





# Asylum seekers in Germany: A Guide

Welcome!



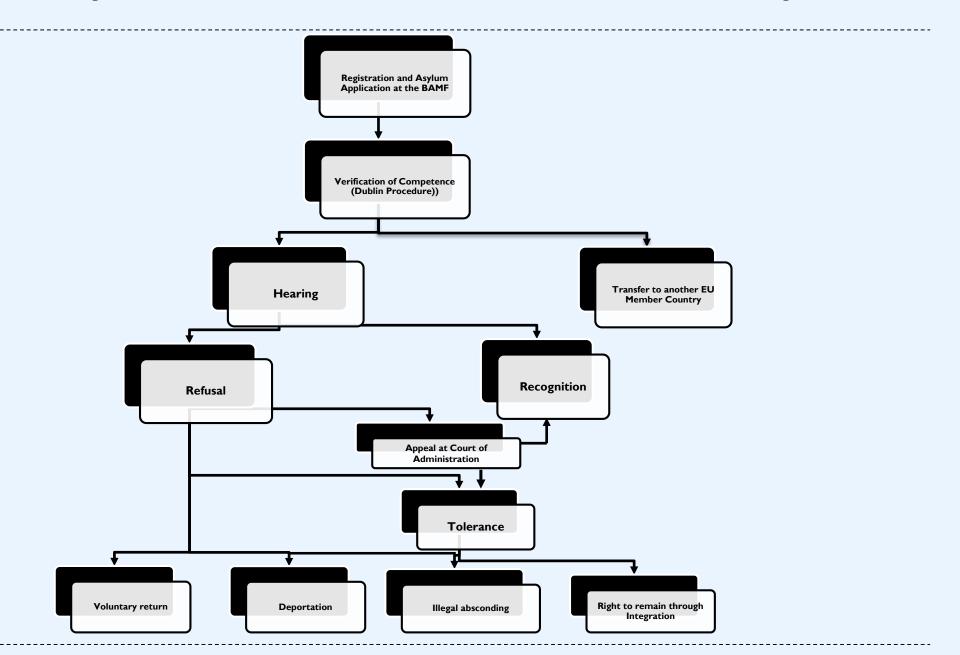




# Overview of Topics

Asylum Procedure in Germany (Table)	4
Claiming Asylum	5
Ruling	
Meeting Living Costs	
Working	8
Health and Healthcare	10
Freedom of movement	11
German language courses	12
Children / School	13
Pregnancy and giving birth	14
Family regroupment	15
Passport obligation	
Voluntary return	
Bank	
TV & Radio Licence Fee	19
Debt	
Contracts	21
Penalties	
Free time	24
Important Addresses	25a

# Asylum Procedure in Germany



# Claiming Asylum

Status	Asylum procedure	Important!
BüMa: Attestation of registration as asylum seeker (certificate of arrival)	<ul> <li>The Büma is not a residence permit. It is proof that you have applied for asylum. You have not yet submitted your application for asylum to the BAMF (Federal Office for Migration and Refugees).</li> <li>You will receive a registration date from the BAMF by letter.</li> </ul>	<ul> <li>If your address changes, do not forget to inform the BAMF!</li> <li>Be sure not to miss the appointment!</li> <li>Fahrtkosten werden vom Sozialamt erstattet.</li> </ul>
Preliminary	You have submitted your asylum application to the BAMF.	If your address changes, do not forget to inform the BAMF!!
residence permit	If you have not yet had a hearing, you will be invited to your hearing (interview) by letter.	Be sure not to miss the appointment! If you are ill or
(Gestattung)	The hearing date is the most important date in your asylum procedure. You will be interviewed by a BAMF officer. An interpreter will translate for you. Attention will be given to your individual case. Please tell in detail what happened to you and why you had to leave your country.	cannot attend for any other reason, please inform the BAMF in good time and ask for a new appointment. Your travelling expenses will be
	Details of the interview will be recorded in a protocol. It is your right to have the protocol read to you when the interview has been completed. The protocol will be sent to you by letter.	reimbursed by the Social Security Office.
	The decision taken by the BAMF will also be posted to you .	<ul> <li>Prepare yourself well for the interview! To get help you can contact your lawyer and/or</li> </ul>
	You will receive written notification if a <b>Dublin procedure</b> has been set in motion even before the decision is adopted .	your refugee advice centre.
	→ Consult your lawyer and / or your refugee advice centre without delay!	If you hand over documents to the BAMF, remember to ask for a copy for your records!

# Ruling

Dub	lin	proc	edure
		$\rho_1 \circ \sigma$	Jaar

- All applicants are only entitled to make a single application for asylum in the European Union. This application needs to be made in the country which he or she entered first.
- If you have already applied for asylum in another European Union country or your fingerprints have been recorded there, or if you have only an entry visa from a second country, Germany will reject your application for asylum as "unzulässig" (disallowed).
- You will face deportation to a second European Union country, and the Immigration Authorities will execute this within a period of 6 months.

### Recognition

- BAMF can grant you protection as follows:
  - Recognition of asylum entitlement
  - Recognition of refugee status
  - Recognition as entitlement of subsidiary protection
  - Assessment of "national" deportation bans

### Refusal

- If your asylum application is refused, you are facing deportation. However, you have a right of appeal against the decision of the BAMF.
- If your asylum application is rejected as <u>"clearly unfounded"</u> or <u>"disallowed"</u>, you have a period of <u>only one week</u> to lodge an appeal.

- If you have a lawyer, please contact him without delay. Otherwise, contact your refugee advice centre. In some cases there may be grounds for an appeal against this decision. Please remember to meet the deadlines indicated.
- In many cases, there will be grounds for appeal against this decision. Make sure to meet the required deadlines.
- Each of these choices has different consequences for your further rights and obligations. These rights are explained in detail in your native language in the enclosed leaflet. Please read this carefully or ask for advice at a counselling centre.
- Please consult a lawyer without delay. You will need a lawyer who is competent in Immigration Law.
- Please note that the file must be submitted within a given period. This period is specified in the legal instructions (last page of the BAMF notification). Normally, the period is two weeks after receipt of the notification (!), i.e. from the day you receive the notification.

# **Meeting Living Costs**



### Preliminary residence permit

- You will receive your benefits from the Social Security Office of your municipality/city under the Asylum Seekers Benefits Act. When you arrive you will be informed about where and when you can receive your money.
- You have to pay only the cost of electricity yourself, which means that these costs will be deducted from your benefits.
- You can see the level of benefits you are entitled to from a notification, which will be given to you. You can have this notification checked at a counselling centre. If you feel there are any errors, you are entitled to lodge an appeal against this decision.
- You are not entitled to any additional benefits (for example, rent allowance, child support, etc.).
- After a <u>stay of 15 months</u>, your benefits will be adjusted to the level of German welfare recipients, which means that you get a little extra money.
- If you are living in a private apartment and not in a refugee camp, the rent will also be paid by the social services department. Social Services may agree to pay any deposit on your apartment and will deduct this money in monthly instalments from your benefits. If so, remember to reclaim the deposit from the owner when you move out of the apartment (!).
- If you refuse to do community service, your benefits may be reduced.

### Residence permit

- If your application has been granted by the BAMF, you will receive benefits from the Job Centre with effect from the date of the decision. Since the application for a residence permit takes some time to process, please ask the Aliens Office for a certificate to show at the Job Centre, so that you can make your application without delay (!).
- The Job Centre application is very long and complicated. Please take someone along with you who can interpret for you, or contact a counselling centre before you go.
- Every six months you will be sent an amendment to the application, which you must complete and send back to the Job Centre.
- You are obliged to attend every appointment you are given at the Job Centre. Otherwise your benefits may be reduced.
- If you are no longer able to work (due to age or illness), you will receive benefits in the same amount from the Social Security Office (SGB XII). The Job Centre is only responsible for able-bodied adults and their family members.

- If your application has been granted by the BAMF, you will receive benefits from the Job Centre with effect from the date of the decision.
- You have to pay only the cost of electricity yourself, which means that these costs will be deducted from your benefits.
- You can see the level of benefits you are entitled to from a notification, which will be given to you. You can have this notification checked at a counselling centre. If you feel there are any errors, you are entitled to lodge an appeal against this decision.
- You are not entitled to any additional benefits (for example, rent allowance, child support, etc.).
- After a <u>stay of 15 months</u>, your benefits will be adjusted to the level of German welfare recipients, which means that you get a little extra money.
- If you are living in a private apartment and not in a refugee camp, the rent will also be paid by the social services department. Social Services may agree to pay any deposit on your apartment and will deduct this money in monthly instalments from your benefits. If so, remember to reclaim the deposit from the owner when you move out of the apartment (!).
- If you refuse to do community service, or refuse to cooperate in the process of procuring a passport, your benefits may be reduced.

# Working



### Preliminary residence permit

- To work in Germany, you need a work permit!
- In the first 3 months in Germany you are not allowed to work.
- After the first 3 months you are allowed to work if the Federal Employment Agency and the Immigration Authorities grant you a permit. Your prospective employer must fill in and give you a "job description" form, which you must then deliver to the Immigration Authorities. There is then a check whether, for example, a German or EU citizen or a recognized refugee wished to have the job.
- After you have been in the country for 15 months this job market test does not apply, but your work permit will still only apply for a specific job. Each time you change jobs, you need to re-apply for a work permit.
- You can obtain a permanent work permit only after 48 months in Germany.
- It will be marked in your identity papers if you are allowed to work.
- Please only accept work if you have already received the approval of the Aliens Office (work permit)!

### Residence permit

- Your residence permit will tell you if you are allowed to work.
- If you have received a refugee pass, you are allowed to work immediately.
- In connection with your job plans, you should consult an agent at Job Centre or at the Migration Counselling Centre.
- If you have already completed job training or have studied and can provide proof of this or certificates, you need to get your qualifications recognized in Germany.
- You will have better job opportunities if you know the German language. Therefore it is important to begin an integration course (free of charge for you).

- To work in Germany, you need a work permit!
- In the first 3 months in Germany you are not allowed to work.
- After the first 3 months you are allowed to work if the Federal Employment Agency and the Immigration Authorities grant you a permit. Your prospective employer must fill in and give you a "job description" form, which you must then deliver to the Immigration Authorities. There is then a check whether, for example, a German or EU citizen or a recognized refugee wished to have the job.
- After you have been in the country for 15 months this job market test does not apply, but your work permit will still only apply for a specific job. Each time you change jobs, you need to re-apply for a work permit.
- You can obtain a permanent work permit only after 48 months in Germany.
- It will be marked in your identity papers if you are allowed to work.
- Please only accept work if you have already received the approval of the Aliens Office (work permit)!
- You have been required to leave Germany. If you refuse to leave voluntarily, the Immigration Authorities are obliged to deport you. If you do not participate in the processes of clarification of identity or passport procurement, a ban from working may be imposed. This means that you will no longer be able to work!

# Working

	Preliminary residence permit	Entitled to asylum, recognized as refugee	Subsidiary protection, ban on deportation,	Tolerance
	permit	recognized as relugee	humanitarian permit	
Vocational training, internships, voluntary service	Permitted after 3 months*	Permitted w/o delay	Permitted w/o delay	Permitted w/o delay (§ 32 Abs. 2 BeschV)
Paid employment	1-3 months – not permitted 4 -15 months – permitted* after Priority check 16 -48 months – permitted* after check on working conditions	Permitted w/o delay	Permitted w/o delay	1 -3 months – no permitted 4 -15 months – permitted* After priority check 16 -48 months – permitted* after check on working conditions
Highly qualified employment and employment with relatives	Permitted after 3 months*	Permitted w/o delay	Permitted w/o delay	Permitted w/o delay* (§ 32 Abs. 2 BeschV)
Can the Aliens Office impose a ban on working?	No	No	No	Yes, in the case of a lack of cooperation in confirmation of identity or passport procurement
Self-employment	Not permitted	permitted	Permissible* after application	Not permitted

<sup>\*</sup>Permit to be applied for at Aliens Office

# Health & Healthcare



### Preliminary residence permit

- You have <u>no</u> health insurance. Healthcare costs are paid by the Social Seurity Office.
- If you are or become ill, you will need a medical reference certificate for the family doctor. You can look for a family doctor yourself, or the Social Security Office will allocate you one.
- If you family doctor refers you to a second doctor (specialist), you first need to get a new medical reference from the Social Security Office and bring this to the second doctor.
- In some cases, the Social Security Office will ask the Public Health Department to check that there is genuine need for treatment. If the need for subsequent treatment is rejected, you can appeal against this decision. Please contact your counselling centre.
- You are exempt from any extra payments. You will be given a certificate for this from the Social Security Office. You will need to present this certificate when you go to the doctor and also at the pharmacy when you receive medication on prescription.
- In an emergency, please call a hospital without delay. If you are no longer able to get to the hospital either independently or by taxi, you should phone (112) the emergency services.
- If you start regular employment, you will have social insurance and you and your family members will be included in this insurance. You will then be given a health insurance card, which you must present every time you visit a doctor. However, health insurance organizations do not cover all kinds of medical expenses. Your doctor will provide information about this.
- If you have a **disability** you should make an application for a severe disability assessment. If your disability is assessed to be more than 50%, you will be given a severely disabled ID.
- If you need **homecare services**, you must apply for the necessary care services at the Social Security Office.

### Residence permit

- If you receive a residence permit, you will normally have to take out health insurance. You and your family members will be given their own personal health insurance cards, which must be presented to the doctor at every visit.
- You have a free choice of health insurance organization.
- If you receive benefits from the job centre, the Job Centre pays your health insurance contributions. If you are in employment for which insurance contributions are due, these contributions are deducted from your salary and forwarded directly to the insurance organization.
- Certain items you must pay yourself. For example, for prescription medication, you must always €5 yourself. For stays in hospital, there is a charge of €10 per day.
- If you call an ambulance /emergency services home and then either cannot be treated or the physician determines that the emergency call was not necessary and you would have been able to visit the hospital yourself, you will be asked to pay for the costs, which may be as much as several hundred euros, yourself. Only call the emergency services (112) in a serious emergency!
- If you need home care, medical cover for the appropriate test, the cost of care. You must apply for the necessary care services your health insurance.
- If you have a <u>disability</u> you should make an application for a severe disability assessment. If your disability is assessed to be more than 50%, you will be given a severely handicapped ID.

- You have **no** health insurance. Healthcare costs are paid by the Social Seurity Office.
- If you are or become ill, you will need a medical reference certificate for the family doctor. You can look for a family doctor yourself, or the Social Security Office will allocate you one.
- If you family doctor refers you to a second doctor (specialist), you first need to get a new medical reference from the Social Security Office and bring this to the second doctor.
- In some cases, the Social Security Office will ask the Public Health Department to check that there is genuine need for treatment. If the need for subsequent treatment is rejected, you can appeal against this decision. Please contact your counselling centre.
- You are exempt from any extra payments. You will be given a certificate for this from the Social Security Office. You will need to present this certificate when you go to the doctor and also at the pharmacy when you receive medication on prescription.
- In an emergency, please call a hospital without delay. If you are no longer able to get to the hospital either independently or by taxi, you should phone (112) the emergency services.
- If you start regular employment, you will have social insurance and you and your family members will be included in this insurance. You will then be given a health insurance card, which you must present every time you visit a doctor. However, health insurance organizations do not cover all kinds of medical expenses. Your doctor will provide information about this.
- If you have a **disability** you should make an application for a severe disability assessment. If your disability is assessed to be more than 50%, you will be given a severely disabled ID.
- If you need **homecare services**, you must apply for the necessary care services at the Social Security Office.

# Freedom of movement



### Preliminary residence permit

- You will be placed in a particular municipality and must remain where you have been placed until the completion of your asylum procedure. You cannot choose the city/municipality you are placed in.
- If you have close family members in a different location in Germany and wish to live close to them, you may make a request for re-placement to that municipality. If you need assistance, please contact your local advice centre.
- Exactly where you are placed in the community is decided by the municipality. You have no say in this matter.
- During the first 3 months after entering the country, you are not allowed to leave the German state that you are residing in (NorthRhein Westphalia) without a permit from the Immigration Authorities. After these 3 months you are allowed to travel within Germany and do not need a permit from the Immigration Authorities. Your data are recorded on your permit.
- Do not across the border into another European country! This is prohibited and may be grounds for a criminal charge.
- Please remember to inform the BAMF always about your current address every time you move.
- You are allowed to travel within your residential area on a "social ticket" (valid for buses and trains within your residential area). You will be given a certificate from the Social Security Office enabling you to get this social ticket. You must pay the costs connected with this yourself.

### Residence permit

- In some cases, your residence permit will also include restrictions about where your can reside. This is as long you are not working and are receiving social benefits from the Social Security Office or Job Centre. If you wish to take a job in a different location and to move there, you must apply for permission to move from the Immigration Authorities.
- There are no restrictions on you for travelling in Germany.
- For travelling outside Germany you will need a valid travel or refugee pass.
- A refugee pass will not allow you to travel to your home country! To do so is to risk cancellation of the asylum you have been granted.

- You will be placed in a particular municipality and must remain where you have been placed until the completion of your asylum procedure. You cannot choose the city/municipality you are placed in.
- If you have close family members in a different location in Germany and wish to live close to them, you may make a request for re-placement to that municipality. If you need assistance, please contact your local advice centre.
- Exactly where you are placed in the community is decided by the municipality. You have no say in this matter.
- During the first 3 months after entering the country, you are not allowed to leave the German state that you are residing in (NorthRhein Westphalia) without a permit from the Immigration Authorities. After these 3 months you are allowed to travel within Germany and do not need a permit from the Immigration Authorities. Your data are recorded on your permit.
- Do not across the border into another European country! This is prohibited and may be grounds for a criminal charge.
- Please remember to inform the BAMF always about your current address every time you move.
- You are allowed to travel within your residential area on a "social ticket" (valid for buses and trains within your residential area). You will be given a certificate from the Social Security Office enabling you to get this social ticket. You must pay the costs connected with this yourself.

# German language courses



### Preliminary residence permit

- It is very important to learn German as quickly as possible. There are different courses available, more or less intensive and expensive. Please contact your counselling centre to find the right course for you.
- Generally, you yourself will have to meet the cost of language courses you take and the textbooks you need.
- Some free language courses, run by volunteers are also available.

### Residence permit

- If you have received a residence permit issued for at least 2 years, you are entitled to an integration or language course. This means that this course is free for you.
- The Immigration Authorities or the Job Centre may demand that you sign up to an integration course. In this case, it is very important that you attend. If not, your benefits may be reduced or stopped completely.

- It is very important to learn German as quickly as possible. There are different courses available, more or less intensive and expensive. Please contact your counselling centre to find the right course for you.
- Generally, you yourself will have to meet the cost of language courses you take and the textbooks you need.
- Some free language courses, run by volunteers are also available.

# Children / School



### Preliminary residence permit

- All children in Germany aged 6 years or older must attend school. If they do not, parents are punished by a fine
- After arrival in your municipality, you must register your children at a school! Normally there is first a conversation with the school counselling office to find the right school/class for your child. This conversation is usually arranged for you by the Social Services Office. If necessary, contact your counselling centre.
- If you have the school records of your children from your home country, you should get them translated and submit them to the school or school counsellor.
- Younger children (2 years +) can be enrolled in a kindergarten. If places at a kindergarten are available, children are accepted. The costs are paid by the Social Security Office.
- Kindergartens and some schools offer all-day care. The children can stay in school until around 4 o'clock in the afternoon, do their homework there and play with other children after the regular classes. For day care parents must pay contributions at a rate which varies according to parental income. If you are still receiving benefits from the Social Security Office, the Social Security Office will meet these care costs. Parents pay only a share of the costs of food (about €40 per month for each child). Day care is usually a very good investment because the children are able to learn German much faster and can find friends.
- Two times a year you will get extra money from the Social Security Office (a total of €100) for textbooks and other school supplies.

### Residence permit

- All children in Germany aged 6 years or older must attend school. If they do not, parents are punished by a fine.
- After arrival in your municipality, you must register your children at a school! Normally there is first a conversation with the school counselling office to find the right school/class for your child. This conversation is usually arranged for you by the Social Services Office. If necessary, contact your counselling centre.
- If you have the school records of your children from your home country, you should get them translated and submit them to the school or school counsellor.
- Younger children (2 years +) can be enrolled in a kindergarten. If places at a kindergarten are available, children are accepted. The costs are paid by the Office for Young People.
- Kindergartens and some schools offer all-day care. The children can stay in school until around 4 o'clock in the afternoon, do their homework there and play with other children after the regular classes. For day care parents must pay contributions at a rate which varies according to parental income. If you are still receiving benefits from the Social Security Office, the Social Security Office will meet these care costs. Parents pay only a share of the costs of food (about €40 per month for each child). Day care is usually a very good investment because the children are able to learn German much faster and can find friends.
- Two times a year you will get extra money from the Social Security Office (a total of €100) for textbooks and other school supplies.

- All children in Germany aged 6 years or older must attend school. If they do not, parents are punished by a fine.
- After arrival in your municipality, you must register your children at a school! Normally there is first a conversation with the school counselling office to find the right school/class for your child. This conversation is usually arranged for you by the Social Services Office. If necessary, contact your counselling centre.
- If you have the school records of your children from your home country, you should get them translated and submit them to the school or school counsellor.
- Younger children (2 years +) can be enrolled in a kindergarten. If places at a kindergarten are available, children are accepted. The costs are paid by the Social Security Office.
- Kindergartens and some schools offer all-day care. The children can stay in school until around 4 o'clock in the afternoon, do their homework there and play with other children after the regular classes. For day care parents must pay contributions at a rate which varies according to parental income. If you are still receiving benefits from the Social Security Office, the Social Security Office will meet these care costs. Parents pay only a share of the costs of food (about €40 per month for each child). Day care is usually a very good investment because the children are able to learn German much faster and can find friends.
- Two times a year you will get extra money from the Social Security Office (a total of €100) for textbooks and other school supplies.

# Pregnancy and giving birth



### Preliminary residence permit

- If you are pregnant, all medical services are available to you. This means that you are always able to consult the gynaecologist who supervises the course of your pregnancy and will intervene at any time if required. From your gynaecologist, you will get your mother pass, which is a record of all tests you have had and your medical condition.
- You can also go to a midwife, who will support you in your preparations for the birth, the birth itself and for the time after your baby is born. Ask your gynaecologist or counselling centre for contact details.
- If you receive benefits, from the 23rd week of pregnancy you will be entitled to an additional benefit, which is 17% more money.
- Also from 23rd week of pregnancy, you can make a request for assistance from the "Mother-Child Foundation" at an antenatal clinic.
- If you are receiving state benefits, you will receive all the things you need for your infant (cot, stroller, baby clothes, etc.) from the Social Security Office.
- After your child's birth, the child must be registered at the Registry Office. To do this, you need a certificate from the hospital about the birth, and documents about the parents (marriage certificate and passports). If these documents cannot be presented, the child will only be registered and for the time being no birth certificate will be issued.
- Please make a copy of the hospital certificate before you hand this in at the Registry Office. Issue of the birth certificate/certificate of registration may take some time to complete. If so, you must present the hospital certificate to the Social Security Office, so that the child can be registered there and may also receive benefits.

### Residence permit

- If you are pregnant, all medical services are available to you. This means that you are always able to consult the gynaecologist who supervises the course of your pregnancy and will intervene at any time if required. From your gynaecologist, you will get your mother pass, which is a record of all tests you have had and your medical condition.
- You can also go to a midwife, who will support you in your preparations for the birth, the birth itself and for the time after your baby is born. Ask your gynaecologist or counselling centre for contact details.
- If you receive benefits, from the 23rd week of pregnancy you will be entitled to an additional benefit, which is 17% more money.
- Also from 23rd week of pregnancy, you can make a request for assistance from the "Mother-Child Foundation" at an antenatal clinic.
- If you are receiving state benefits, you will receive all the things you need for your infant (cot, stroller, baby clothes, etc.) from the Social Security Office.
- After your child's birth, the child must be registered at the Registry Office. To do this, you need a certificate from the hospital about the birth, and documents about the parents (marriage certificate and passports). If these documents cannot be presented, the child will only be registered and for the time being no birth certificate will be issued.
- Please make a copy of the hospital certificate before you hand this in at the Registry Office. Issue of the birth certificate/certificate of registration may take some time to complete. If so, you must present the hospital certificate to the Social Security Office, so that the child can be registered there and may also receive benefits.

- If you are pregnant, all medical services are available to you. This means that you are always able to consult the gynaecologist who supervises the course of your pregnancy and will intervene at any time if required. From your gynaecologist, you will get your mother pass, which is a record of all tests you have had and your medical condition.
- You can also go to a midwife, who will support you in your preparations for the birth, the birth itself and for the time after your baby is born. Ask your gynaecologist or counselling centre for contact details.
- If you receive benefits, from the 23rd week of pregnancy you will be entitled to an additional benefit, which is 17% more money.
- Also from 23rd week of pregnancy, you can make a request for assistance from the "Mother-Child Foundation" at an antenatal clinic.
- If you are receiving state benefits, you will receive all the things you need for your infant (cot, stroller, baby clothes, etc.) from the Social Security Office.
- After your child's birth, the child must be registered at the Registry Office. To do this, you need a certificate from the hospital about the birth, and documents about the parents (marriage certificate and passports). If these documents cannot be presented, the child will only be registered and for the time being no birth certificate will be issued.
- Please make a copy of the hospital certificate before you hand this in at the Registry Office. Issue of the birth certificate/certificate of registration may take some time to complete. If so, you must present the hospital certificate to the Social Security Office, so that the child can be registered there and may also receive benefits.

# Family regroupment



### Preliminary residence permit

- During the asylum procedure you will have no possibility of bringing your family from abroad into the country.
- If you have family members (wife/husband, children who are minors) already in Germany, you can apply to the competent authority (in Northrhein Westphalia, District of Arnsberg) for regroupment so that you can live together.

### Residence permit

- If you have been recognized as a refugee, you have the right to regroup your family members (wife/husband and/or children who are minors) from abroad or from your country of origin. Your family members who wish to come to you should apply for a visa at the German Embassy in your country. If your family members make the visa application within three months from the date on which you received notification about your application from the BAMF, you will be granted a visa, provided that the family links can be proved by documents such as marriage and birth certificates.
- It is also a good idea to have it recorded at your immigration office that family regroupment is pending, so that this deadline can be met.> If your family members do not make the visa application within the time limit, a visa will only be granted if you are able to prove that you can meet the living expenses of the entire family and have adequate living space available. Your spouse must attend a German course in the home country and may enter only if she/he has passed a course test.
- If you have received a different kind of residence permit, which is not a "Blue Pass", the same conditions apply for obtaining a visa for entry to Germany: guarantee of living expenses, adequate living space, knowledge of German.
- If you have questions or need help with visa application status, please contact the Migration Counselling Centre!

- During the asylum procedure you will have no possibility of bringing your family from abroad into the country.
- If you have family members (wife/husband, children who are minors) already in Germany, you can apply to the Immigration Authorities for regroupment so that you can live together.

# Passport obligation



### Preliminary residence permit

- During the asylum procedure, you are not allowed to apply for identity papers or passport in your home country. However, if you have identity papers, you are obliged to present them to the police / the BAMF / the Immigration Authorities.
- Ask for a certified copy for your personal records!

### Residence permit

- If you have been granted refugee status, you will receive a residence permit and a "Blue Refugee Pass". It is regarded as unreasonable to demand that you get a national passport.
- If you have received Subsidiary Protection (AE 25,2,2) or a Deportation Order (AE 25.3), you are obliged to present your national passport.
- If you here need help, contact a migration counselling centre!

- If your application for asylum has been rejected and you are only tolerated, you are required to leave. If you do not leave voluntarily, the Immigration Authorities will be obliged to deport you. To effect a deportation, the Immigration Authorities require your national passport or passport substitute papers.
- You are legally obliged either to present your national passport or cooperate in the procurement of a passport by applying for a national passport at the embassy of your home country.
- If you refuse, as a punitive measure the Immigration Authorities may impose a ban on you working and/or file a criminal charget against you.

# Voluntary return



### Preliminary residence permit

- You are free to leave Germany at any time. The relevant immigration authorities can help you in obtaining exit documents (for example, passport replacement documents).
- You can also apply to the International Office for Migration for money for the return trip (flight tickets and pocket money). The Social Security Office or the Return Counselling Centre responsible in Northrhein Westphalia will assist you.

### Residence permit

- You are free to leave Germany at any time. The relevant immigration authorities can help you in obtaining exit documents (for example, passport replacement documents).
- You can also apply to the International Office for Migration for money for the return trip (flight tickets and pocket money). The Social Security Office or the Return Counselling Centre responsible in Northrhein Westphalia will assist you.

- You are free to leave Germany at any time. The relevant immigration authorities can help you in obtaining exit documents (for example, passport replacement documents).
- You can also apply to the International Office for Mirgration for money for the return trip (flight tickets and pocket money). The Social Security Office or the Return Counselling Centre responsible in Northrhein Westphalia will assist you.
- The Immigration Authorities will ask you if you wish to leave voluntarily. If this is not the case, please do not sign any documents which go against your wishes. Especially when the exceptional leave to remain is first issued you will receive a lot of documents requiring a signature. These documents often include a declaration about leaving the country voluntarily. You are not obliged to sign this declaration!

# Bank



### Preliminary residence permit

- If you wish to open a bank account, contact the bank of your choice. If you wish to work, a bank account is an absolute must because salaries in Germany are usually always paid into a bank account.
- To open a bank account, you will be required to identify yourself (normally your "Gestattung" (sufferance) will be enough) and sign contract forms. It is better to take someone along with who can translate everything for you.
- If any bank is not willing to open a bank account in your name, try another bank. The banks called "Sparkassen" will never refuse customers.
- Remember that banks make charges just for having a bank account. These charges are different from bank to bank.

### Residence permit

- If you wish to open a bank account, contact the bank of your choice. If you wish to work, a bank account is an absolute must because salaries in Germany are usually always paid into a bank account.
- To open a bank account, you will be required to identify yourself and sign contract forms. It is better to take someone along with who can translate everything for you.
- If any bank is not willing to open a bank account in your name, try another bank. The banks called "Sparkassen" will never refuse customers.
- Remember that banks make charges just for having a bank account. These charges are different from bank to bank.

- If you wish to open a bank account, contact the bank of your choice. If you wish to work, a bank account is an absolute must because salaries in Germany are usually always paid into a bank account.
- To open a bank account, you will be required to identify yourself (according to a recent change normally your "Duldung" (exceptional leave to remain) and your registration of address will be enough) and sign contract forms. It is better to take someone along with who can translate everything for you.
- If any bank is not willing to open a bank account in your name, try another bank. The banks called "Sparkassen" will never refuse customers.
- Remember that banks make charges just for having a bank account. These charges are different from bank to bank.

# TV & Radio licence fees



### Preliminary residence permit

- For public television channels in Germany, all citizens have to pay a TV licence fee. The fee applies when you are registered and are resident in the country.
- You are <u>not</u> required to pay TV licence fee as long as you are living in a refugee camp. If you are requested to pay, you must tell the TV Licence Fee Collection Agency that you live in a refugee camp.
- You also do not have to pay a TV licence fee if you are receiving state benefits. However, normally you must submit an application for exemption every 6 months and present proof that you are receiving state benefits. If you do not make this application, you will have to pay the fee. Retroactive exemption is only possible for the last two months.
- If you are working and get no more benefits, you must pay the fee.

### Residence permit

- For public television channels in Germany, all citizens have to pay a TV licence fee. The fee applies when you are registered and are resident in the country.
- You are <u>not</u> required to pay TV licence fee as long as you are living in a refugee camp. If you are requested to pay, you must tell the TV Licence Fee Collection Agency that you live in a refugee camp.
- You also do not have to pay a TV licence fee if you are receiving state benefits. However, normally you must submit an application for exemption every 6 months and present proof that you are receiving state benefits. If you do not make this application, you will have to pay the fee. Retroactive exemption is only possible for the last two months.
- If you are working and get no more benefits, you must pay the fee.

- For public television channels in Germany, all citizens have to pay a TV licence fee. The fee applies when you are registered and are resident in the country.
- You are <u>not</u> required to pay TV licence fee as long as you are living in a refugee camp. If you are requested to pay, you must tell the TV Licence Fee Collection Agency that you live in a refugee camp.
- You also do not have to pay a TV licence fee if you are receiving state benefits. However, normally you must submit an application for exemption every 6 months and present proof that you are receiving state benefits. If you do not make this application, you will have to pay the fee. Retroactive exemption is only possible for the last two months.
- If you are working and get no more benefits, you must pay the fee.

# **Debt**



### Preliminary residence permit

- If you do not pay bills from lawyers, or for translations, or for the telephone and/or other services, you will be in debt.
- Debts can cause you a lot of problems. For example, the creditor can sue, or apply for an order that the money is taken from your bank account. Also, unpaid debts will get bigger because the extra costs of not paying are added on.
- If the amounts of your debts are only small, it is a good idea to contact the creditors and pay off the debt in small instalments.
- For advice about these matters, contact a debt counsellor.

### Residence permit

- If you do not pay bills from lawyers, or for translations, or for the telephone and/or other services, you will be in debt.
- Debts can cause you a lot of problems. For example, the creditor can sue, or apply for an order that the money is taken from your bank account. Also, unpaid debts will get bigger because the extra costs of not paying are added on.
- If the amounts of your debts are only small, it is a good idea to contact the creditors and pay off the debt in small instalments.
- For advice about these matters, contact a debt counsellor.

- If you do not pay bills from lawyers, or for translations, or for the telephone and/or other services, you will be in debt.
- Debts can cause you a lot of problems. For example, the creditor can sue, or apply for an order that the money is taken from your bank account. Also, unpaid debts will get bigger because the extra costs of not paying are added on.
- If the amounts of your debts are only small, it is a good idea to contact the creditors and pay off the debt in small instalments.
- For advice about these matters, contact a debt counsellor.

## **Contracts**



### Preliminary residence permit

- Be careful about entering into contracts (for example, mobile phone, fitness studio or hire purchase agreements)! Contracts often run more than two years. Even if you lose your phone, you will be required to pay the full fee. Even if you have no money in your bank account, you will have to pay the account fee!
- If you do not pay, you debt will only get bigger!
- Never sign a contract if you are unable to read and understand it! Have a translator translate all contracts (especially the small print) before signing.

### Residence permit

- Be careful about entering into contracts (for example, mobile phone, fitness studio or hire purchase agreements)! Contracts often run more than two years. Even if you lose your phone, you will be required to pay the full fee. Even if you have no money in your bank account, you will have to pay the account fee!
- If you do not pay, you debt will only get bigger!
- Never sign a contract if you are unable to read and understand it! Have a translator translate all contracts (especially the small print) before signing.

- Be careful about entering into contracts (for example, mobile phone, fitness studio or hire purchase agreements)! Contracts often run more than two years. Even if you lose your phone, you will be required to pay the full fee. Even if you have no money in your bank account, you will have to pay the account fee!
- If you do not pay, you debt will only get bigger!
- Never sign a contract if you are unable to read and understand it! Have a translator translate all contracts (especially the small print) before signing.

# **Penalties**



### Preliminary residence permit

- If you commit a criminal offence in Germany, a charge will be brought against you. The public prosecutor will inform you in writing. You are invited to respond to the charge or engage a lawyer.
- If you are fined for a criminal offence, you will be informed about the amount of money you must pay by letter.
- You have the right to appeal against such a fine. If so, the case will be heard in court.
- If you do not appeal, you will receive a demand for payment. If you do not pay, you will have to serve some time in prison.
- You can pay off the fine in instalments, or perform a community service (unpaid work in the community). You must inform the public prosecutor's office in writing about this.
- Criminal proceedings will have a negative effect on your stay in the country!

### Residence permit

- If you commit a criminal offence in Germany, a charge will be brought against you. The public prosecutor will inform you in writing. You are invited to respond to the charge or engage a lawyer.
- If you are fined for a criminal offence, you will be informed about the amount of money you must pay by letter.
- You have the right to appeal against such a fine. If so, the case will be heard in court.
- If you do not appeal, you will receive a demand for payment. If you do not pay, you will have to serve some time in prison.
- You can pay off the fine in instalments, or perform a community service (unpaid work in the community). You must inform the public prosecutor's office in writing about this.
- Criminal proceedings will have a negative effect on your stay in the country!

- If you commit a criminal offence in Germany, a charge will be brought against you. The public prosecutor will inform you in writing. You are invited to respond to the charge or engage a lawyer.
- If you are fined for a criminal offence, you will be informed about the amount of money you must pay by letter.
- You have the right to appeal against such a fine. If so, the case will be heard in court.
- If you do not appeal, you will receive a demand for payment. If you do not pay, you will have to serve some time in prison.
- You can pay off the fine in instalments, or perform a community service (unpaid work in the community). You must inform the public prosecutor's office in writing about this.
- Criminal proceedings will have a negative effect on your stay in the country!

# **Penalties**

- In Germany, the following acts are illegal and committing them makes you liable to penalties:
  - Illegal entry (if you are charge with this, consult a lawyer without delay. With the help of a lawyer, you have a chance that criminal proceedings against you will be dropped)
  - Violation of your obligations regarding residency (leaving the German land you are registered in during the first three months of your time in Germany)
  - Failing to cooperate in the procurement of a passport
  - Forging documents
  - Opening the mail of third parties
  - Working without a work permit
  - Violating regulations about sending your children to school
  - Travelling by public transport without a valid ticket
  - Driving a vehicle without a valid licence
  - Insulting a public officer
  - ▶ Being violent, including to your own children and marriage partner
  - Sexual harassment and abuse
  - Theft
  - Possession of or dealing in drugs

# Leisure



### Preliminary residence permit

- Activities like sports, music and other hobbies are often done in Germany by people organized in clubs. To find out which clubs exist in your area, ask local people in community centres or look on the internet.
- Club members normally have to pay a membership fee, which differs a lot from club to club.
- Many municipalities offer recreational facilities for children and young people, which are open and free for all. This gives young people the chance to play and spend their free time together with others.
- Almost every municipality in Germany has a public library. A membership card allows you to borrow books and the charges are very low.

  Membership is available at the library for a small fee.
- Many municipalities have public swimming pools. Admission is usually low and provides fun and recreation for children and adults.

### Residence permit

- Activities like sports, music and other hobbies are often done in Germany by people organized in clubs. To find out which clubs exist in your area, ask local people in community centres or look on the internet.
- Club members normally have to pay a membership fee, which differs a lot from club to club.
- Many municipalities offer recreational facilities for children and young people, which are open and free for all. This gives young people the chance to play and spend their free time together with others.
- Almost every municipality in Germany has a public library. A membership card allows you to borrow books and the charges are very low.

  Membership is available at the library for a small fee.
- Many municipalities have public swimming pools. Admission is usually low and provides fun and recreation for children and adults.

- Activities like sports, music and other hobbies are often done in Germany by people organized in clubs. To find out which clubs exist in your area, ask local people in community centres or look on the internet.
- Club members normally have to pay a membership fee, which differs a lot from club to club.
- Many municipalities offer recreational facilities for children and young people, which are open and free for all. This gives young people the chance to play and spend their free time together with others.
- Almost every municipality in Germany has a public library. A membership card allows you to borrow books and the charges are very low.

  Membership is available at the library for a small fee.
- Many municipalities have public swimming pools. Admission is usually low and provides fun and recreation for children and adults.

# **Important Addresses:**



### Refugee Counselling

Südpromenade 25, 41812 Erkelenz **2**02431-94807-0

### Refugee Counselling

Schirmer Str. 1a 52428 Jülich **2**02461-9756-0

### Refugee Counselling in Café International

Wilhelm-Wester-Weg 1 52349 Düren **2**02421-188-186

### Refugee Counselling at Caritas

Kurfürstenstr. 10-12 52534 Düren **2**02421-48145

### Migration Counselling

Südpromenade 25, 41812 Erkelenz **2**02431-94807-0

### **Migration Counselling**

Wilhelm-Wester-Weg 1 52349 Düren **2**02424-188-184 www.integra-netz.de

### **Integration Agency**

Peter-Beier-Platz 1 52349 Düren **2**02424-188-187

### **Youth Migration Office**

Friedrichstr. 16 52351 Düren **2**02421-28430

### **Aliens Office**

Valkenburger Str. 45 52525 Heinsberg **2**02452-133-0

### **Aliens Office**

Bismarckstr. 16 52351 Düren **2**02421-22-2137

### Agency for Work **Integration Point**

Schafhausener Str. 50 52525 Heinsberg **2**0241-897-1111

### Agency for Work **Integration Point**

Moltkestr. 49 52351 Düren **2**0241-897-1111

### School Counselling (KI)

Valkenburger Str. 45 52525 Heinsberg **2**02462-134-028

### School Counselling (KI)

Bismarckstr. 16 52351 Düren **2**02421-221428

### Language Learning Counselling

Café International Wilhelm-Wester-Weg 1 52349 Düren

**2**02421-188-186 Friday 10-12 pm

### **Pregnancy Counselling**

Donum Vitae Geilenkirchener Str. 5 52525 Heinsberg **2**02452-155494

### AWO

Bauerstr. 38 41836 Hückelhoven **2**02433-901701

Caritas Association Brückstr. 10a 41812 Erkelenz **2**02431-2032

### **Pregnancy Counselling**

Donum Vitae Bahnhofstr. 13 52428 Jülich **2**02421-55870

Donum Vitae Gutenbergstr. 20 52349 Düren **2**02421-55587-0

Evang. Gemeinde zu Düren Wilhelm-Wester-Weg 1 52349 Düren **2**02421-188-157

Rat und Hilfe (SkF) Friedrichstr. 16 52351 Düren **2**02421-28430

### Safe Home for Women Heinsberg

**2** 02433-3887

### Goldrute e.V. Female Migrant Network against domestic violence

**2**0157-77023082

### Counselling for Women

Römerstr. 10 52428 Jülich **2**02461-58282

### Family Mid-wife in the area of Düren

Marita Krieger **2** 0163-6932473

### **Debt Counselling**

Haagstr, 10 41836 Hückelhoven **☎**02433-9056-0

### Debt Counselling

Diakonie Schirmerstr, 1a 52428 Jülich **2**02461-9756-0

Evang. Gemeinde zu Düren Wilhelm-Wester-Weg 1 52349 Düren **2**02421-188-130

POLICE **22** 110



### Emergency Services

**112** 



### BAMF **Hotline for Asylum**

**2** 0911-943-0

### **Return Home Counselling**

Caritasverband Scheibenstr, 16 52070 Aachen **2**0241-94927-0

### Diakonie

Kartäusergasse 9-11 50678 Köln **2**0221-1603-867

### Caritasverband Oststr. 40

40211 Düsseldorf **2**0211-1602-2233

### Diakonie

Platz der Diakonie 2a 40233 Düsseldorf

**2**0211-91318-822

area of Heinsberg area of Düren

25

# For your personal notes:

Date of issue: Feb. 2016

This brochure was cofunded by the Asylum, Migration and Integration Fund. Europäische Union **Europa fördert**Asyl-, Migrations-, Integrationsfonds



Migration Office Social Affairs Service Parish of Jülich

KIRCHENKREIS JÜLICH

