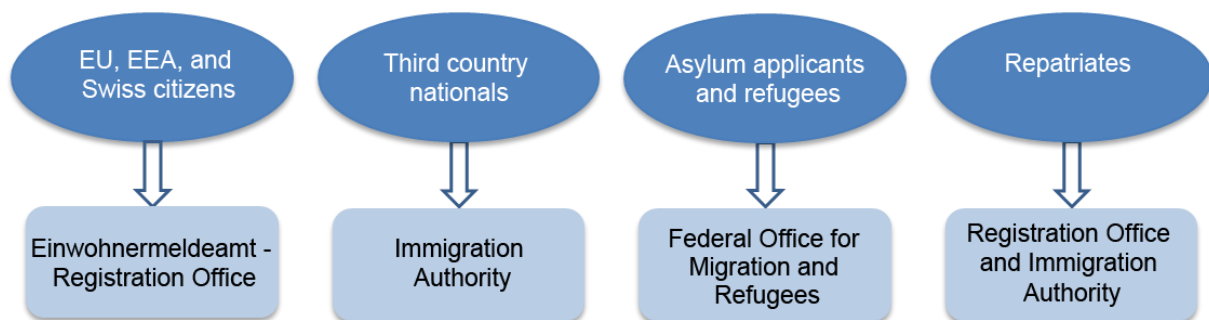
1. Consultation Advisers After Arrival in Germany

Citizens of countries in the **European Union (EU)**, the **European Economic Area (EEA)** and Switzerland have the right of freedom of movement in Germany. The EEA encompasses the EU member states as well as Iceland, Liechtenstein and Norway.

Persons who are not citizens of an EU member state, an EEA member state or Switzerland are considered to be **third country nationals**.

If you fled from your home country because you were persecuted for political, religious or humanitarian reasons, you will fall under **asylum seekers and refugees** category.

Repatriates are ethnic Germans from successor states of the former USSR and other eastern European countries. If you are a repatriate, you will have to complete a formal admissions process with the Federal Administrative Office before entering Germany.



2. Residing in Germany

The immigration authority in the District of Olpe is responsible for all matters relating to the residence status of foreign nationals.

If you are not a citizen of an EU or EEA member state or Switzerland and wish to reside in Germany, you will need to obtain a residence permit, or **Aufenthaltstitel**. There are several types of residence permits. They are:

- **Permit of residence:** This type of permit is valid for a limited period of time. It is issued to persons who want to receive training or an education in Germany, who immigrate to Germany for family-related reasons, or who want to stay in Germany based on international law or for humanitarian or political reasons, for example.
- **Permanent residence permit:** This type of permit is valid for an indefinite period of time and also allows you to work in Germany. You must prove that you possess sufficient German language skills to receive this type of residence permit.

- **Permanent EC residence permit:** This type of permit is valid for an indefinite period of time and also allows you to work and exercise the right of freedom of movement within the EU. You must prove that you possess sufficient German language skills to receive this type of residence permit.
- **EU Blue Card:** This type of permit is initially issued without a set date of expiration. In order to receive this type of permit, you must possess a German college/university degree, or a comparable, recognised international college/university degree, or have a comparable qualification proven by at least 5 years of professional experience. You must also be able to show that you have an annual income of at least €47,600 (= 2/3 of the annual contribution assessment ceiling for general pension insurance = €71,400; as of 2014).

Asylum applicants will be granted a **residence authorisation** for the duration of their case. If the applicant is granted asylum, the applicant will be allowed to reside in Germany and will be granted a **permit of residence**. If the application is denied, the applicant will be granted a **period of tolerance** during which the applicant is not subject to legal punishment for illegally residing in Germany. The applicant is then required to leave Germany. The residence authorisation and period of tolerance are not residence permits!

3. Naturalisation

If you are a permanent resident in Germany, you may be able to become a naturalised citizen of Germany if certain conditions are met. You must apply to become a German citizen. You may obtain the necessary forms at the naturalisation authority of the District of Olpe.

There is a €225 fee per person. The fee for children who do not have their own income and who are naturalised along with their parents is €51 per child.



Please see the “Welcome to Germany - Information for Immigrants” and “Naturalisation - How Do I Become a German Citizen?” brochures for more information regarding German citizenship applications. You may obtain a copy of the brochures from the immigration authorities (Ausländerbehörde) in the District of Olpe or from a migration advice centre.

Auswärtiges Amt - Foreign Office: ☎ 030 1817 2000
@ www.auswaertiges-amt.de → “Einreise und Aufenthalt”

Einbürgerungsbehörde Kreis Olpe - District of Olpe Naturalisation Authority:
Westfälische Straße 75, 57462 Olpe ☎ 02761 / 81 0
✉ auslaenderbehoerde@kreis-olpe.de @ www.kreis-olpe.de/Auslaenderangelegenheiten

Bundesamt für Migration und Flüchtlinge - Federal Office for Migration and Refugees:
☎ 0911 943 6390 @ www.bamf.de/einbuergierung

Bundesministerium des Inneren - Federal Ministry of the Interior:
☎ 030 18681 0 @ www.bmi.bund.de (Menu item “Migration und Integration”)

Migration Advice Centres (see p. 48)

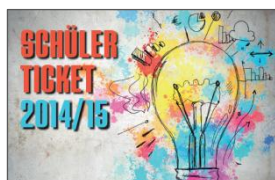


1. Buses and Trains



You can get around the District of Olpe by bus or train. You will need to have a valid ticket every time you ride a bus or train. You can find bus and train schedules and a map of the bus and train networks at **www.zws-online.de**. You can also find information about the different types of tickets you can purchase and how much they cost at the ZWS website.

2. School Ticket



The school ticket allows all primary and secondary school pupils and those who join vocational colleges to ride the **buses and trains for free** when travelling in the Olpe and Siegen-Wittgenstein regions. The school ticket is currently not available for apprentices.

The school ticket is issued to the pupil by the school. It is valid all year long and at any time of day or night. The ticket is non-transferable, meaning it may only be used by the student to whom it was issued.

3. MobilitätsCard - MobilityCard

The MobilityCard allows you to ride the **buses and trains** in the Olpe and Siegen-Wittgenstein regions at any time of day or night. The MobilityCard currently costs €29.90 per month and is available to persons residing in the districts of Olpe or Siegen-Wittgenstein who receive the following social benefits:

- Arbeitslosengeld II or Sozialgeld (Unemployment II or Income Support) from the Jobcenter Olpe / Siegen-Wittgenstein,
- Subsistence allowance or subsistence income for the elderly and in the case of complete inability to work from the social service offices of the cities and communities in the District of Olpe or District of Siegen-Wittgenstein,
- Subsistence allowance based on the Bundesversorgungsgesetz (Federal Pension Act),
- Services based on the Asylbewerberleistungsgesetz (Asylum Seekers Benefits Act) from the social service offices of the cities and communities in the District of Olpe or District of Siegen-Wittgenstein.

During certain times of day, MobilityCard holders may allow up to four other persons to ride the buses or trains with them on their ticket at no added cost.

You may apply for a MobilityCard at the Jobcenters, Bürgerbüro (citizens office) or Sozialamt (social service office) in the cities and communities of the districts of Olpe and Siegen-Wittgenstein. Please bring a copy of your current Bewilligungsbescheid (approval to receive social services) when applying for a MobilityCard.



MobilityCard and School Ticket

- District of Olpe: ☎ 02761 / 81 0 ✉ info@kreis-olpe.de
@ www.kreis-olpe.de/Sozialticket
- District of Siegen-Wittgenstein: ☎ 0271 / 333 0
@ www.siegen-wittgenstein.de → “Bürgerservice” → “Verkehr und Mobilität”
→ „öffentlicher Personennahverkehr“
- Zweckverband Personennahverkehr Westfalen-Süd (ZWS) - Westphalia-South Local Passenger Service Association:
☎ 0271 / 333 2432 @ www.zws-online.de



■□□ Work and Job

Your opportunities on the German labour market depend on which country you come from. EU citizens have unlimited access to the labour market, meaning they do not need a work permit. If you come from a non-EU country, there are special rules you will have to follow. You can find these rules online at sites like **www.bmas.de**.

1. Recognition of Foreign Degrees and Documents

The *Anerkennungsgesetz* (Recognition Act) was introduced to regulate how degrees obtained in foreign countries are recognised in Germany. Your professional qualification is reviewed to determine whether or not it is the equivalent of the qualifications necessary for practising your profession in Germany.



You may practise certain professions without first obtaining formal recognition of your qualifications.

Please visit **www.anerkennung-in-deutschland.de** to find out if you will be required to obtain recognition for your qualifications in order to practise your profession in Germany. You can also find information on the offices that are responsible for your profession and where you can receive additional advice. You must submit an application for the recognition of your qualifications and will generally be required to provide copies of your degree/certificate(s) and a translation of your degree/certificate(s). The migration advice centres can offer you support and consultation services.

You can find more information at **www.bamf.de** → „Häufige Fragen“ → „Anerkennung ausl. Berufsabschlüsse“.

Please see the “Welcome to Germany - Information for Immigrants” brochure for more information regarding the qualification recognition process. You may obtain a copy of the brochure from the immigration authorities (Ausländerbehörde) in the District of Olpe or from a migration advice centre.

2. Career Consultation, Apprenticeship and Job Placement

There are a number of places you can turn to for help in finding the right job for you in Germany. The **Berufsinformationszentren (BIZ)** - or Job Information Centres - can provide a great deal of information about a wide range of professions. You can also get advice from the following institutions:

- **Agentur für Arbeit - Employment Agency,**
- **Industrie- und Handelskammer (IHK) - Chamber of Industry and Commerce,**
- **Jobcenter.**



They can also help you look for an apprenticeship or job that is right for you. You can even get help with your resume/application by taking a training course that will teach you how to prepare an application and which documents to include.

A number of jobs can be found in newspapers and advertising papers. You can also find job openings in the region online at sites like **www.stellenanzeigen.de**.

3. Labour Law: Working Hours, Holiday Leave and Sick Leave

A full-time job in Germany encompasses around 40 work hours per week. Anyone who works 5 days per week is legally entitled to at least 20 days of holiday leave per year.

■ Sick Leave

Please note the following if you are forced to take sick leave:

- Tell your employer immediately if you are sick
- Sick leave lasting more than 3 days → Submit a doctor's note (Arbeitsunfähigkeitsbescheinigung - note of illness) to your employer (sometimes a doctor's note is required earlier than for 3 days' absence)
- You are not obligated to disclose the nature of your illness to your employer
- Your employer must pay your wages in full for 6 weeks
- Sick leave lasting more than 6 weeks → Your health insurance will pay 70% of your regular wages (please note this may differ if you have private health insurance)



■ Protection Against Unlawful Dismissal

German labour laws protects workers at companies with more than ten employees against dismissal for reasons that are not deemed socially justified. For example, it is unlawful for employers to dismiss: pregnant women, mothers missing work during the first four months after delivery, workers taking parental leave, and seriously disabled persons. The longer you work for a company, the longer the period of notice you must be given before your employer can dismiss you. Companies may also refer to the applicable collective agreement when determining the period of notice.

Please visit **www.bmas.de** → „Kündigungsschutz“ search for more information.

4. Income and Taxes

You must pay income tax in Germany. If you have an employment contract with a company, your pay cheque will be comprised of your net earnings, i.e. taxes and certain insurance contributions (health, pension, unemployment and long-term care insurance) will have already been deducted and paid to the Tax Office. If you are self-employed, you will have to pay the taxes on your earnings yourself.

The **Tax Office** can assist you if you have any questions.

5. Unemployment

If you lose your job and have worked for at least one year at a position that was subject to statutory insurance (i.e. not a so-called mini-job), you may apply for **unemployment benefit**. You will generally be required to report to the Agentur für Arbeit - Employment Agency (Rochusstraße 3, 57462 Olpe ☎ 0800 4555 500) three months before your last day and inform the Employment Agency that you are seeking new employment. You may then receive unemployment benefits for 6-24 months, provided you meet the applicable requirements. Those who are unemployed for longer periods of time may be entitled to financial support (Arbeitslosengeld II - Unemployment Benefits II).

The **Agentur für Arbeit - Employment Agency** and **Jobcenter** offer assistance and consultation services for those seeking a new place of employment.

Recognition of Foreign Degrees

- Recognition of professional qualifications:
@ www.anerkennung-in-deutschland.de
- Bildungsportal des Landes NRW - NRW State Education Portal:
@ www.schulministerium.nrw.de → “Ausländische Abschlüsse” search
- Bundesamt für Migration und Flüchtlinge:
@ www.bamf.de → „Häufige Fragen“ → „Anerkennung ausl. Berufsabschlüsse“
- IHK Fosa (Foreign Skills Approval):
☎ 0911 / 815 060 ✉ info@ihk-fosa.de @ www.ihk-fosa.de
- Interpreter/translator database: @ www.justiz-dolmetscher.de

Working in Germany

Bundesministerium für Arbeit und Soziales - Federal Ministry of Labour and Social Affairs:
@ www.bmas.de

Career Consultation, Apprenticeship and Job Placement

- Agentur für Arbeit - Employment Agency: Rochusstraße 3, 57462 Olpe
☎ 0800 4555 500 ✉ olpe@arbeitsagentur.de @ www.arbeitsagentur.de
- Berufsinformationszentrum Siegen - Siegen Job Information Centre:
Emilienstraße 45, 57072 Siegen
☎ 0271 / 2301 249 ✉ siegen.biz@arbeitsagentur.de
- IHK Siegen - Siegen Chamber of Industry and Commerce - Olpe office:
Seminarstraße 36, 57462 Olpe
☎ 02761 / 944 50 ✉ oe@siegen.ihk.de @ www.ihk-siegen.de
- Jobcenter: Hansastraße 25, 57439 Attendorn
☎ 02761 / 941 260 ✉ jobcenter-kreis-olpe@jobcenter-ge.de
- Arbeitsagentur - Employment Agency Job Portal
@ www.jobboerse.arbeitsagentur.de
- Job and Apprenticeship Portal: @ www.karriere-suedwestfalen.de;
www.dasbringtmichweiter.de; www.stellenanzeigen.de
- Sauerlandkurier newspaper job listings:
@ www.sauerlandkurier.de/kleinanzeigen/stellenmarkt



Income and Taxes

- Finanzamt Olpe - Olpe Tax Office: Am Gallenberg 20, 57462 Olpe
☎ 02761 / 9630 @ www.finanzamt-olpe.de
- Income tax calculator: @ www.bmf-steuerrechner.de

Migration Advice Centres (see p. 48)

Newspapers and Advertising Papers

- Westfalenpost: @ www.wp.immowelt.de
- Westfälische Rundschau: @ www.wr.immowelt.de
- Siegener Zeitung: @ www.siegener-zeitung.de → “Immobilien”
- Sauerlandkurier: @ www.sauerlandkurier.de/kleinanzeigen/immobilien
- Sonntags- und Wochenanzeiger: @ www.swa-wwa.de/anzeigen → “Immobilien”

1. Finding a Home

If you are looking for a house or an apartment, you may find newspapers and advertising papers to be very helpful. The Sauerlandkurier, for example, is published Wednesdays and Sundays and is distributed to all households in the District of Olpe free of charge. You can also find residential listings online (see the green info box on p. 25).



Have you already found an apartment? The next step is getting in touch with the landlord!

- The listing will either include a **phone number** or an **ad number**,
- → in which case you will have to write to the newspaper (remember to include the ad number!), which will then forward your letter to the landlord.

The housing department in your city or community may also be of help when looking for a house or apartment (see p. 50). If your income is too low, you can also apply for a so-called **Wohnungsberechtigungsschein** (WBS), or housing certificate, from the housing department, which will allow you to find more affordable housing.

Tenants may also apply for a housing allowance. This allowance will be based on the number of people living in your place of residence, the total combined income of all residents and the cost of rent. You can find out whether or not you are eligible to receive a housing allowance at www.wohngeldrechner.nrw.de.

2. What Should I Do After I Move?

Remember the following whenever you move:

- **Inform** the Einwohnermeldeamt (registration office) in your city or community of your **new address** within one week,
- Inform banks, insurance companies, government authorities and other bodies (e.g. the Jobcenter) of your new address,
- Request **mail forwarding** at the post office so that you will receive letters that were sent to your old address (the post office will automatically deliver your mail to your new address),
- **Report your change of address** for your **landline phone service** before you move.

3. Rent and Tenant Rights

You will have to sign a lease agreement with your landlord before you are able to rent a house or apartment. Your lease agreement will govern the following:

- Monthly rent,
- Monthly additional costs (heating expenses, in particular)
- Deposit (see below),
- Duration of the lease,
- Building rules (rules for all residents in the building).



The landlord may also request a deposit for the house/apartment. The deposit may not exceed 3-months rent excluding additional costs (so-called “cold rent”). The landlord may use the deposit to pay for repairs if you leave the house/apartment in poor condition when moving out or to balance any unpaid rent that is owed.

Tenant Associations (requires membership fee)

City and Community Administration Offices:

Wohnungsamt - Housing Department (see p. 50)

Daily Newspapers and Advertising Papers

- Westfalenpost: @ www.nrw.stellenanzeigen.de
- Westfälische Rundschau: @ www.nrw.stellenanzeigen.de
- Siegener Zeitung: @ www.siegener-zeitung.de → “Stellen”
- Sauerlandkurier: @ www.sauerlandkurier.de/kleinanzeigen/stellenmarkt
- Sonntags- und Wochenanzeiger: @ www.swa-wwa.de/anzeigen → “Stellenmarkt”

Landlords

Real Estate Agency: @ www.immobilienscout24.de

Housing Allowance Calculator: @ www.wohngeldrechner.nrw.de

Housing Association in the District of Olpe: Schützenstraße 2, 57462 Olpe

☎ 02761 / 964 90 ✉ info@wg-olpe.de @ www.wg-olpe.de



1. Pregnancy and Maternity Rights

There are special consultation services for parents-to-be. Pregnancy consultation services provide expectant parents with information on a number of topics including financial and social support services, questions during and after pregnancy, and pregnancy termination.



Pregnant working women have special rights under the **maternity protection laws**. Maternity rights begin six weeks before delivery and end eight weeks afterwards. Maternity rights are protected by law in Germany. Pregnant women are not allowed to work during this time. Their job, however, is protected, meaning they have the right to return to work at the end of the maternity leave period.

They may then only work 8.5 hours per day and may not perform any heavy physical labour. You can find out more about maternity rights from your **employer** or at a **pregnancy consultation office**.

2. Parental Leave, Parental Benefits

All employees in Germany are entitled to take **parental leave** up until the third birthday of their child. Parental leave allows you to take time off to care for your child without putting your job at risk.

Parental benefit is state financial support for parents who want to take care of their children on their own and are therefore not employed or not fully employed.

Please see the “Welcome to Germany - Information for Immigrants” brochure for more information. You may obtain a copy of the brochure from the migration advice centres and in the district, city and community administration offices.

3. Midwives



You may want to consider seeking the services of a midwife if you are expecting a new child. The midwife will come to your home and offer consultation during your pregnancy as well as during and after the birth of your child. A midwife can show you how to properly take care of your baby. There are also family midwives. They can assist families and children in special situations up until the child's first birthday.

You can obtain an overview of midwives in the District of Olpe from your **gynaecologist** or from a **hospital**.

4. Child Benefits and Children's Allowance

Citizens of EU member states, Iceland, Norway, Liechtenstein and Switzerland as well as all German citizens are entitled to receive child benefits if they work or live in Germany. Citizens of other countries may only receive child benefits if they have a permanent residence permit or have a residence and work permit. Child benefits are paid from the birth of the child until it reaches the age of 18. Child benefits may be extended until your child's 25th birthday if your child is an apprentice or a student. Child benefits are awarded by the **Family Treasury of the Federal Employment Agency**. Families with children are also entitled to income tax deductions. You may obtain a copy of the form for applying for children benefits from the Family Treasury or online at **www.arbeitsagentur.de** (→ "Bürgerinnen und Bürger" → "Familie und Kinder")

5. Family Counselling Services

Deciding to marry or start a family is an important part of life for many people and is often associated with their personal happiness. But marriage and family life isn't always trouble-free. There are a number of places in the District of Olpe you can turn to during difficult times:

| Family Counselling Services | |
|--|---|
| Women's Shelter Emergency Phone Number | ☎ 02761 / 834 684 (can be reached 24/7) |
| Frauen helfen Frauen e. V. - Women Helping Women | ☎ 02761 / 1722; Friedrichstraße 24, 57462 Olpe ✉ info@frauenhelfenfrauen-olpe.de @ www.frauenhelfenfrauen-olpe.de |
| AufWind Catholic Youth and Family Services | ☎ 02761 / 921 1511; Kolpingstraße 62, 57462 Olpe ✉ aufwind-olpe@caritas-olpe.de @ www.aufwind-olpe.de |
| Jugendamt Kreis Olpe - District of Olpe Youth Welfare Office | Westfälische Straße 75, 57462 Olpe ☎ 02761 / 810 ✉ jugendamt@kreis-olpe.de @ www.kreis-olpe.de/jugendamt |
| Olpe Police Department | ☎ 110; Kortemickestraße 2, 57462 Olpe @ www.polizei-nrw.de |
| Violence Against Women Hotline | Free help offered 24/7 and in various languages ☎ 08000 / 116 016 ✉ info@hilfetelefon.de @ www.hilfetelefon.de |

6. Child Care Options

After your child is born you can join toddler's groups and play groups. This will allow your child to meet other children in the same age group and you as a parent to meet other parents and share your experiences or talk about problems you may have encountered.

| ages 4 and under: | ages 1 to before starting school: | after starting school: |
|---|--|---|
| <ul style="list-style-type: none">▪ Toddler's groups▪ Childminders▪ Play groups▪ Kindergartens | <ul style="list-style-type: none">▪ Kindergartens▪ Childminders | <ul style="list-style-type: none">▪ All-day schools▪ Homework help |

Children between the ages of 1 and 6 can be registered for nursery school. As of 2013 you are entitled to have your child placed in day care. Your child is guaranteed acceptance at a day care facility. You may also choose to have a **childminder** look after your child. It is,



however, very important that your child begin attending a nursery school by the age of 3 to promote your child's development and learning of the German language.

You should sign your child up at a nursery school as soon as possible, as the day care facilities can only look after a limited number of children. Start by contacting the nursery school near you that you would prefer to have your child attend. You can also find an overview of all nursery schools in the District of Olpe online at www.kreis-olpe.de/kindertageseinrichtungen.

The **costs** of sending your child to nursery school depend on your income and the number of hours your child will spend at the nursery school (25, 35 or 45 hours).

The **Financial Youth Assistance Service (Fachdienst Finanzielle Jugendhilfe)** in the District of Olpe can help you find a day care facility, nursery school or childminder near you.

Agentur für Arbeit - Employment Agency: Rochusstraße 3, 57462 Olpe
☎ 0800 4555 500 ✉ olpe@arbeitsagentur.de @ www.arbeitsagentur.de

Counselling / consultation service for children, youths and parents: @ www.bke.de

Bundesministerium für Familie, Senioren, Frauen und Jugend - Federal Ministry for Families, Seniors, Women and Young People

☎ 0180 1 907050 @ www.bmfsfj.de

Parental Benefits

District of Olpe: Financial Youth Assistance Service: Westfälische Straße 75, 57462 Olpe
☎ 02761 / 81 0 ✉ jugendamt@kreis-olpe.de @ www.kreis-olpe.de/elterngeld

Family Treasury: Franziskanerstraße 6, 57462 Olpe

☎ 02761 / 941260 @ www.familienkasse.de

Gynaecologists

Midwives

- You can find a midwife by contacting: Your gynaecologist, the hospital, your health insurance company
- Deutscher Hebammenverband e.V. - German Association of Midwives:
☎ 0721 / 981 890 ✉ info@hebammenverband.de @ www.hebammenverband.de
- Landesverband der Hebammen e. V. - State Association of Midwives:
☎ 0221 / 9465 7308 ✉ redaktion@hebammen-nrw.de @ www.hebammen-nrw.de



Child Care

- Day care:
 - District of Olpe: Financial Youth Assistance Service:
Westfälische Straße 75, 57462 Olpe ☎ 02761 / 81 572
✉ jugendamt@kreis-olpe.de @ www.kreis-olpe.de/kindertagesbetreuung
 - Tageselternverein der kfd im Kreis Olpe e. V. - District of Olpe KFD Childminders Association: Kolpingstraße 62, 57462 Olpe
☎ 02761 / 921 1911 ✉ tageselternverein@caritas-olpe.de
@ www.tageselternverein-olpe.de
- Nursery schools:
District of Olpe: Financial Youth Assistance Service: Westfälische Straße 75, 57462 Olpe ☎ 02761 / 81 470 ✉ jugendamt@kreis-olpe.de
@ www.kreis-olpe.de/kindertagesbetreuung → "Kindertageseinrichtungen"

District, City and Community Administration Offices (see p. 50)

Migration Advice Centres (see p. 48)

Pregnancy and Family Counselling

- Frauenwürde e. V., Mirjam – Pregnancy counselling and consultation:
Löherweg 4, 57462 Olpe ☎ 02761 / 838 717 ✉ beratungsstelle@mirjam-olpe.de
@ www.frauenwuerde.de/mirjam-olpe.html
- Katholischer Sozialdienst für den Kreis Olpe (ksd) - Catholic Social Services for the District of Olpe: Mühlenstraße 5, 57462 Olpe
☎ 02761 / 83680 ✉ schwangerenberatung@ksd-olpe.de
@ www.ksd-olpe.de/beratungsstelle
- Diakonisches Werk Wittgenstein: Frankfurter Straße 28, 57462 Olpe
☎ 02761 / 835 3955 ✉ info@diakonie-wittgenstein.de
@ www.diakonie-wittgenstein.de → „Sozialberatung“ → „Schwangerenberatung“

1. The German School System

All children living in Germany are required to attend school. Children may attend state schools **free of charge**. **Attendance is also mandatory** for children and youths with disabilities.

If you as a parent are having difficulty purchasing school supplies for your child or paying for school trips, you can apply for financial assistance from the **Bildungs- und Teilhabepaket**, a fund that helps pay for children's educational needs and activities. You must, however, meet certain requirements to receive financial support. These rules also apply to asylum applicants and their children. You can find more information in various languages online at **www.kreis-olpe.de/Bildungs-und-Teilhabepaket**.

The following types of schools are found in Germany:

| Primary school (primary level) | secondary schools (secondary levels I and II) | Adult education |
|--|--|---|
| <ul style="list-style-type: none"> Grades 1-4 | <ul style="list-style-type: none"> Grades 5-10 or 5-12 Lower secondary schools Intermediate secondary schools Upper secondary schools Secondary schools (combination of lower and intermediary secondary schools) Integrated secondary schools (all certificates may be obtained at this type of school) | <ul style="list-style-type: none"> Vocational school Continued education institutes Adult education centres (Volkshochschule / VHS) German Employees' Academy (Deutsche Angestellten Akademie / DAA) Distance learning universities ... |

Young people who have received a certificate from the lower or intermediate secondary school may attend a secondary level II school to obtain their university or restricted university entrance certificate. This type of certificate is required to apply to a university or college of education. Young people may also choose to enter vocational training. Part of the vocational training programme entails attending a vocational school. Adults may also attend a continued education institute to obtain school certificates.

Children and young people who move to Germany after attending a foreign school system (so-called **lateral entrants**) require special support. They can attend an initial consultation programme offered by the community integration centre (see p. 50) before joining a regular school class.



2. Vocational Training / Apprenticeships

Quality vocational training is an important first step towards finding a successful job. Finding a job without vocational training or a higher education degree is very difficult. Vocational training programmes are comprised of practical learning at a company and theoretical learning at a vocational school. Depending on the profession, vocational training can last anywhere from 2-4 years.

- A lower secondary school certificate or better is generally required to start **vocational training**.
- If you wish to earn a **higher education degree**, you will have to obtain a university entrance qualification or a restricted university entrance qualification certificate, depending on the type of high education institute you wish to attend.

There are also a number of educational opportunities available to those who no longer attend school. You can obtain general qualifications or school certificates as an adult by attending an adult education centre (VHS) or the German Employees' Academy (DAA), for example. You can take day classes or night classes, or learn at home through a distance learning university, for example.



Agentur für Arbeit - Employment Agency: Rochusstraße 3, 57462 Olpe
☎ 0800 4555 500 ✉ olpe@arbeitsagentur.de @ www.arbeitsagentur.de

Deutsche Angestellten Akademie (DAA) German Employees' Academy:
Bahnhofstraße 15, 57462 Olpe
☎ 02761 / 838 6901 ✉ info.olpe@daa.de @ www.daa-olpe.de

Job and Apprenticeship Portal: @ www.karriere-suedwestfalen.de
www.dasbringtmichweiter.de; www.stellenanzeigen.de

District of Olpe: Sozialamt - Social Services Office: Westfälische Straße 75, 57462 Olpe
☎ 02761 / 810 ✉ info@kreis-olpe.de @ www.kreis-olpe.de/Bildungs-und-Teilhabepaket

Migration Advice Centres (see p. 48)

Overview of professions with vocational training: @ www.berufenet.arbeitsagentur.de

Volkshochschule Olpe (VHS) - Olpe Adult Education Centre: Kurfürst-Heinrich-Str. 34, 57462 Olpe ☎ 02761 / 923 630 ✉ info@vhs-kreis-olpe.de @ www.vhs-kreis-olpe.de



1. Emergency Numbers

You can call the following emergency numbers **24/7** and **free of charge**:

| Emergency Numbers | |
|-----------------------------------|--------------------------------|
| Rescue Service (emergencies only) | ☎ 112 |
| Police | ☎ 110 |
| Emergency Medical Service | ☎ 116 117 |
| Women's Shelter | ☎ 02761 / 834 684 |
| Telephone Counselling Hotline | ☎ 0800 1110111 or 0800 1110222 |

2. In Case of Illness or Injury

You should visit a primary care physician (GP or general practitioner) near you if you become ill. Primary care physicians offer medical care and can refer you to a specialist if necessary. Contact your **health insurance company** for an overview of all doctors' surgeries and pharmacies in the District of Olpe.

■ Getting Help in Your Language

Are you just learning German and need to see a doctor who can speak your language? The Kassenärztliche Vereinigung (Association of Statutory Health Insurance Physicians) can help you with the operator. Please visit **www.kbv.de** → „Patienten info” → „Arztsuche” to find addresses and telephone numbers for the Association of Statutory Health Insurance Physicians.

■ Doctor-Patient Confidentiality

Doctors may not share any information about you with third parties without your consent. Third parties include government bodies, your employer and your family members.

■ Costs for Hospital Stays and Medication



The costs for treatment by a physician, a hospital stay and medication are generally covered by health insurance. It is therefore very important that you have statutory health insurance or private health insurance. Most people in Germany have statutory health insurance.

You can pick up medication prescribed by your doctor at a pharmacy (Apotheke).

You will only have to pay a small portion of the costs yourself (max. 10 EUR); your health insurance will cover the rest. Medication for children and young people under the age of 18 are free when prescribed by a doctor.

■ Emergencies

Contact the emergency rescue service immediately if you have an accident or in case of emergency. ☎ **112**.

You can call the emergency medical service if you fall ill outside of your physician's regular office hours: ☎ **116 117**.

Pharmacies also offer a night service / emergency service. Check your local newspaper for up-to-date information on the emergency pharmacy service plan in your area.

| Local Hospitals | | |
|--|-----------------|---|
| Helios Klinik Attendorn | ☎ 02722 / 600 | Hohler Weg 9 57439 Attendorn |
| St. Josefs-Hospital, Lennestadt-Altenhundem | ☎ 02723 / 6060 | Uferstraße 7 57368 Lennestadt |
| St. Martinus Hospital, Olpe | ☎ 02761 / 850 | Hospitalweg 6 57462 Olpe |
| DRK-Kinderklinik Children's Clinic, Siegen | ☎ 0271 / 23 450 | Wellersbergstraße 60 57072 Siegen |
| Lüdenscheid Children's Clinic | ☎ 02351 / 460 | Paulmannshöher Straße 14 58515 Lüdenscheid |

3. Preventative Care

Many diseases are easy to treat if they are identified at an early stage. Screening and preventative care can be very helpful. Most preventative care is covered by your health insurance. Your doctor will be happy to advise you on your preventative care options.

Vaccinations are an important and effective measure for preventing disease. All vaccinations are voluntary in Germany. There are, however, certain vaccinations that are recommended. The costs of these vaccinations are covered by health insurance. Infectious diseases are particularly dangerous for infants and children. It is highly recommend that you have your children vaccinated.

There are a number of health screens available for children who have not yet reached school age. These screens are known as **U-screens**. U screens include the U1 to U11 screens for children and the J1 and J2 screens for youths. Regular health screens help identify and treat developmental disorders and illnesses at an early stage. The costs of these screens are covered by health insurance.

4. Drug and Addiction Counselling, Self-Help Groups

Drugs, alcohol, nicotine, prescription pills, gambling, food, Internet and shopping - a lot of things can be addictive. Every form of addiction is a serious illness. Addicts and their families need professional help and advice. You can turn to a **physician** or **advice centre** for help. The sooner one begins dealing with addiction, the better the chances of recovery. There are also a number of organisations and **self-help groups** that offer fast and anonymous help.

5. Integration When Living With Disability

The German government supports people with physical, mental and psychological disabilities in participating as a member of society. Disabled persons enjoy special protection at work. For example, there are special rules to protect them against unlawful dismissal.

If you suffer from disability, you can receive a disabled persons ID card from the Health Care



Office (District of Olpe Social Services Office) that will indicate the severity of your disability. This document will entitle you to a number of benefits such as discounts when using public transportation.

More information on topics like living in Germany, working in Germany, how to enjoy your free time, health care and nursing care, etc. can also be obtained from the District of Olpe **Social Services Office (Sozialamt)**.

There is also a **Disabled Persons Officer** for the District of Olpe. The disabled persons officer serves as a guide for all disability-related questions and can help protect the interests of persons living with disability, and ensure that they are treated with equality and are able to live a life that is as barrier-free as possible.

6. Old Age and Care for the Elderly

Persons in need of care generally prefer to stay in their own home or environment for as long as possible. However, situations do arise in which it is not possible to provide sufficient care at home. Permanent care in a nursing home may be necessary in such cases. Persons who cannot afford to cover the costs of living in a nursing home out of their own income and assets can apply for financial assistance. Please contact the District of Olpe **Social Services Office** for more information.

You can also contact a **nursing care support centre** for more information or for consultation. These centres work with the District of Olpe **Nursing Care Consultation Service** to provide information about in-patient and out-patient care as well as other services and means of assistance. They will help you find the right contact person and help you apply for assistance.

Disabled Persons Officer: District of Olpe: Westfälische Straße 75, 57462 Olpe

☎ 02761 / 81 332 ✉ p.luetticke@kreis-olpe.de

@ www.kreis-olpe.de/behindertenbeauftragte

Bundeszentrale für gesundheitliche Aufklärung - Federal Centre for Health Education:

☎ 0221 / 8992-0 ✉ poststelle@bzga.de @ www.bzga.de

Primary Care Physicians and Specialists

Health insurance company (offer an overview of all doctors surgeries and pharmacies in the District of Olpe)

District of Olpe: Sozialamt - Social Services Office: Westfälische Straße 75, 57462 Olpe

☎ 02761 / 81 0 ✉ info@kreis-olpe.de @ www.kreis-olpe.de/menschen-mit-behinderung

Ombudsman (independent complaints department for disabled persons):

Postfach 1769, 57445 Olpe ☎ 02761 / 83 4800 ✉ ombudsfrau@kreis-olpe.de

@ www.kreis-olpe.de/ombudsfrau

Pflegeberatung - Nursing Care Consultation Service:

Kreis Olpe, Westfälische Straße 75, 57462 Olpe

☎ 02761 / 81 0 ✉ info@kreis-olpe.de @ www.kreis-olpe.de/pflegeberatung

Addiction Counselling Centres

- Caritas Addiction Counselling: Kolpingstraße 62, 57462 Olpe
☎ 02761 / 921 1521 ✉ suchtberatung@caritas-olpe.de
@ www.caritas-suchtberatung-olpe.de
- Diakonie Plettenberg - Plettenberg Social Welfare Work:
Bahnhofstraße 25, 58840 Plettenberg
☎ 02391 / 9540 20 ✉ sekretariat@sbst-plettenberg.de
@ www.diakonie-plettenberg.de
- KISS – Contact and Information Centre for Self-Help Groups
✉ kiss@efl-siegen.de @ www.kirchenkreis-siegen.de
 - Frankfurter Straße 28, 57462 Olpe ☎ 02761 / 835 3954
 - Burgstraße 23, 57072 Siegen ☎ 0271 / 250 2850
- Sozialpsychiatrischer Dienst Kreis Olpe - District of Olpe Socio-Psychiatric Service:
Westfälische Straße 75, 57462 Olpe
☎ 02761 / 81 0 ✉ info@kreis-olpe.de
@ www.kreis-olpe.de/sozialpsychiatrische-hilfen



Overview of Statutory Health Insurance Companies:

Association of Health Insurance Companies:

@ www.gkv-spitzenverband.de (Menu item “Krankenversicherung” → “Grundprinzipien”

→ “Alle gesetzlichen Krankenkassen”)

1. Monetary Transactions and Means of Payment



A lot of monetary transactions in Germany are conducted without the use of cash. Giro bank accounts - or checking/debit accounts - are used for cashless payments. You can deposit money into a giro account and use it for making payments per wire transfer. In general, anyone in Germany can open a giro account with a bank or savings bank.

2. Insurance

Germany has a statutory insurance system. This system offers effective financial protection for everyone in case of **illness, unemployment** or if **nursing care** is needed. **Social insurance** covers the main risks in life. It is mandatory for everyone who works in Germany. It also covers your pension after you retire. Your social insurance contribution is based on your level of income. You are responsible for paying one half of your premium and your employer is responsible for paying the other half for you.

Please see the "Welcome to Germany - Information for Immigrants" brochure for more information on statutory insurance in Germany. You may obtain a copy of the brochure from the migration advice centres and in the district, city and community administration offices.

There are also a number of **private insurance policies** that you can choose from. It is often highly advisable that you do so. Some of the main private insurance policies to consider are:

- **Liability** insurance: if you or your under-age child accidentally causes material damage (very affordable premium),
- **Household** insurance: provides insurance protection for your possessions in your home/apartment in case of fire, water damage, storm damage, burglary, for example,
- **Car** insurance: you must have car insurance if you own a car or motorcycle.

No insurance policy is free. Make sure you carefully consider which types of insurance you really need.

3. Assistance

If you lose your job and have worked for at least one year at a position that was subject to statutory insurance (i.e. not a so-called mini-job), you may apply for **unemployment benefit**. You will generally be required to report to the Agentur für Arbeit - Employment Agency (Rochusstraße 3, 57462 Olpe ☎ 0800 4555 500) three months before your last day and inform the Employment Agency that you are seeking new employment. You may then receive unemployment benefits for 6-24 months, provided you meet the applicable requirements. Those who are unemployed for longer periods of time may be entitled to financial support (Arbeitslosengeld II - Unemployment Benefits II).

The **Agentur für Arbeit - Employment Agency** and **Jobcenter** offer assistance and consultation services for those seeking a new place of employment.

If you find yourself facing financial difficulties, you can seek **debt counselling** from the **Verbraucherzentrale** (Consumer Advice Centre). Debt counselling is generally offered free of charge.

Agentur für Arbeit - Employment Agency: Rochusstraße 3, 57462 Olpe
☎ 0800 4555 500 ✉ olpe@arbeitsagentur.de @ www.arbeitsagentur.de

Deutsche Rentenversicherung - German Pension Insurance
☎ 0800 1000 48011 @ www.deutsche-rentenversicherung.de

Jobcenter: Hansastraße 25, 57439 Attendorn
☎ 02761 / 941 260 ✉ jobcenter-kreis-olpe@jobcenter-ge.de

Health Insurance Companies

Migration Advice Centres (see p. 48)

Debt Counselling: Verbraucherzentrale NRW e.V. - NRW Consumer Advice Centre:
Hundemstraße 29, 57368 Lennestadt
☎ 02723 / 719 570 @ www.vz-nrw.de/beratung-geld

Savings Banks and Banks Nearby

Central Associations for German Social Insurance
@ www.deutsche-sozialversicherung.de



1. Clubs

There are more than 500,000 clubs, societies and associations in Germany. For example, there are organisations for sports, music, social assistance, young people, parents, and animal rights. If you are looking to meet people in your new area, joining an organisation can be very helpful. It will also help you feel at home in your new environment much more quickly.



2. Migrants Organisations

There are a lot of migrants organisations that do volunteer work in the District of Olpe. Many of them work to improve the integration of immigrants. Parents organisations, in which parents with a migrant background work together to make sure their children get a good education, do an important job of promoting integration. The members of migrants organisations generally have their own experience with migration and can do a lot to help others who are new to Germany or the District of Olpe get settled and feel at home. You can find an overview of migrants organisations in the District of Olpe on p. 47.

3. Youth Centres and Multi-Generation Facilities

So-called OTs (open houses) and KOTs (small open houses) serve as youth centres for children and young people. They provide a wide range of games and activities and also offer support in dealing with problems as well as supervision when school is out. Most of the activities and services are free or available for a low fee. There is no fee to enter the centres or facilities.



Multi-generation facilities serve as a central meeting point and are open to people of all ages. You can meet new people, enjoy socialising, play games, do artwork, take interesting classes and courses, share a meal and celebrate a party at multi-generation facilities.

Websites for Your City or Community (see p. 50)

Youth Centres (Open Houses) in the District of Olpe (see p. 45)

**Kommunales Integrationszentrum Kreis Olpe -
District of Olpe Community Integration Centre**

Westfälische Straße 75, 57462 Olpe

☎ 02761 / 81 0 ✉ kizolpe@kreis-olpe.de @ www.kreis-olpe.de/ki

Multi-Generation Facility: Löherweg 9, 57462 Olpe

☎ 02761 / 2643 ✉ bell@kv-olpe.drk.de

@ www.kv-olpe.drk.de → „Angebote“ → „Senioren“ → „Tages- und Begegnungsstätten“

Migrants Organisations in the District of Olpe (see p. 47)

Migration Advice Centres (see p. 48)



1. Politics and Laws in Germany

Germany is a federal republic with 16 federal states. The District of Olpe is part of the state of North Rhine-Westphalia.

Germany is a democratic country, meaning the government's power comes from the people, for example, in the form of elections. The Bundestag (parliament) is the elected representative of the people.

The Grundgesetz, or Basic Law, is the most important legal framework that regulates life in Germany. It serves as the constitution for the Federal Republic of Germany and everyone who lives in Germany must adhere to these basic principles found.

The most important basic rights are:

- Protecting the dignity of every person,
- The right to life and physical integrity,
- Equality for all under the law,
- The freedom of religious beliefs,
- The freedom of opinion,
- The freedom of assembly,
- The freedom to choose one's own vocation,
- The protection of property and inheritance,
- The freedom of the press.



2. Political Parties and Political Involvement

You may vote in all elections in Germany if you have German citizenship. If you are an EU citizen, you may vote in community and city elections and in European Parliament elections if you have lived in Germany for more than 3 months.

3. Integration Councils

Integration councils represent the interests of migrants on the political stage. They are also sometimes called foreigners councils or migration councils. They advise the city council in all matters relating to migrants and integration. They also help address important topics such as social, cultural and asylum rights-related matters.

The integration councils are generally elected by the migrants in a community. Please contact the chairman of the Olpe Integration Council if you have any questions (☎ 02761 / 830 ✉ integrationsrat@olpe.de).

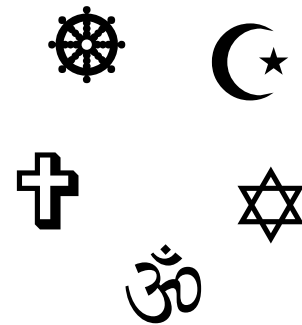
4. Religion

Germany's Basic Law guarantees everyone the freedom of religion, which means that all religions are treated with equality. This also applies to the government. It cannot show preference towards or disadvantage any religion. There are, however, partnerships between the government and religious communities.

The majority of the people in Germany, roughly 50 million, are Catholic or Protestant Christians. Muslims, which number around 4 million, account for the country's third-largest religious community. Other confessions include Orthodox Christians, Jews and Buddhists.

Many Christian holidays such as Christmas and Easter are observed in Germany. Children in North Rhine-Westphalia may be excused from school to observe major holidays in other religions. The child must, however, be a member of that religious community in order to be excused from school. The parents of the child should also inform the teacher or school administration in writing one week in advance if possible, so that they will know why the pupil is absent.

Parents are allowed to decide whether or not they want their children to participate in religious education at school. Most schools offer courses about the Catholic or Protestant faith. Talk to your child's teacher if you have any questions about other rules or options for religious education at your child's school.



Bundeszentrale für politische Bildung - Federal Agency for Civic Education:
☎ 0228 / 99515 0 @ www.bpb.de

Migration Advice Centres (see p. 48)

Chairman of the Olpe Integration Council: ☎ 02761 / 83 0 ✉ integrationsrat@olpe.de



☐☐☐ Directory

Please call to arrange a meeting ahead of time before you contact one of the contact points listed. This will help reduce your waiting time.

■ General Coordination

Kommunales Integrationszentrum -
Community Integration Centre

Westfälische Straße 75, 57462 Olpe
☎ 02761 / 81 0
✉ kizolpe@kreis-olpe.de
@ www.kreis-olpe.de/ki



■ Disability: Integration When Living With Disability

District of Olpe:
Financial Social Assistance

Westfälische Straße 75, 57462 Olpe
☎ 02761 / 81 0
✉ info@kreis-olpe.de
@ www.kreis-olpe.de/menschen-mit-behinderung

Disabled Persons Officer

Westfälische Straße 75, 57462 Olpe
☎ 02761 / 81 332
✉ p.luetticke@kreis-olpe.de
@ www.kreis-olpe.de/behindertenbeauftragte



Ombudsman
(independent complaints department for
disabled persons)

Postfach 1769, 57445 Olpe
☎ 02761 / 83 4800
✉ ombudsfrau@kreis-olpe.de
@ www.kreis-olpe.de/ombudsfrau

■ Family and Pregnancy Counselling

AufWind
Catholic Youth and
Family Services

Kolpingstraße 62, 57462 Olpe
☎ 02761 / 921 1511
✉ aufwind-olpe@caritas-olpe.de
@ www.aufwind-olpe.de

Diakonisches Werk Wittgenstein - Social
Welfare Work - Pregnancy Counselling

Frankfurter Straße 28, 57462 Olpe
☎ 02761 / 835 3955
✉ info@diakonie-wittgenstein.de
@ www.diakonie-wittgenstein.de
→ „Sozialberatung“ → „Schwangeren- und
Schwangerschaftskonfliktberatung

Frauenwürde e. V., Mirjam –
Pregnancy counselling and consultation

Löherweg 4, 57462 Olpe
☎ 02761 / 838 717
✉ beratungsstelle@mirjam-olpe.de
@ www.frauenwuerde.de/mirjam-olpe.html

Jugendamt Kreis Olpe - District of Olpe
Youth Welfare Office

Westfälische Straße 75, 57462 Olpe
☎ 02761 / 810
✉ jugendamt@kreis-olpe.de
@ www.kreis-olpe.de/jugendamt

Katholischer Sozialdienst für den
Kreis Olpe (ksd) - Catholic Social
Services for the District of Olpe -
Pregnancy Counselling

Mühlenstraße 5, 57462 Olpe
Hansastraße 8, 57439 Attendorn
Gartenstraße 6, 57368 Lennestadt
☎ 02761 / 83680
✉ schwangerenberatung@ksd-olpe.de
@ www.ksd-olpe.de/beratungsstelle

■ Violence Against Women, Domestic Violence

Olpe Police Department

Kortemickestraße 2, 57462 Olpe
☎ 110
@ www.polizei-nrw.de

Women's Shelter Emergency Phone
Number

☎ 02761 / 834 684 (can be reached 24/7)
✉ frauenhausolpe@gmx.de

Frauen helfen Frauen e. V. - Women
Helping Women

Friedrichstraße 24, 57462 Olpe
☎ 02761 / 1722
✉ info@frauenhelfenfrauen-olpe.de
@ www.frauenhelfenfrauen-olpe.de

Help Hotline
Violence Against Women

Free help offered 24/7 and in
various languages
☎ 08000 / 116 016
✉ info@hilfetelefon.de
@ www.hilfetelefon.de

■ Integration and Language Courses



Deutsche Angestellten Akademie (DAA)
German Employees' Academy

Bahnhofstraße 15, 57462 Olpe
☎ 02761 / 838 6901
✉ info.olpe@daa.de
@ www.daa-olpe.de

IFINS – Institute for International
Languages

Koblenzer Straße 29, 57072 Siegen
☎ 0271 / 7700 788
✉ info@ifins.de
@ www.ifins.de

IN VIA Catholic Association for Girls' and
Women's Social Work

Kolpingstraße 62, 57462 Olpe
☎ 02761 / 921 1711
✉ invia@caritas-olpe.de
@ www.invia-caritas-olpe.de

Volkshochschule Olpe (VHS) - Olpe
Adult Education Centre

Kurfürst-Heinrich-Straße 34, 57462 Olpe
☎ 02761 / 923 630,
✉ info@vhs-kreis-olpe.de
@ www.vhs-kreis-olpe.de

Volkshochschule Siegen - Siegen Olpe
Adult Education Centre
(literacy courses)

Koblenzer Straße 73, 57072 Siegen
☎ 0271 / 333 1519
✉ vhs@siegen-wittgenstein.de
@ www.siegen-wittgenstein.de/vhs

■ Integration Agencies

Deutsches Rotes Kreuz (DRK) - German
Red Cross

Löherweg 9, 57462 Olpe
☎ 02761 / 2643
✉ info@kv-olpe.drk.de
@ www.kv-olpe.drk.de



Diakonie Südwestfalen - South
Westphalia Social Welfare Work

Friedrichstraße 27, 57072 Siegen
☎ 0271 / 5003 107
✉ integrationsagentur@diakonie-sw.de
@ www.diakonie-sw.de → „Einrichtungen“
→ „Beratung und Begegnung“



■ Youth Centres

Jugendzentrum Attendorn - Attendorn
Youth Centre

Heggener Weg 9, 57439 Attendorn
☎ 02722 / 959 355
@ www.jugendzentrum-attendorn.de

KOT Drolshagen

Annostraße 14, 57489 Drolshagen
☎ 02761 / 710 80
✉ info@kot-drolshagen.de
@ www.kot-drolshagen.de

Kinder-, Jugend- und Kulturhaus
Finnentrop - Finnentrop Children's,
Youths' and Cultural House

Am Markt 5, 57413 Finnentrop
☎ 02721 / 507 48
✉ kinderjugendkulturhaus@web.de
@ www.kinderjugendkulturhaus.de

KOT Kirchhundem

Hundemstraße 38, 57399 Kirchhundem
☎ 02723 / 717 212
✉ kot-kirchhundem@freenet.de

OT Grevenbrück

Kölner Straße 60, 57368 Lennestadt
☎ 02721 / 3817
✉ info@homeot.de
@ www.homeot.de

KOT NewKomma

Bürgermeister-Beckmann-Platz 5
57368 Lennestadt
☎ 02723 / 717 940
✉ newkomma@web.de

Lorenz-Jaeger-Haus Olpe

Frankfurter Straße 24, 57462 Olpe
☎ 02761 / 83640
✉ info@lorenz-jaeger-haus.de
@ www.lorenz-jaeger-haus.de

KOT Wenden

Hauptstraße 95a, 57482 Wenden
☎ 02762 / 2133
✉ kot.wenden@pv-wendener-land.de
@ www.kot-wenden.de


■ Child Care

| | | |
|---------------|--|---|
| Day care | District of Olpe: Financial Youth Assistance Service | Westfälische Straße 75, 57462 Olpe ☎ 02761 / 81 572 ✉ jugendamt@kreis-olpe.de @ www.kreis-olpe.de/kindertagesbetreuung |
| Day care | Tageselternverein der kfd im Kreis Olpe e. V. - District of Olpe KFD Childminders Association | Kolpingstraße 62, 57462 Olpe ☎ 02761 / 921 1911 ✉ tageselternverein@caritas-olpe.de @ www.tageselternverein-olpe.de |
| Kindergartens | District of Olpe: Financial Youth Assistance Service | Westfälische Straße 75, 57462 Olpe ☎ 02761 / 81 470 ✉ jugendamt@kreis-olpe.de @ www.kreis-olpe.de/kindertagesbetreuung → „Kindertageseinrichtungen“ |

■ Hospitals and Physicians

| | | |
|--|--|--|
| Rescue Service (emergencies only) | ☎ 112 |  |
| Helios Klinik, Attendorn | Hohler Weg 9, 57439 Attendorn ☎ 02722 / 600 | |
| St. Josefs-Hospital, Lennestadt | Uferstraße 7, 57368 Lennestadt ☎ 02723 / 6060 | |
| St. Martinus-Hospital, Olpe | Hospitalweg 6, 57462 Olpe ☎ 02761 / 850 | |
| DRK-Kinderklinik Children's Clinic, Siegen | Wellersbergstraße 60, 57072 Siegen ☎ 0271 / 23 450 | |
| Lüdenscheid Children's Clinic | Paulmannshöher Str. 14, 58515 Lüdenscheid ☎ 02351 / 460 | |
| Emergency Medical Service / Weekend On-Call Physician | ☎ 116 117 | |
| List of all physicians | Overview of health insurance companies | |

■ Multi-Generation Facility





| | | |
|--|---|---|
| Multi-generation facility Meeting house | Löherweg 9, 57462 Olpe ☎ 02761 / 2643 ✉ bell@kv-olpe.drk.de @ www.kv-olpe.drk.de → „Angebote“ → „Senioren“ → „Tages- und Begegnungsstätten“ |  |
|--|---|---|

■ Migrants Organisations

| | | |
|-------------------|--|---|
| Attendorn | Centro Don Bosco e. V. Association for Multicultural Meetings | Heggener Weg 9a 57439 Attendorn ☎ 02722 / 504 67 |
| | DITIB Attendorn, Moschee und Kulturzentrum e. V. - DITIB Attendorn, Mosque and Cultural Centre | Ostwall 103 57439 Attendorn ☎ 02722 / 2415 ✉ info@ditib-attendorn.de @ www.ditib-attendorn.de |
| | Islamic Society - Kurdish Mosques Attendorn | |
| | Spanish Parents Association | |
| Drolshagen | T-EV-A Türkischer Elternverein Attendorn e. V. - Attendorn T-EV-A Turkish Parents Association | Postfach 0165 57425 Attendorn ☎ 0175 596 1539 ✉ info@teva-ev.de @ www.teva-ev.de |
| | Greek Folklore Association "Panagia Soumela" Drolshagen-Olpe e. V. | Brückstraße 7 57489 Drolshagen ☎ 02761 / 732 96 ✉ pontios@griechischer- folkloreverein.de @ www.griechischer- folkloreverein.de |
| | | |
| | | |
| Finnentrop | Finnentrop Mosque Association | Lennestraße 17 57413 Finnentrop ☎ 02721 / 798 22 |
| | Nizami Alem – Turkish-Islamic Society Finnentrop e. V. | Werksweg 14 57413 Finnentrop ☎ 02721 / 714 6489 ✉ info@nizami-alem.com @ www.nizami-alem.com |
| LenneStadt | Alevi Cultural Centre | Grafweg 5 57368 LenneStadt |
| | DITIB Yeşil Camii für LenneStadt und Umgebung e. V. | Von-Stephan-Straße 2 57368 LenneStadt ☎ 02721 / 601 912 ✉ info@ditib-lenneStadt.de @ www.ditib-lenneStadt.de |

| | | |
|---------------|---|---|
| Olpe | GreekCulture Society Olpe Sokrates e. V. | Buchenweg 3 57462 Olpe ✉ ch.kougioumtzidis@arcor.de |
| | Turkish-Islamic Society DITIB e. V. | Siegener Straße 2 57462 Olpe ☎ 02761 / 653 09 |
| Wenden | Bildungs- und Kulturverein Wenden e. V. - IKMB Wenden Camii Society for Education and Culture | Hauptstraße 91 57482 Wenden ☎ 02762 / 989 097 |

■ Migration Advice Centres

| | | |
|---|---|---|
| Arbeiterwohlfahrt (AWO) - Workers' Welfare Association | Koblenzer Straße 136, 57072 Siegen ☎ 0271 / 338 60 ✉ info@awo-siegen.de @ www.awo-siegen.de |  |
| Caritas – Speciality service for integration and migration | Kolpingstraße 62, 57462 Olpe ☎ 02761 / 921 1420 ✉ info@caritas-olpe.de @ www.caritas-olpe.de → „Einrichtungen“ → „Fachdienst für Integration und Migration“ |  |
| Internationaler Bund (IB) - International Organisation - Youth Migration Service | Hohler Weg 1, 57439 Attendorn ☎ 02722/ 632 595, 0151 6291 5708 ✉ jmd-olpe@internationaler-bund.de @ www.jugendmigrationsdienste.de |  |
| Verein für soziale Arbeit und Kultur Südwestfalen e. V. (VAKS) - Organisation for Social Work and Culture in South Westphalia | Sandstraße 12, 57072 Siegen ☎ 0271 / 387 830 ✉ info@vaks.info @ www.vaks.info |  |

■ Emergencies

| | | |
|---|-------|---|
| Fire Department | ☎ 112 | If there is a fire in your home or you see a fire somewhere else, call this number immediately! |
| Emergency Medical Service, Rescue Service | ☎ 112 | You can call this number for help if you or someone else is seriously ill or injured. |

Police ☎ 110 Have you been the victim of an act of violence or witnessed a crime? Call the police right away!

Emergency Medical Service, Weekend On-Call Physician ☎ 116 117 You can call this number if you fall ill and need to see a doctor on the weekend or on a holiday.

■ Debt Counselling

Verbraucherzentrale NRW e. V. - NRW Consumer Advice Centre Hundemstraße 29, 57368 Lennestadt
☎ 02723 / 719 570
@ www.vz-nrw.de/beratung-geld

■ Drug and Addiction Counselling, Self-Help Groups

Caritas - Addiction Counselling Kolpingstraße 62, 57462 Olpe
☎ 02761 / 921 1521
✉ suchtberatung@caritas-olpe.de
@ www.caritas-suchtberatung-olpe.de

Diakonie Plettenberg - Plettenberg Social Welfare Work Bahnhofstraße 25, 58840 Plettenberg
☎ 02391 / 9540 20
✉ sekretariat@sbst-plettenberg.de
@ www.diakonie-plettenberg.de

Contact and Information Centre for Self-Help Groups (KISS)
- Frankfurter Straße 28, 57462 Olpe
☎ 02761 / 835 3954
- Burgstraße 23, 57072 Siegen
☎ 0271 / 25028 50
✉ www.KISS@EFL-Siegen.de
@ www.kirchenkreis-siegen.de

District of Olpe: Socio-Psychiatric Service Westfälische Straße 75, 57462 Olpe
☎ 02761 / 81 0
✉ info@kreis-olpe.de
@ www.kreis-olpe.de/sozialpsychiatrische-hilfen

City Maps

District, City and Community Administration Offices

City of Attendorn

Kölner Straße 12, 57439 Attendorn

☎ 02722 / 64 0

✉ stadt@attendorn.de

@ www.attendorn.de



City of Drolshagen

Hagener Straße 9, 57489 Drolshagen

☎ 02761 / 970 0

✉ rathaus@drolshagen.de

@ www.drolshagen.de

Finnentrop Municipality

Am Markt 1, 57413 Finnentrop

☎ 02721 / 512 0

✉ rathaus@finnentrop.de

@ www.finnentrop.de

Kirchhundem Municipality

Hundemstraße 35, 57399 Kirchhundem

☎ 02723 / 409 0

✉ post@kirchhundem.de

@ www.kirchhundem.de

City of Lennestadt

Thomas-Morus-Platz 1, 57368 Lennestadt

☎ 02723 / 608 0

✉ rathaus@lennestadt.de

@ www.lennestadt.de

City of Olpe

Franziskanerstraße 6, 57462 Olpe

☎ 02761 / 83 0

✉ rathaus@olpe.de

@ www.olpe.de

Wenden Municipality

Hauptstraße 75, 57482 Wenden

☎ 02762 / 40 60

✉ rathaus@wenden.de

@ www.wenden.de

Kommunales
Integrationszentrum (KI) -
District of Olpe Community
Integration Centre

Westfälische Straße 75, 57462 Olpe

☎ 02761 / 81 0

✉ kizolpe@kreis-olpe.de

@ www.kreis-olpe.de/ki

■ Legend



Agentur für Arbeit -
Employment Agency



Police



City Hall



Fire Department



Administration Office



Train Station

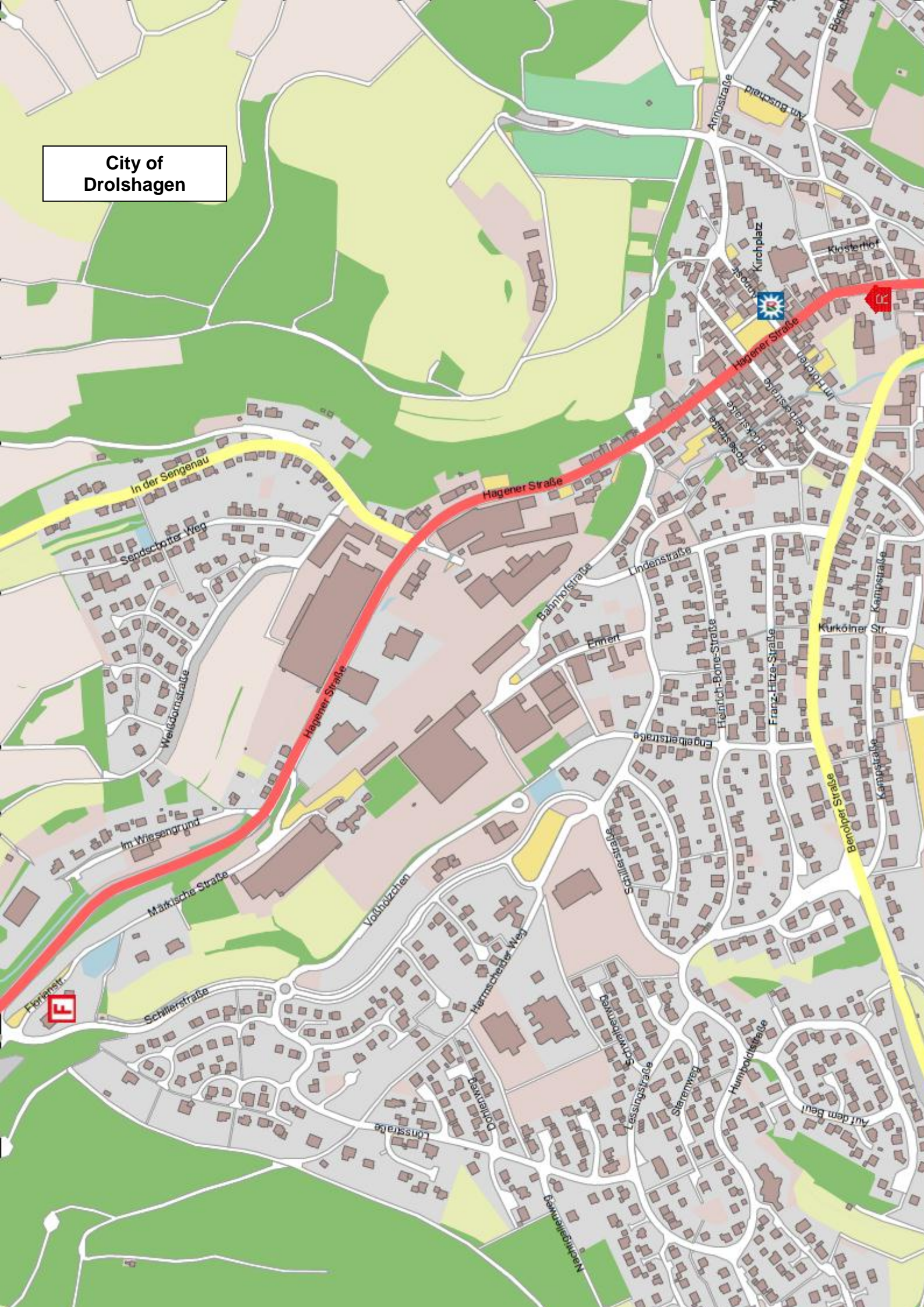


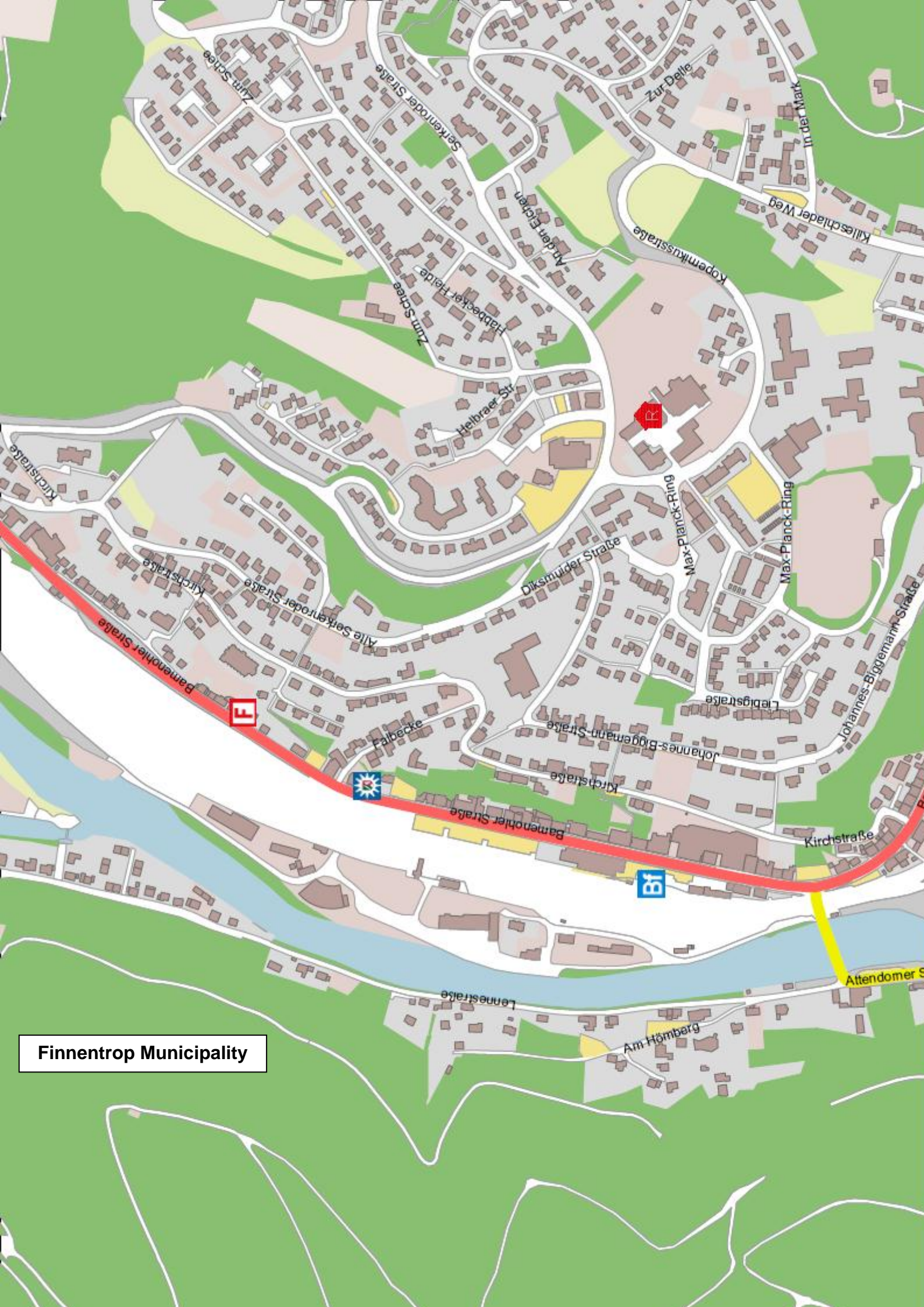
Hospital



City of Attendorn

City of
Drolshagen



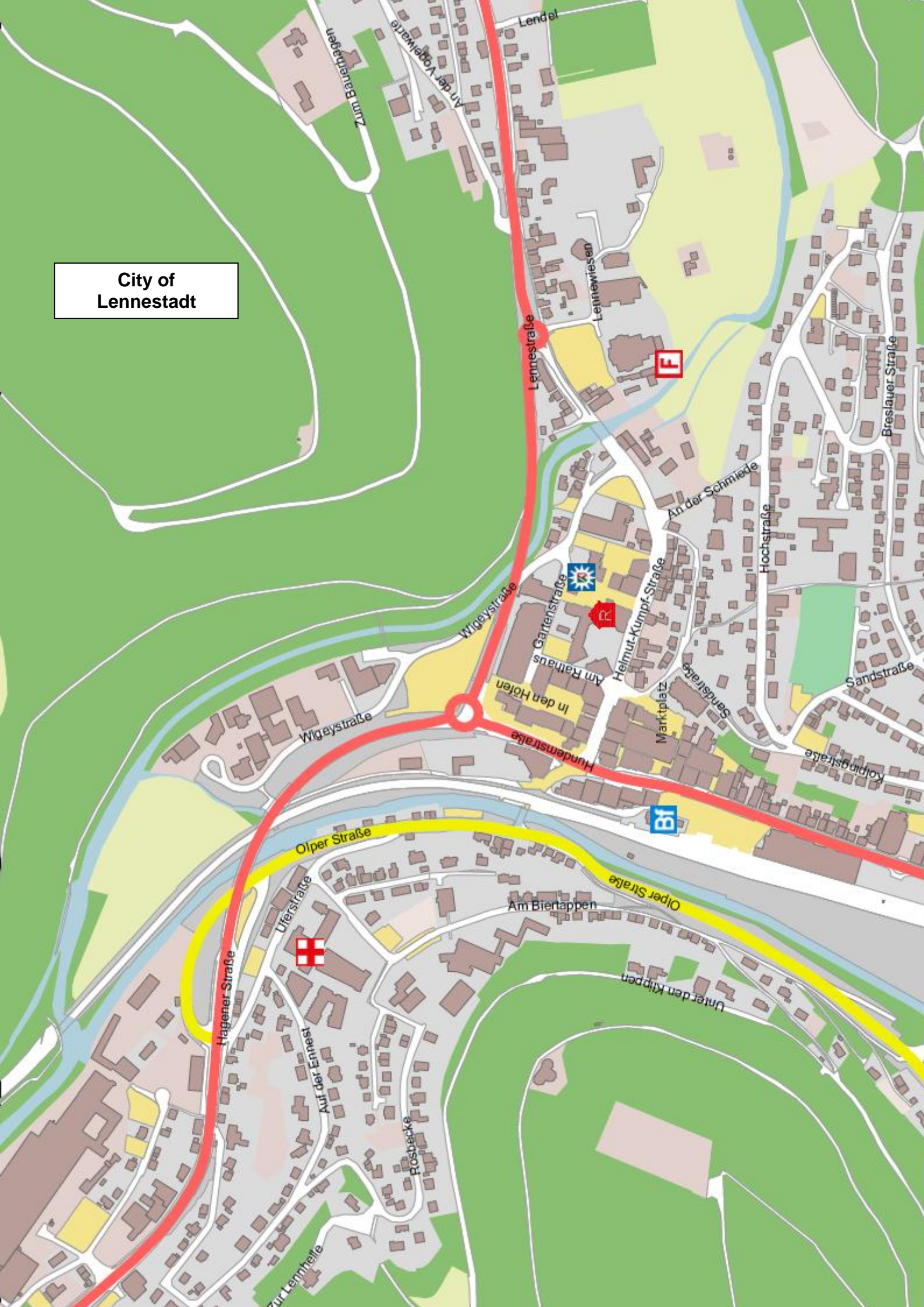


Finnentrop Municipality

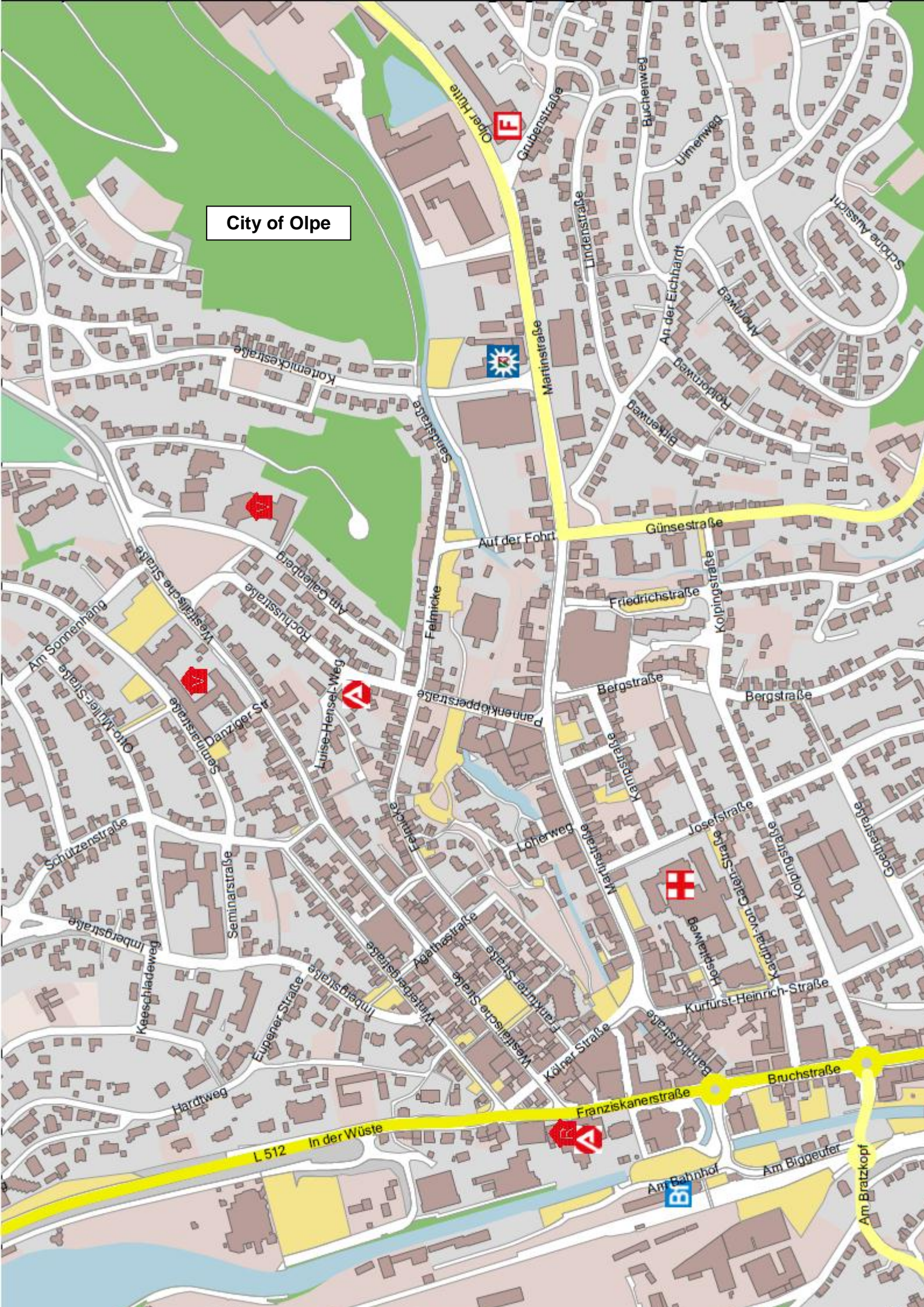
Kirchhundem Municipality



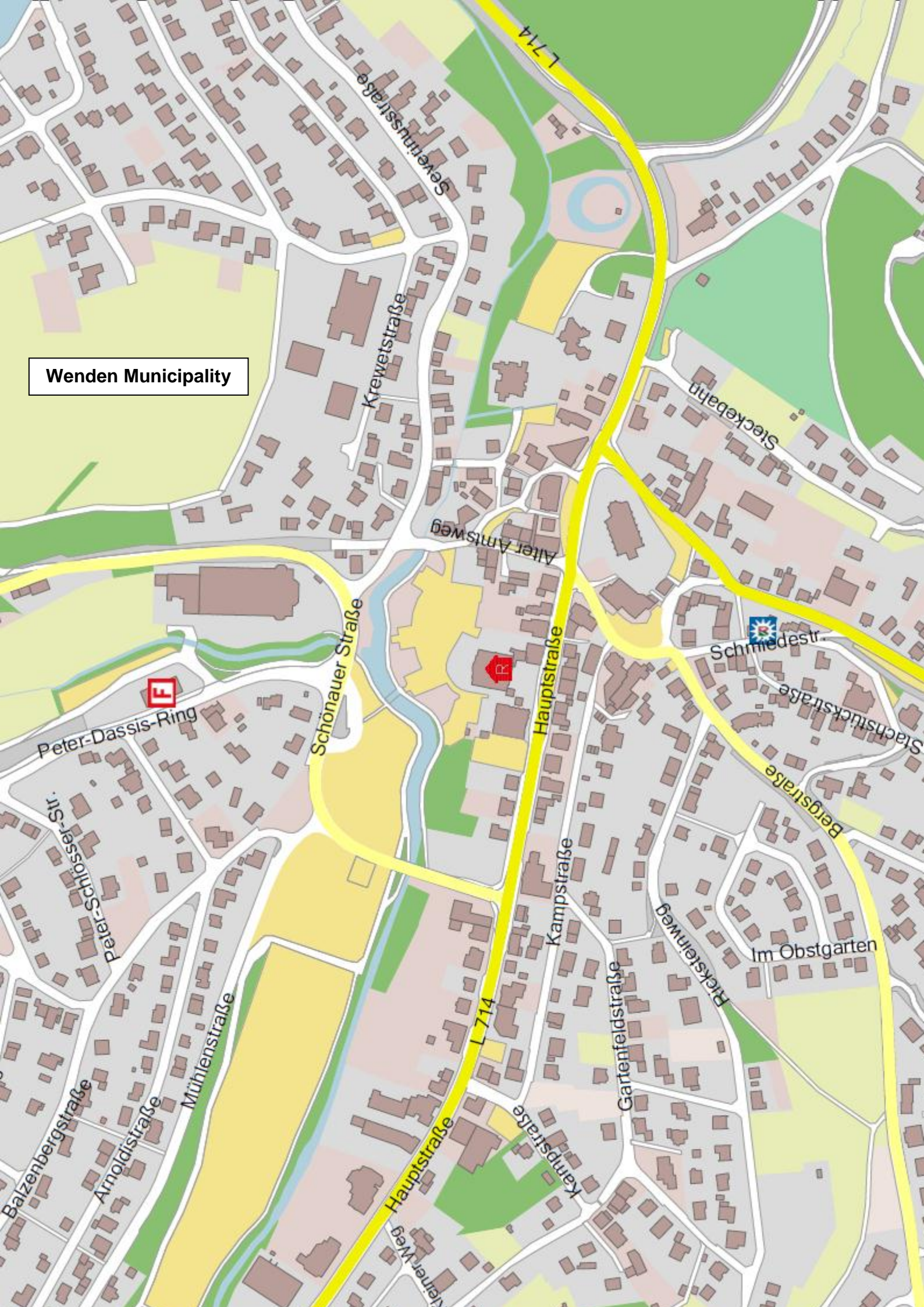
**City of
Lennestadt**



City of Olpe



Wenden Municipality



Notes

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Notes

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Notes

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[illegible]

For Emergencies

Sometimes you have to act fast. And you need immediate help. So make sure you know these phone numbers. All emergency numbers are **available 24/7, including Sundays and holidays**, and are **free of charge**!

Emergency Medical Service: 112

You can call this number for immediate help if you or someone else is seriously ill or injured.

Fire Department: 112

If there is a fire in your home or you see a fire somewhere else, call this number immediately.

Police: 110

Have you been the victim of an act of violence or witnessed a crime? Call the police right away!

Telephone Counselling Hotline: 0800 1110111 or 0800 1110222

Make sure you can answer the following questions when you call the emergency number for medical service, the fire department or the police department:

- **Who** is calling?
- **Where** is the emergency?
- **What** is the emergency?
- **How many** people are injured or ill?
- **What kind** injuries have they suffered?
- **Wait** for any queries!



