GERMAN PRE-DEPARTURE ORIENTATION

Participant Workbook GERMANY

YOUR PREPARATION **GUIDE FOR**



With funding from:





Preface

This workbook addresses the participants of the German Pre-Departure Orientation trainings within the German Resettlement and Humanitarian Admission Programs. It supports a self-paced learning process where readers access information about Germany through activities and experiential learning.

The workbook reinforces topics particularly important for the integration of resettled and admitted refugees such as their first weeks in Germany, the housing, employment, and education, getting acquainted with the health or transportation systems, language and cultural orientation. Moreover, it addresses potential challenges, fears that migrants might face while trying to empower them by emphasizing opportunities, positive change as well as access to psychosocial support services. Every effort has been made to ensure this workbook is accessible to persons with disabilities. The online version of the workbook allows for increasing text size and *Read out Loud* functionality.

The opinions expressed in this publication are those of the authors and do not necessarily reflect the views of the International Organization for Migration (IOM). The external links and visuals used in this workbook are for information purposes only and IOM is not responsible for and does not endorse the content available on external websites. The designations employed and the presentation of material throughout the publication do not imply expression of any opinion whatsoever on the part of IOM concerning the legal status of any country, territory, city, area, or of its authorities, or concerning its frontiers or boundaries.

IOM is committed to the principle that humane and orderly migration benefits migrants and society. As an intergovernmental organization, IOM acts with its partners in the international community to assist in meeting the operational challenges of migration; advance understanding of migration issues; encourage social and economic development through migration; and uphold the human dignity and well-being of migrants.

This publication is part of the model project for Complementary Pre-Integration Measures for Beneficiaries of Protection in Resettlement and Humanitarian Admission Programs for their Integration in Germany. The project is funded by the Federal Government Commissioner for Migration, Refugees and Integration and at the same time Federal Government Commissioner for Anti-Racism under the terms of its contribution agreement with IOM. The opinions expressed herein do not necessarily reflect the views of the German Federal Government Commissioner for Migration, Refugees and Integration and at the same time Federal Government Commissioner for Anti-Racism.

Publisher:

International Organization for Migration (IOM)

Charlottenstraße 68, 10117 Berlin, Germany

Tel: +49 30 2787780

Website: www.germany.iom.int

Required citation:

International Organization for Migration (IOM), 2024.

German pre-departure orientation. Participant Workbook. Your preparation guide for Germany

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Acknowledgements

This Participant Workbook is the result of the work and inputs of many persons who have contributed to its realization. We would like to express our gratitude to Bundeselternnetzwerk der Migrantenorganisationen für Bildung & Teilhabe (bbt), to Arbeitsgemeinschaft für Migrantinnen, Migranten und Flüchtlinge in Niedersachsen and to LSVD⁺ – Verband Queere Vielfalt for their support.

Symbols

This workbook contains different symbols for recurring information. The symbols are presented briefly below.

You will discover more about these symbols and their meaning as you progress through the workbook.



I. Important information



2. Help and Support services



3. Language learning



4. Reading material



5. Good to know



6. Reflection activity



7. Checklist



8. Learning goals

Activities

Throughout the workbook there will be different activities. Once completed, they will help you understand the topics better. The workbook contains the following types of activities:



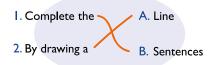
A. Matching activities

Draw a line between the numbers and letters.



C. Map activities

Find a location on a map and draw an X.



E. Completing sentences activities

Complete the sentences by drawing a line between numbers and letters.



G. Reflection activities

Write your thoughts on a particular topic.



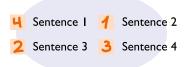
I. Fill- in- the blank activities

Insert the missing information in the sentences by selecting among the words provided.



B. Check mark activities

Put a check mark in the correct boxes after reading a question.



D. Put-In-Order activities

Read the statements and order them from first to last.



F. True or False activities

Decide whether the statements are true or false. Put a check mark ✓ in the correct box.



H. Word search activities

Find the correct words in a word diagram or puzzle.

Use of QR codes

This workbook contains symbols that point you to additional information on relevant topics.

These are known as Quick Response (QR) codes.

The following steps will describe how to use the camera on a smartphone or tablet to scan these codes.



 Check if your device can read QR codes with its camera, or if you need to download a QR code reader (they are free of charge).



2. You should be connected to the internet.



3. Open your phone's camera or the QR code reader.



4. Point your device's camera at the QR code and make sure that it is centered on the screen.



5. The code will be scanned, and a link will appear.



6. Open the QR code's content.

Use of text to audio speech

For the online version of the workbook, there will be an audio functionality.

The following steps will describe how to enable the audio functionality of the PDF file DDF.

Kindly be aware that the pronunciation of the words in German language in this workbook might not be accurate, due to technical constraints of the audio functionality.



On your computer

- Open the workbook document in Acrobat Reader.
- Open the Settings page of Acrobat Read and click on View.
- 3. Activate the Read out loud option by clicking on Activate Read out loud.
- 4. Select whether you want a certain page to be read (Read this page only) or the whole document (Read to end document).
- 5. You can scroll directly to the page that you want to be read.

On your tablet or mobile phone

- I. Open the document in Acrobat Reader.
- 2. Click on the three dots in the upper right corner.
- 3. Select Read Aloud.
- You can scroll directly to the page that you want to be read.



Audio for vocabulary in German language

At the end of each unit there will be a list of words in German. The words are relevant for the content of each chapter and will help you get familiar with the German language, by learning basic useful terms.

In order to hear the pronunciation of the words, click on the button of each page in the online version of the workbook or scan the QR code if you are using the printed version.



7



Meet your companions

Sadia, Fatima, Ahmed, and Adam are preparing for their travel to Germany. You will follow their stories and accompany them throughout their journey.

Hi I am Adam!



My Name is Sadia.



Hello! I'm Fatima.



Nice to meet you. I am Ahmed.



UNIT I

Germany at a glance



Learning Goals

- ✓ Learn interesting facts about Germany
- ✓ Learn about diversity within the German population
- ✓ Understand your rights and responsibilities when living in Germany
- ✓ Reflect on the hopes and fears of migration

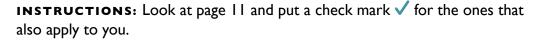


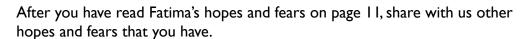
I.I Hopes and fears of moving to Germany

You are preparing for your life in Germany. This can be an exciting experience, while at the same time certain things may emerge as new and challenging.



Meet Fatima. She is a refugee from the Syrian Arab Republic who has been living in a camp in the Republic of Türkiye for the last three years. She has a husband and two children, aged ten and seven. When asked, she made the following list of hopes and fears that she has about moving to Germany.





	My hopes are:	
(2.00	My fears are:	

UNIT 10: MENTAL WELL-BEING

My hopes



My children will have a better future with more opportunities.



I will be able to learn German and adjust to the German society.



I will find a safe and comfortable place to live.







I will make new friends and find a supportive community.

My fears



My children will face discrimination in school.



My children will lose their identity and connection to their roots.







I will not be able to learn the language and adapt to the customs and norms of Germany easily.



I will struggle to find a job and provide for my family.

1.2 Get to know Germany

Let's start by getting to know Germany better.

INSTRUCTIONS: Put a check mark \checkmark where you think Germany is located on the world map and draw a line between your current location and Germany.



General facts about Germany

Read below some interesting facts about Germany. Put a check mark \checkmark next to the ones that are new to you.



Germany is located in Western Europe and borders Denmark, the Netherlands, Belgium, Luxembourg, France, Switzerland, Austria, Czechia and Poland.



Berlin is the capital city of Germany.

Hamburg

Bremen



Germany is divided into 16 regions called federal states that consist of cities, districts and municipalities.



The three cities

Berlin, Bremen

and Hamburg are

also federal states.





The biggest federal state is Bavaria, and the smallest one is Bremen.

Berlin



Germany is part of the European Union, a political and economic partnership between several European countries called Member States.



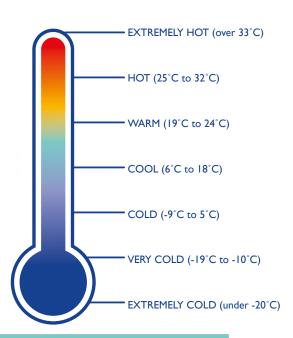
Germany is the country with the highest population in the European Union, with more than 80 million habitants.



Germany has seashores on the North Sea and on the Baltic Sea.

Weather

- The weather in Germany might be different from what you are used to.
- Be prepared to adjust to a different climate and get used to wearing different clothing.
- It can get cold and cloudy in winter and autumn, with few hours of sunlight during the day.
- Germany has a temperate climate with four seasons (spring, summer, fall and winter). Temperatures can range depending on the season, going from -20 in winter to around 40 degrees Celsius in summer.

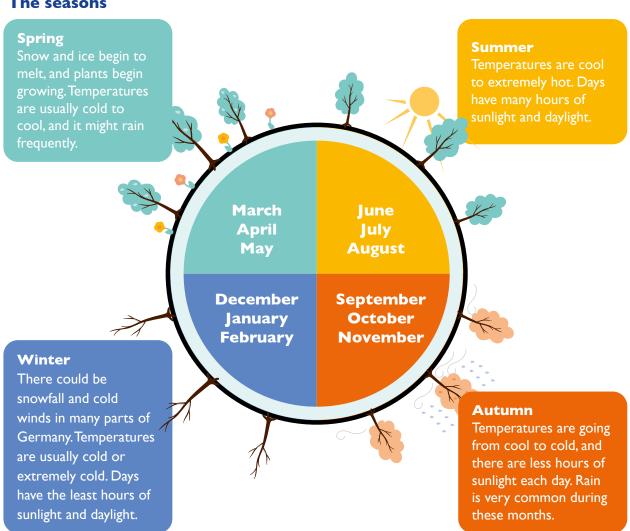


GOOD TO KNOW

 Most apartments do not have air-conditioning systems. Apartments are generally equipped with radiators and heated through a central heating system. Older apartments could be heated through a coal stove.



The seasons



Choose the right clothing

Appropriate clothing is important when living in Germany, especially in the colder seasons. You will need very warm clothes to avoid freezing in winter and lighter clothes to avoid being too hot in summer.

Let's look at some typical clothing items and accessories for each season.

INSTRUCTIONS: Draw a line between numbers and letters. There is more than one possible solution.











I. Light jacket

2. Gloves and scarf

3. Boots

4. Light dresses and skirts

5. Raincoat



A. SPRING



B. SUMMER



C. AUTUMN



D. WINTER



6. Umbrella



7. Pullover



8. Warm jacket



Sandals and sneakers



10. Abaya

Seasonal activities

What are some typical activities throughout the seasons in Germany?

INSTRUCTIONS: Draw a line between seasons and activities. There is more than one possible solution.





G. Go for a bike ride.



H. BBQ with friends and family in allocated areas.



Do gardening.



Swim at a lake, pool or go to the seaside.



K. Go with the children to the playground.

GOOD TO KNOW

Sport activities are popular in Germany, you will notice a lot of people of all ages and genders doing outside sports such as jogging, table tennis, volleyball, soccer, bike riding.



F. Enjoy a walk in the

park and eat ice cream.

Landscape

Germany has a diverse landscape, from seas and mountains to lakes and forests. Let's look together at some of them. In exploring the surroundings of your place of residence in Germany you might find more interesting landscapes.

INSTRUCTIONS: Draw a line between numbers and pictures.





I. The German Alps





2. The North Sea and the Baltic Sea





3. The Black Forest





4. The Elbe Sandstone Mountains

I.3 Diversity in Germany

Germany has an increasingly diverse population represented by multiple ethnicities, religions, ages, sexual orientations, gender expressions and abilities.

INSTRUCTIONS: Look at the people below. Put a check mark \checkmark in the box of the people you think are living in Germany.



Respect for diversity

Respect of every human being is deeply rooted in the German Basic Law (Grundgesetz). In its first article, the law foresees that Human dignity shall be inviolable.

But what does this mean for everyday life?

Everybody should show respect and acceptance for diversity and for the differences between us.



People of any ethnic background, of any religion, sexual orientation, gender expression, with and without disabilities, youth or elderly, must be treated equally.

The importance of migration

More than 20 million people living in Germany have a migration history. Either their families or themselves migrated to Germany from somewhere else.

Migrants are an important part of German society and have a positive sociocultural, civic-political and economic impact.



They bring different perspectives, contribute to cultural richness.



Migrants address labour gaps, thereby enabling more productivity.



Many migrants start their own successful business, a result of their adaptability and 'growth mindset', acquired from overcoming the difficulties of migrating to a new country.





They bring new skills.



The diaspora communities engage in political processes.



They participate in various economic activities in the countries they settle in.



They foster innovation and knowledge.

Religion



In Germany there is freedom of religion or belief. The government and religious institutions are separate.



Germany has a diverse population in terms of religion or belief.



Statistically the most common faiths are Christianity, Islam, Judaism, Buddhism and Hinduism.



Some people do not believe in or practice any religion, and this should be respected.





UNIT 10: MENTAL WELL-BEING

In order to live harmoniously together, it is important to respect all religions and confessions. How can you show respect to people with different beliefs and confessions?

INSTRUCTIONS: Which of the below would you feel comfortable doing? Put a check mark \checkmark in the boxes.





Find similarities with your own religion/belief.

☐ Talk openly and show curiosity.



Listen without judgement and appreciate differences.



Celebrate holidays together.



Do not try to impose your religion on other people.



Appreciate the diversity of religions and beliefs.



REFLECTION TIME

Think about other ways of respecting different religions or beliefs.

Write them down.	

People with diverse sexual orientations, gender identities, gender expressions, sex characteristics

Respecting people's diverse sexual orientations, gender identities and expressions is crucial when living together in Germany. How familiar are you with the meaning of terms such as sexual orientation and gender expression? Let's look closely at some of the most important aspects:



GENDER IDENTITY

- Your gender identity may be the same as, or different from, the sex you were assigned at birth. You can be assigned male or female at birth and realize that you do not identify with that assigned gender.
- Only you can determine how you identify. No one can tell you what your gender identity is.
- Transgender and non-binary are "umbrella terms" representing a variety of words that describe an internal sense of gender that differs from the sex assigned at birth and the gender attributed to the individual by society.

GENDER EXPRESSION

- Gender expression is how you express or present your gender identity, including your choice of clothing, hairstyle, makeup, body language, voice and behavior. These cues help interpret others gender, no matter how they identify.
- The name we use and our pronouns (for example: she/her/he/him/they/them) are some common ways we express our gender.
- It can be very hurtful for people if someone uses the wrong pronoun for them. We can't know what gender people define themselves as.
- This is why it is good to ask people which pronoun they prefer. We all express our gender in different ways.





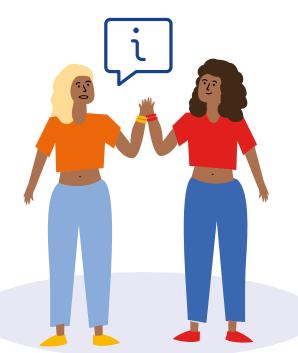
SEXUAL ORIENTATION

- Sexual orientation is our physical, romantic and emotional attraction to another person.
- We can be attracted to a person of a different gender, the same gender, to more than one gender or to no gender.
- Our understanding of our sexual orientation may change over time.

COMING OUT

- When you become aware of your sexual orientation or that your gender identity doesn't match the gender that was assigned at your birth, this is called "inner coming out".
- The process of coming out can take a long time sometimes. If you decide to tell your family, friends, or other people about it, this is called the "external coming out".
- You do not have to tell anybody about your feelings. But sometimes it helps to open up to certain people, to exchange ideas or to ask for advice.





RAINBOW FAMILY

 Your children's classmates can have two mothers, two fathers or non-binary parents. This is called a rainbow family.

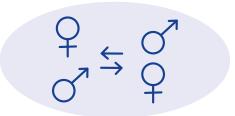
Relationships and rights

Adam is a non-binary person who uses they/them pronouns. What rights do they have in their relationship in Germany? Decide whether the below statements are true or false.

INSTRUCTIONS: Put a check mark ✓ in the correct box.



A. Two partners of the same sex can legally marry in Germany.



B. They can legally change their gender if they feel that it does not match the sex assigned at birth.



C. The German passport and identity document allow people to select "male", "female" or "diverse".



D. Same sex couples can adopt children.



□ E. They can express their gender identity as they wish, for example by wearing whatever clothes they want.



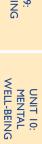
F. They can visit bars, clubs and other events for people of different sexual orientations and gender identities and expressions, that are common in Germany, especially in the bigger cities.



G. They are protected against discrimination based on sexual orientation or gender expression, which is punishable by law.



SOLUTION: All of the above are true.





Same sex marriage is legal in Germany since 2017.



Pride: Christopher Street Day is an annual celebration of pride where communities celebrate in a public parade. Here everybody comes together to support equality and diversity.



Some couples do not want to get married, whether they have children or not.



Some people do not want to have relationships and like to live alone.





Persons with disabilities



Persons with disabilities have the right to enjoy the same quality in all aspects of their lives as every other person and feel safe in public spaces.



Disability can be visible, for example, when a person is using a wheelchair. However, non-visible disabilities exist and can include learning difficulties, sight or hearing impairment, or cognitive challenges.



The rights of people with disabilities are rooted in the German Basic Law, which states that no person shall be disfavored because of disability. Some of your rights in Germany are:

- Special medical care
- Barrier-free access to buildings and facilities
- Free of charge counselling
- Help with finding suitable jobs
- Financial support depending on your disability
- Support for parents in taking care of their children

Reading material Find out more about your rights by opening the QR code:

GOOD TO KNOW

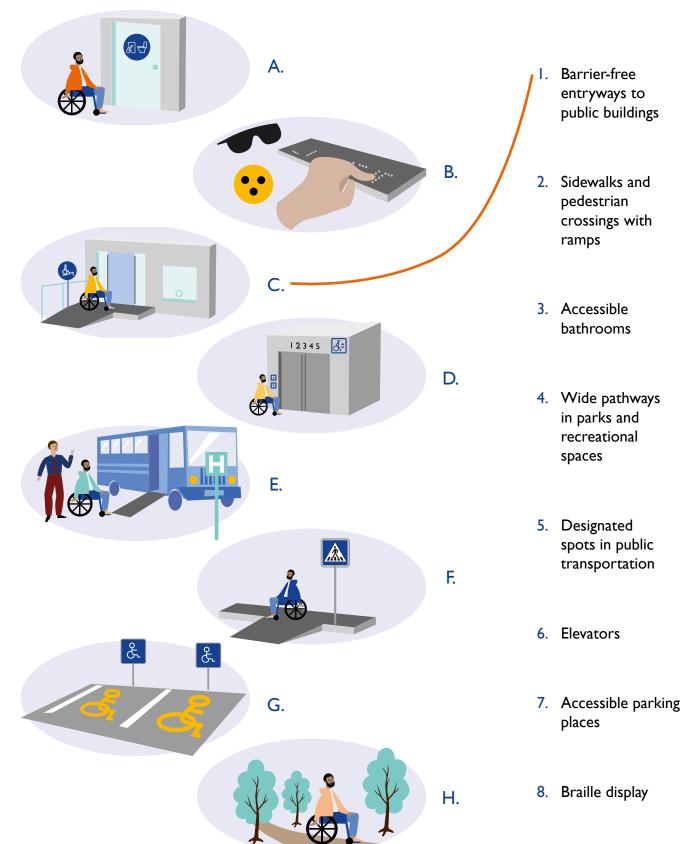
If you have a disability, exercise your rights, and communicate your needs to the people supporting you.



Ahmed is a refugee from the Islamic Republic of Afghanistan who is using a wheelchair. How is he being supported in Germany?

In Germany, businesses, schools, organizations and communities work to address the needs of persons with disabilities.

INSTRUCTIONS: Let's look at some ways in which they do that. Draw a line between the numbers and letters.



Living in Germany as an older person

When living in Germany as an older person, it is important to understand some rights and benefits that you are entitled to.



FINANCIAL BENEFITS

You enjoy certain financial benefits in Germany to support you in having your basic needs met. This is the case for example when your income is not sufficient.



BASIC INCOME SUPPORT

As an older person, you are entitled to basic income support if you have no financial means or reduced earnings capacity.



PENSION

When working in Germany for a longer period, a part of your salary goes to the retirement insurance. This means that you will receive a monthly pension after you retire.

The current retirement age in Germany is 67.



SUPPORT SERVICES

For persons in need of assistance, Germany offers home help and care services, first-aid emergency support, and mobile nursing services.



Reading material

Read more about how to apply for basic income support:





Help and Support Services

Scan the QR code to find out more about support services:





GOOD TO KNOW

It is very common in Germany that older persons enjoy an active social life for example by doing sports and attending cultural activities.



Social engagement is equally important, with participation in community events, clubs, or group outings.

I.4 Discrimination

Despite the increasing diversity of the German society, persons with a migration history, different ethnicities, faiths, or persons of diverse genders and sexual orientations might still face discrimination.

How to deal with discrimination? Recognizing what discrimination means is the first step.

INSTRUCTIONS: Look at the pictures below. What type of discrimination is illustrated? Draw a line between numbers and letters.



1. Discrimination against religion



Discrimination against a person with a disability



3. Discrimination based on age



4. Discrimination based on gender



Discrimination based on sexual orientation



Discrimination based on nationality

- A. You are not welcome in this country, go to your own country!
 - B. Two men cannot hold hands on the street!
 - C. We cannot accept you here in a wheelchair!
 - D. You are too old to be hired here!
 - E. You are a woman; you should stay home and cook!
 - F. You cannot work here with a headscarf!

SOLUTION: I. (F), Z. (C), 3. (D), 4. (E), 5. (B), 6. (A)

What options do you have if you face racism or other forms of discrimination? There are several actions you can take. Which of the below would you be comfortable with?

INSTRUCTIONS: Put a check mark ✓ in the boxes.



☐ I can contact an organization that can help me with counselling and next steps.



☐ I can get informed about my rights.



☐ I can call the police (110).



I can talk to my manager or human resources.



☐ I can talk to somebody I trust.



I will not let this affect me, I will rather focus on my strengths and on what makes me a valuable individual.



☐ I will surround myself with loved ones.



I will acknowledge my feelings and seek help from a mental health professional.

UNIT 10:

How can you support people facing discrimination, racism or any other form of violence or abuse and contribute to an environment free of discrimination? Here are some tips:



Be open in getting to know other communities.



Treat everybody with respect.



Do not deny people's gender identity or sexual orientation.



Before asking people about their sexual orientation or preferred pronouns, make sure they feel comfortable talking about it.



Offer support when you are witnessing discrimination or racism against others.



Reflect and recognize if some of your behaviours towards others might also be discriminatory.



Respect all people of different religious and ethnic backgrounds.



Help and Support Services

There are many organizations in Germany that assist victims of discrimination. Scan the QR codes to find out more:





IMPORTANT:

- → There are several laws protecting people against discrimination such as the General Act on Equal Treatment (Allgemeines Gleichbehandlungsgesetz).
- → Discrimination, abuse and racism are punishable by law in Germany.

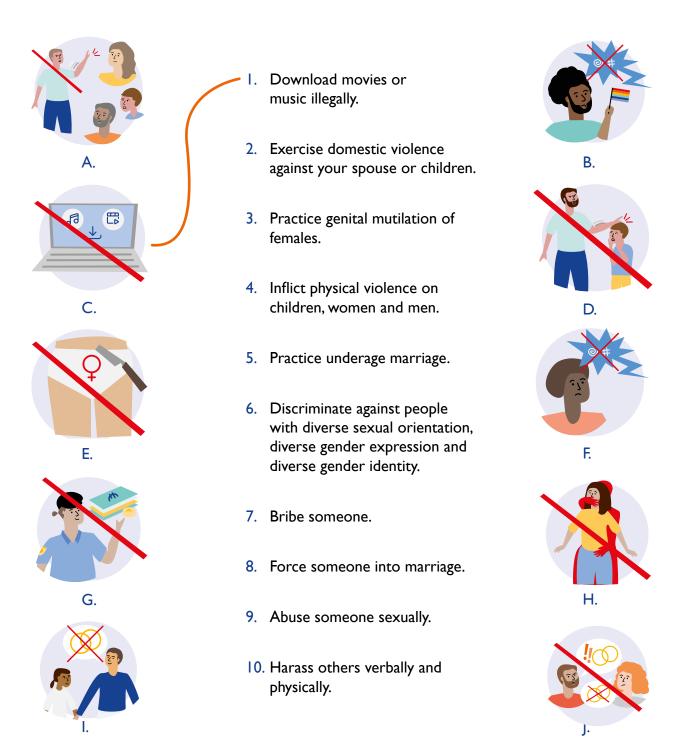
I.5 Laws in Germany

After arriving in Germany, you will recognize many similarities with the life in your previous countries of residence. Some other aspects of life will be different and will require more time to get used to.

Respecting laws

Like in other countries, respecting the laws is important in Germany. The following are some examples of behaviors that are illegal and punishable by German law.

INSTRUCTIONS: Draw a line between letters and numbers.



Experiencing abuse

Domestic violence and abuse can be both verbal and physical. Worldwide as well as in Germany women and girls are particularly vulnerable when it comes to domestic violence. But men and boys can also be affected.

Let's look at what is considered abuse. Which of the below actions are abuse and therefore forbidden?

INSTRUCTIONS: Put a check mark \checkmark in the correct boxes.



✓ I. Slapping your child for not doing their homework



2. Insulting neighbors or family



3. Having a disagreement with your spouse on certain topics



4.Threatening your spouse



5. Mobbing people on the internet



 6. Racist remarks because of someone else's different ethnicity



7. Complaining to your spouse about your hard day at work



 8. Sexual abuse or harassment towards your spouse or a work colleague



9.Yelling at your children because they have a different opinion or do not do as told



10. Restricting your spouse access to money



II. Unwanted sexual act forced on a spouse or someone else



I2. Attacking another person's belief system and denying access to a house of worship



13. Neglecting the needs of an older person or a child

IMPORTANT:

→ In Germany it is not allowed to discipline your child by physical or psychological force. The Youth Welfare Office (Jugendamt) is responsible for child protection and can take measures in case of child neglect or violence perpetrated by parents.



Help and Support Services

Many organizations offer support for survivors of abuse and domestic violence. Scan the QR codes to find out more about such organizations:











Scan the QR code to find out more:





Many organizations support parents and children. Scan the QR code to find out more:



Your rights

Many rights in Germany can be lived freely without fear of persecution. To that the Basic Law (Grundgesetz) of Germany applies. Let's get familiar with some of them!

INSTRUCTIONS: Draw a line between letters and numbers.











E.

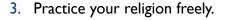


Ē.



G.

- I. Have a relationship with or marry anyone you want, including someone of the same gender.
- 2. Get a drivers' licence.



- 4. Do not practice any religion.
- 5. Kiss and hug in public.
- 6. Protest peacefully against the government.
- 7. Have children with a person of the same gender (rainbow families).
- 8. Have children as a single person.
- Get a divorce.
- 10. Terminate a pregnancy (Abortion).
- 11. Drink alcohol after the age of 18.
- 12. Say your opinion freely, if it does not insult or violate the rights of others.
- 13. Get a tattoo.
- 14. Wear any clothes you like.



H.







K.







N.

11. (K), 12. (N), 13. (J), 14. (M) SOLUTION: 1. (D), 2. (F), 3. (E), 4. (A), 5. (B), 6. (C), 7. (I), 8. (L), 9. (G), 10. (H),

Your rights and legal status

The residence permit you will apply for will allow you to access many rights and services in Germany. Some will not be possible until you get the German citizenship.

Decide whether the below activities are possible or not possible with the residence permit you will receive in Germany.

INSTRUCTIONS: Put a \checkmark for possible and an \times for not possible.



I. Own a house.



2. Take a bank loan.



 \supset 3. Vote in a national election.



4. Participate in a demonstration.



5. Have a driver's licence.



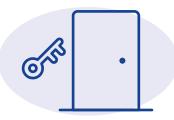
6. Travel to your home country whenever you



7. Travel to another country in the European Union.



8. Find a job to support your family.



9. Rent an apartment for yourself and your family.



IMPORTANT:

- → You cannot vote during German elections until you have the German citizenship.
- → Family reunification might be possible for your immediate family (spouse, children), if your residence permit allows it and if you meet the conditions.



Reading material

Find out more about family reunification:



You may apply for German citizenship after spending five years in Germany. There are certain criteria that you must meet. Let's look at them together.

INSTRUCTIONS: Draw a line between numbers and letters.



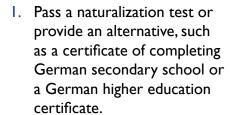
Α.



B.



C.

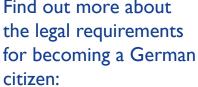


- Have a certificate of German language level
 B1 or higher.
- 3. Not having committed crimes.
- 4. Have a job or the independent means of earning a living.



D.









Let's learn some words in German

General

Deutschland Germany die Hauptstadt the capital

das Grundgesetz the German Basic Law das Allgemeine the General Act on Equal

Gleichbehandlungsgesetz Treatment

the Youth Welfare Office das Jugendamt





Useful phrases

Hallo! Hello!

Guten Morgen! Good morning!

Ich komme aus der Arabischen I come from the Syrian Arab

Germany is located in Europe.

The capital of Germany is

Ich bin ledig. I am single.





My notes		

UNIT 2

Travel to Germany



Learning Goals

- ✓ Learn about the baggage allowance
- ✓ Prioritize and pack according to baggage guidelines
- ✓ Prepare important documents
- ✓ Understand relevant airport procedures
- ✓ Know where to get support during your travel



2.1 Preparing for your journey to Germany

Traveling and moving to a new country can be exciting, but also challenging. There are many things that you have to plan and take into consideration. You may have many questions about how to prepare for your travel and how to navigate your feelings and concerns.



REFLECTION TIME

It might help you to write down what you find stressful and how you best cope with your stress.

My main concerns as I prepare to travel to Germany are:

I am dealing with my concerns by:	
	-

Here are some other ways you can use to relieve your stress.

INSTRUCTIONS: Put a check mark √in the boxes that you find useful.



Connect and speak with people who are going through the same process.



 Develop checklists for packing, documentation, and essential tasks to ensure you do not forget anything.



Prepare all your documents (including passports, visas, necessary permits, etc.) and check that you have them ahead of travel.



If possible, create copies of all important documents and store them separately from the originals.



Make necessary arrangements for belongings that you cannot take to Germany.



Follow a daily routine with regular activities to create a feeling of stability.



Inform relevant persons about your departure such as teachers, employers, landlords, etc..



Write down your thoughts and feelings to help process emotions and reduce stress.



Reach out to IOM about any questions you might have on your travel.



2.2 What documents will you need to travel to Germany?

These are the documents you need. Review the checklist below and ensure you have everything before traveling.



Travel documents	Other documents		
☐ Passport/Travel document☐ Visa☐ 5	School/University and job certificates (if available)Birth certificates		
Exit permit	(if available)		
Legal documents Decision Letter (Aufnahmebescheid)	☐ Marriage/Divorce certificates (if available)☐ International driver's licence		
Documents from UNHCR (if available)Identification documents	(if available)Documentation for your pet(if applicable)		
Medical documents			
Medical documents (if applicable)			
Vaccination and medical records			
Medical prescriptions (if applicable)			
Write any more important on the lines below:	t documents you will need		
>			
-			
-			
→			

2.3 Your baggage

Packing your baggage is an important part of your travel preparations. Here are some useful tips:



Pack your baggage carefully and make sure you take everything you need.



Consider the limited baggage allowance based on the information provided by IOM in the Pre-Embarkation Briefing.

Do not share any baggage items with other people traveling with you that are not your family as they might go to a different destination than you.





You may want to pack some items that are very important to you, such as photos, books or other personal objects.

These are the types of baggage that you can take with you:



I. Personal item

 This can include either a laptop, a briefcase, a purse, your IOM bag, or a stroller.

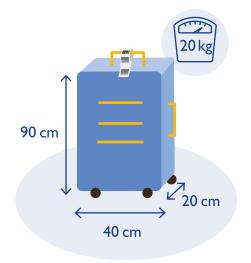


2. Carry-on Baggage

- It must fit in the space under the seat in front of you or in the overhead compartment of the airplane.
- Allowed is one 8 kg bag per person above the age of 2 or according to IOM instructions.

3. Checked-In Baggage

- One 20 kg bag per person (above the age of 2) or according to IOM instructions.
- The airline puts this in the storage area of the airplane.
- You are given a receipt that you need to keep and present in case your baggage is lost.
- You will either have to collect your baggage upon arrival or you will receive it at the reception facility.



IMPORTANT:

- → Only passengers above the age of 2 are entitled to a baggage allowance. For infants, items should be packed with the parents' baggage.
- → To avoid losing your baggage, write your full name and contact information (email and phone number) on a tag attached to your baggage. Add something to your checked baggage to be able to recognize it, such as tying a colorful ribbon to the zipper.
- → ALWAYS keep your IOM Bag with you during and after travel.

2.4 What to take in each bag

INSTRUCTIONS: Look at the items.



Put a circle O in the box of the items that can be put in your hand baggage.



Put a square in the box of the items that can be put in your checked-in baggage.



Put a triangle in the box of the items that are personal items.



I. Laptops and tablets



2. Small amount of baby formulas and diapers



3. Mobile phones



4. Cameras



5. Other electronic devices



6. Household items (such as carpets, pots)



7. Jewelry



8. Clothes and shoes



9. Large or electronic toys









10. Religious items



II. Personal care products (including sanitary pads)



12. Small amounts of liquids, creams, and gels (less than 100 ml each)



13. Liquids, creams, and gels (more than 100 ml each)



14. Cigarettes



15. Hairbrushes, combs, and toothbrushes



16. Alcohol



17. Documents and certificates



18. Personal photos



19. Money



20. Books and dictionaries



21. Medications with prescriptions









22. Canned food



23. Quiet toys for the journey (dolls, stuffed animals, children's books, etc.)



24. Packed snacks



25. Clothing for layering (e.g. jacket)



26. Umbrellas



27. Watches



28. This workbook



2.5 What needs to be declared when entering Germany

Some things are either prohibited or are subject to heavy restrictions and need to be declared when entering Germany, otherwise you will have to pay a penalty or face prosecution:



I. Meat and dairy products from non-EU countries



2. Plants, soil, and woods



3. Large electronic devices (like TV)



4. Firearms and weapons



5. Drugs and narcotics



6. Endangered species



IMPORTANT:

→ You are allowed to bring a limited amount of cigarettes (200 cigarettes, 50 cigars or 250g of tobacco), money/ cash (up to 10.000 EUR), baby formula (2 kilograms), alcohol, or medication. Read more about the restrictions by scanning the QR code:



2.6 At the airport

You will go through multiple procedures at the airport before departure and after arrival. Let's look at them.

INSTRUCTIONS: Draw a line between the airport procedure and its description. For some options there is more than one answer.

 Security checkpoint



2. Airline checkin counter



3. Departure gate



4. Customs checkpoint



5. Baggage claim



6. Immigration checkpoint



- A. Weigh and tag your baggage. Receive your boarding passes and baggage label. Check-in the baggage with the airline staff.
- B. You and your baggage will pass through a scanner. Follow instructions of the officers looking for dangerous and restricted items on you.
- C. Check your ticket to see your seat number and waiting area. This is where you will board the airplane. IOM staff will be escorting you throughout the whole process.
- D. Collect your checked baggage from the moving belt. Make sure you take your baggage and not someone else's. Trollies will be available to help you carry your baggage. You will either need a coin (in the size of I EUR) or a credit card to use one.
- E. Provide your documents (passports, visas and exit permits) for inspection to a government official when you exit and enter a country.
- F. You have to be searched for prohibited items. An officer might need to touch you during the search. Women wearing a burka/niqab might be asked to take it off. You can request a female officer and privacy.
- G. Answer questions about the items in your baggage.

2.7 On the plane

When entering the airplane:



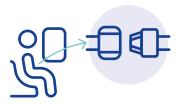
I. Find your assigned seat (you can find the seat number on your flight ticket).



2. Place your hand baggage either under the seat in front of you or in the baggage compartment above your seat.



3. If your hand baggage does not fit in either of those areas, ask for support from the cabin crew or IOM staff.



4. Fasten your seatbelt. It is advisable to keep it fastened during the flight.



5. Wait for the take-off instructions from the cabin crew.



IMPORTANT:



→ When flying with infants, they might cry during take-off and landing due to the pressure on their ears. Pacifiers, breastfeeding, or bottles might help to alleviate the pressure.



INSTRUCTIONS: Look at the activities below. Put a checkmark \checkmark next to the activities you can do during your flight and an X next to the activities you should not do.



X A) Change your seat.



B) Use the toilet.



C) Read a book.



D) Watch something or listen to music using headphones.



E) Sleep and relax.



F) Eat and drink.



G) Take medications, if needed and as prescribed.



H) Talk loudly.



☐ I) Keep the things you find in the seat pockets in front of you.



☐ J) Follow flight attendants' instructions.



K) Leave garbage on the floor.



L) Get up and stretch your legs.



M) Take out the swim vests from under the seats without an emergency.



N) Smoke.



2.8 Asking for help throughout your travel

Look at the people providing support during your travel to Germany.

INSTRUCTIONS: Draw a line between each situation and the people who can support you. Some situations have more than one correct answer.



I. You are hungry, thirsty or need assistance while on the plane.



2. Sirens go off in the airport, and there is an emergency.



3. You are at the baggage claim area and cannot find your bags.



4. You are lost at the airport.

People to ask for help:



A. Check-in counter staff



B. IOM staff



C. Flight attendant



D. Airport staff



E. Airport information desk



F. Airport security



G. Receiving party



5. Your seat on the airplane is far from the rest of your family.



6. You are going to your connecting flight but do not know where the gate is.



7. You lost your child.



8. You need support while in a wheelchair or you need mobility support.

IMPORTANT:



→ IOM staff will support everyone but will pay particular attention to people with additional needs such as persons with diverse sexual orientations or gender expressions, persons with disabilities, elderly persons, and unaccompanied children. Ask for assistance whenever you feel unsure or uncomfortable during the procedures at the airport and during your travel.

2.9 After arrival



→ Make sure you take all of your belongings from the airplane with you, especially your IOM bag.



→ Keep your IOM bag visible so you can be identified by the receiving party.



→ As your journey to the final destination can be long, make sure you and your children use the bathrooms in the airport before onward travel.



→ Fill up your empty water bottle with drinkable water.



→ Stay within your group and follow your IOM escort's instructions.



→ In cars or on the bus, buckle up and stay in your seat.



→ If you face any issues, please inform IOM staff or the receiving party.





Reading material

Find out more about travelling by airplane by scanning the QR code:





Let's learn some words in German

At the airport

die Toilette der Flughafen

die Gepäckausgabe

der Ausgang

der Eingang

der Zoll

der Koffer

the toilet

the airport

the baggage claim

the exit

the entrance

the customs

the suitcase

Name documents

der Reisepass

der Aufnahmebescheid

das Dokument

das Reisedokument

die Bordkarte

the passport

the decision letter

the document

the travel document

the boarding pass





Useful phrases

Ich muss auf die Toilette.

Ich habe meinen Koffer verloren.

Ich habe Hunger.

Ich habe Durst.

I need to go to the bathroom/toilet.

I lost my suitcase.

I am hungry.

I am thirsty.

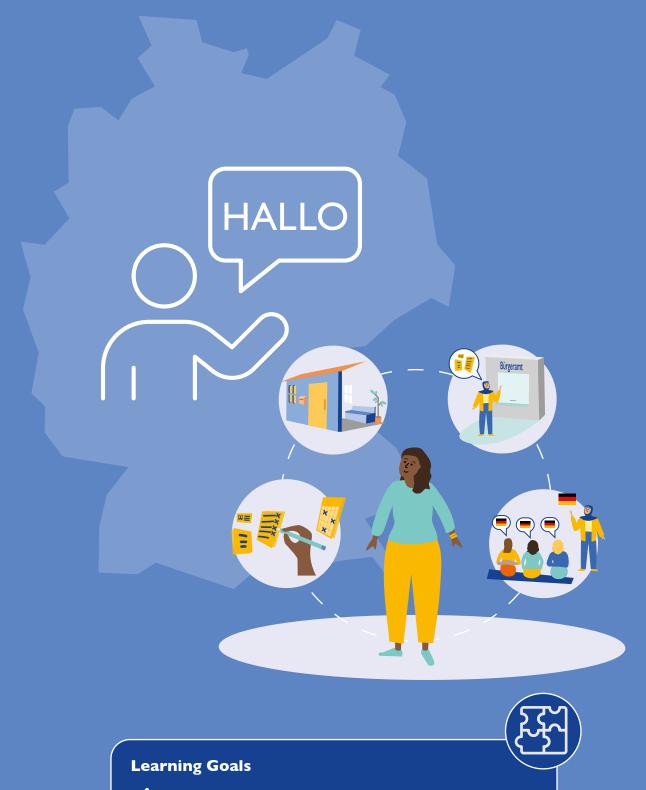






UNIT 3

First Steps in Germany



- ✓ Learn about the first two weeks in the reception center
- ✓ Prepare for your relevant appointments

3.1 Reception center

Remember Fatima, which you met in Unit 1? She will follow your path in Germany and will spend the first two weeks in a reception center before getting allocated to a municipality in one of the 16 federal states.

During this period there are activities organized for you and Fatima in the reception center to further accommodate you and ensure a smooth transition in Germany.

Let's look at activities that you both will be taking part in.

INSTRUCTIONS: Draw a line between numbers and letters.



- Post-arrival orientation course (Wegweiserkurs) providing you with further relevant information and useful tips about Germany
- 2. German language classes



3. Introduction of the accommodation by the reception center personnel



4. Free of charge counselling on where to get support after you arrive in the municipality



5. Support with filling out paperwork and forms for your upcoming appointments

UNIT 10:

MENTAL
AWELLBEING

What do you think will be available for you in the reception facility?

INSTRUCTIONS: Put a checkmark ✓ for what you will receive and an × for what you will not receive.



I. Possibly a small amount of money for personal spendings, depending on the reception facility



 2. Your own apartment and separate bathroom for each family



☐ 3. Medical support



 4. Shared living spaces such as dormitories, kitchens or bathrooms



5. Sim cards for your phones



 6. Free meals three times per day, throughout your stay



 7. A schedule including relevant dates and appointments for the duration of their stay



8. Second-hand clothing



9. Overnight visits from family and friends



☐ I0. Hygiene articles



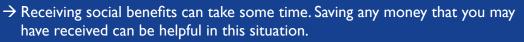
☐ II. Laundry rooms



I2. Childcare items

IMPORTANT

→ You will find out about your allocated federal state and the municipality during the first two weeks in the reception center. This information is not available prior to your arrival to Germany.



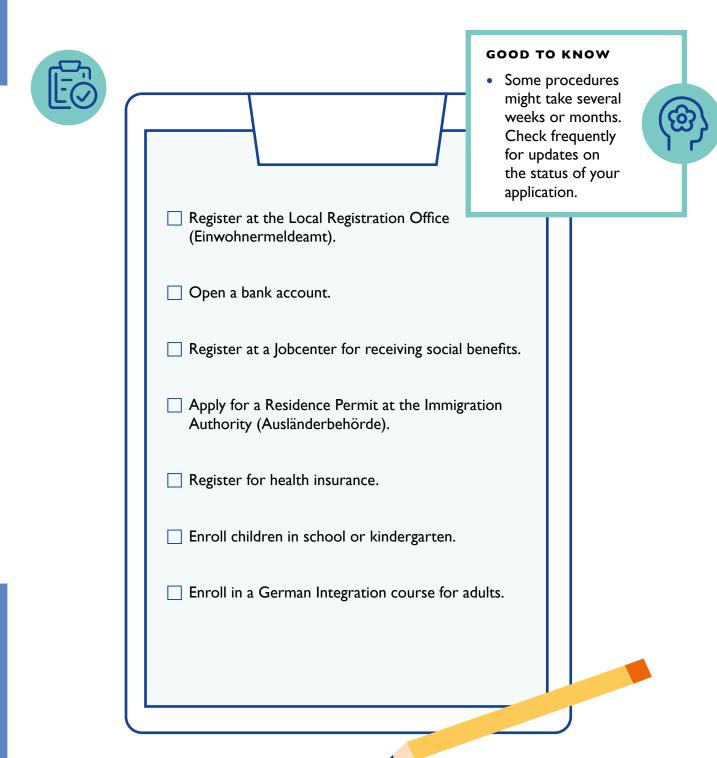


3.2 First steps in the municipality

After spending two weeks in the reception center, the groups are separated and are headed to their assigned municipality which can be a larger city or a rural area.

Fatima is allocated to the city of Nuremberg in the federal state of Bavaria. She will now go through some important procedures.

What are the first steps after arrival to the final destination? Let's look at some of the most important things you both will need to organize in the checklist below.



Support with appointments

There are many organizations specialized in supporting migrants with preparing appointments or finding interpreters to accompany them. Find some examples below:



 Organizations specialized in the area of migration and counselling of migrants



 Mobile consultation services in some municipalities



 Refugee Councils (Flüchtlingsräte) present in all federal states



 Information centres specialised in counselling recognised refugees



Mobile applications who list counselling centres in your area, such as Integreat





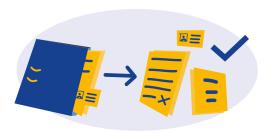
Tips for going to your appointments



You cannot open a bank account or apply for your residence permit without prior registration to the Local Registration Office.



Have your documents ready for each appointment. Get informed in advance which ones are required.



Store your documents in a folder where you can easily find them.



Be there on time.



Check if your language is spoken by the authority or whether a translator is needed.



Bring a trusted person to support with translation, if needed.

UNIT 10: MENTAL-AWELLBEING

There will be specific forms that you will need to fill out. Besides those forms, what documents should you have ready?

INSTRUCTIONS: Put a check mark ✓ in the boxes.



Admission decision
(Aufnahmebescheid) from the
Federal Office for Migration and
Refugees (BAMF)



☐ Passport/ID card



☐ Birth certificate (translated)



Marriage certificate,if applicable (translated)



■ Biometric pictures



School certificates (if applicable)



Help and Support Services

There are organizations that support filling out forms and preparing appointments. Scan the QR code to find out more:





Let's learn some words in German

At the reception center

die Küche das Bad die Beratung

der Wegweiserkurs

der Deutschkurs die Kinderbetreuung der Abreisetermin der Zuweisungsort die Übersetzung

the kitchen

the bathroom

the counselling

the orientation

course

the German class

the childcare

the departure date

the allocated place

the translation

Authorities and during appointments

das Einwohnermeldeamt

die Behörde

die Adresse

sprechen

the Local

Registration Office

the Immigration die Ausländerbehörde

Authority

der Termin the appointment

the authority

the address

to speak



Useful phrases

Ich brauche Kleidung. I need clothes.

Ich brauche Windeln.

Ich brauche einen Arzt/

eine Ärztin.

Ich spreche Arabisch/Englisch. I speak Arabic/English.

Ich spreche kein Deutsch.

Ich brauche Übersetzung.

Ich möchte einen Termin vereinbaren.

I need diapers.

I need a doctor.

I don't speak German.

I need translation.

I would like to make an appointment.





My notes		

UNIT 4

Housing



Learning Goals

- ✓ Get to know the German housing system
- ✓ Get useful tips on how to find an apartment
- ✓ Learn about your rights and responsibilities as a tenant



Housing in Germany

In the beginning of your life in the federal state, you will be living in shared accommodation with common spaces such as kitchens or bathrooms, until you find a permanent apartment.





Finding permanent accommodation can be a challenge in Germany, especially in bigger cities. Most people rent their apartments, which makes the housing market very competitive.

The process of finding a suitable apartment requires patience and might take several months or even longer. It is important to keep looking actively.

4.1 Types of accommodation

In Germany, it is common for people to live in rented apartments, sometimes together with friends or even with flatmates that they do not know in advance. Often, they live in big buildings with many apartments.



What are some common types of accommodation in Germany?

INSTRUCTIONS: Draw a line between letters and numbers.

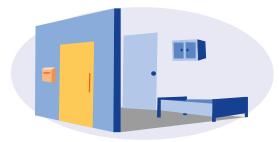
I. Shared apartment



2. Studio



3. Apartment



4. Single-detached family house



5. Student dormitories



- A. A house where usually one family resides.
- B. An accommodation with usually more than one room in a multi-apartment building.
- C. A one room
 apartment with
 a kitchen and a
 bathroom. Sometimes
 the room and
 the kitchen are
 connected.
- D. Several people share this apartment.
 Very popular among students and young professionals.
- E. Only available for students. They can be studios or shared apartments.

4.2 Finding an apartment

Who can you rent from? These are the most common options in Germany:



Private landlords

Private persons that rent their apartments. In case of issues or questions, you will contact the landlord directly.



Private companies

Companies that own buildings and rent them to private persons. In case of issues or questions, you will contact the respective administration.



State-owned apartments

Apartments built and administrated by the state. In case of issues or questions, you will contact the respective administration.



Reading material

Read more about housing in Germany by scanning the QR code:



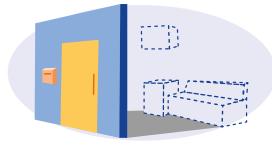
UNIT 10: MENTAL WELL-BEING

What are some important things to keep in mind when looking for an apartment in Germany?

INSTRUCTIONS: Read the below sentences and put a check mark ✓ for the ones that are similar to what you are used to:



You will be responsible for finding an apartment. The state authorities will not search on your behalf.



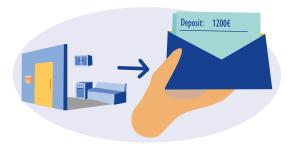
Most apartments are rented out empty, without furniture or kitchen appliances.



Once you find an apartment, you must register at the Local Registration Office (Einwohnermeldeamt).



There are two types of rental contracts: limited in time and unlimited in time.



Usually, you need to pay a deposit (Kaution) in advance, that you receive back when you move out if nothing is damaged in the apartment. The deposit is normally equal to three months' rent.



There is a mandatory monthly radio and TV tax to be paid by every household.



There are restrictions on how many people can live in one apartment, depending on the apartment size.



For persons with a lower income there are available social housing options.
 A certificate of eligibility for social housing (Wohnberechtigungsschein) is necessary.

Tips when looking for an apartment

There are some useful tips you can follow when looking for an apartment.

Check the most well-known websites and social media groups and ask your network, friends, acquaintances.





Thank you! Browsing the internet is a great tip!

Prepare your documents in advance and start looking for apartments as soon as possible.





This is a great tip! Starting the search early is important!

Be prepared that finding an apartment is time consuming. Go to as many apartment viewings as possible, this will increase your chances.



It is important to know that patience is key! Avoid scams. Do not pay any money before signing a contract and getting the key. Apartment viewings are free of charge.





It is great to know that apartment viewings are free of charge!

Reading material



Find out more about the process of looking for a house in Germany by scanning the QR codes:



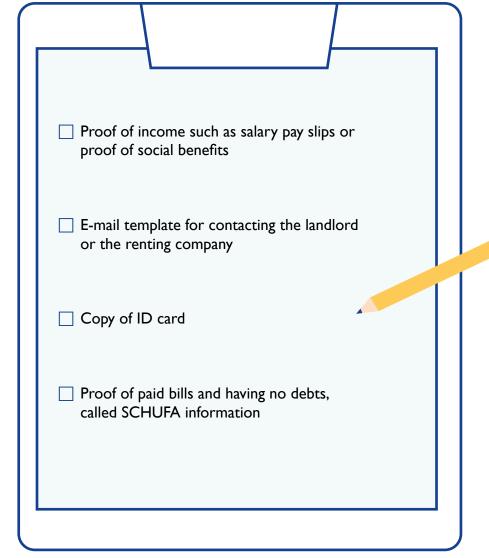
GOOD TO KNOW

Check the rent carefully: The rent will display the base rent (Kaltmiete)
 rent price only – but the end price is called warm rent (Warmmiete)
 which can also include utilities such as heating, water or waste disposal.



There are some necessary documents when applying for an apartment. Find them in the checklist below and use the checklist when needed.







Reading material

Find out more about how to apply for a SCHUFA:



Your rental contract

The rental contract is an important document that sets all the conditions for the landlord and the tenant. Moreover, the contract protects you against any disagreements or issues with the landlord.

The following details are generally displayed in a rental contract in Germany:



Name and address of the landlord



Your complete name as a tenant



Adress and size of the apartment



The period of the rental agreement (start and end dates, if applicable). Most contracts are unlimited in time.



Agreed monthly rent and method of payment



Deposit to be paid



The notice period for terminating the contract



Landlord and tenant duties



Specific house rules that need to be respected (for example owning a pet)



Help and Support Services

Seek support with translation if you have questions about the contract. Scan the QR code to find out more:



4.3 Rights and obligations

Once you move into an apartment, you will need to respect some rules and take over some responsibilities. Which of the below apply to you and which to your landlord?

INSTRUCTIONS: Put a check mark ✓ in the correct boxes.



- Tenant
- They need to keep the noise down between 22:00 and 06:00 o'clock, Sundays and on holidays. Loud music, loud conversations, parties, and repair works such as drilling are not allowed.



- Tenant
- 2. They are obliged to recycle paper, plastic and waste.



- Tenant
- 3. They need permission to enter the apartment for conducting repairs.



- Tenant
- 4. They must pay the rent on time every month.



- Tenant
- They need to keep the interior of the apartment clean, wellmaintained and safe.
- Landlord

Landlord

Landlord

Landlord

Landlord

Continue on next page →



- Tenant
 6. They can keep a small pet without approval, for example a fish or a hamster but need approval for bigger pets.
- Landlord



- Tenant7. They have the right to increase the rent within the limits of the law and with previous notice.
- ☐ Landlord



- Tenant
- 8. They have the right to cancel their contract and move out as per the legal deadlines.
- Landlord



- Tenant
- 9. For damages in the apartment such as water leakage, they need to inform the landlord.
- Landlord

GOOD TO KNOW

 Every apartment in Germany needs to be equipped with a smoke detector which cannot be deactivated or removed and must be maintained by the tenants.



Recycling

The landlord needs to provide the recycling bins for the tenant to be able to recycle their waste properly. Recycling is mandatory in Germany. There are usually several bins in every apartment building to recycle correctly.



I. Yellow bin: For plastics



2. Blue bin: For paper and cardboard



3. Brown bin: For food waste, biodegradable goods



4. Gray or black bin:
For household waste
and all other types
of waste that cannot
be recycled, including
small metals



and recipients

For white glass bottles

5. White bins:



Green bins: For dark glass bottles and recipients

GOOD TO KNOW

 Failing to separate waste correctly can result in a fine.



Help Sadia recycle her waste.

INSTRUCTIONS: Place each of the items below in its recycling bin by drawing a line to the correct bin.



20LUTION: A. (1), B. (3), C. (2), D. (3), E. (4), F. (5), G. (4), H. (1), I. (6), J. (1), K. (5), L. (1), M. (3)

Bottle return machines (Pfandautomat)



 In Germany, there is a bottle return system.
 When you buy certain liquids, such as water or juice, you pay a deposit (Pfand).



bottle with this symbol if it has a deposit and can be returned.



If you return the empty bottle, you get your deposit back.







GOOD TO KNOW

Disposal of furniture takes place in specially allocated spaces.





Let's learn some words in German

Renting an apartment

die Wohnung the apartment

das Haus the house

der Wohnberechtigungsschein the certificate of

elligibility for social housing

die Kaution the deposit

der Mietvertrag the housing contract

befristet limited

unbefristet unlimited

die Miete the rent

die Kaltmiete the rent price only

die Warmmiete the rent price including utilities

Recycling

das Pfand the deposit

der Pfandautomat the bottle return machine









Ich suche eine Wohnung. I am

Ich möchte die Wohnung

besichtigen.

Wie hoch ist die Miete?

I am looking for an apartment.

I would like to view the

apartment.

How high is the rent?

 •	•		
My notes			
~~~			

UNIT 5

Healthcare



Learning Goals

- ✓ Get to know the German healthcare system
- ✓ Learn about the German healthcare services
- ✓ Understand how to schedule a doctor's appointment

5.1 The healthcare system in Germany

After your arrival to Germany, you are required to register for a health insurance. Having a health insurance is mandatory in Germany. There are two types of health insurance. Read more information below.

Public health insurance	Private health insurance
 Is mandatory for everybody. 	Is not mandatory.
 All beneficiaries have access to the same services. 	Accepts only certain professions.
 The amount you pay depends on your income. 	 Access to services depends on the price you pay.

You will need to register for health insurance on your own. You can either sign up online or visit any branch of your chosen insurance company and register there personally.

For registration you will need the following documents:



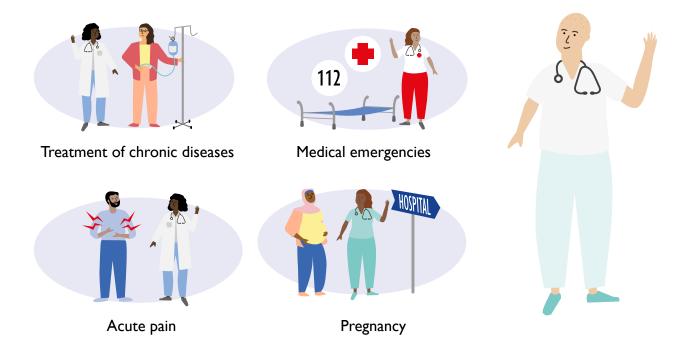
Application form of the health insurance company of your choice	
☐ Your ID	
☐ Your confirmation of social benefits	
 The confirmation of registration at your Local Registration Office 	
	- J

Your health insurance

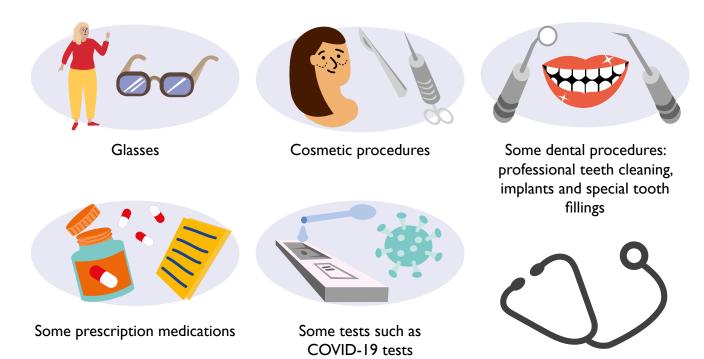
After registering for health insurance, you will receive an electronic health card that needs to be shown every time you go to a doctor.

Please be advised that the registration with health insurance might take a couple of weeks. Until you register with the health insurance and receive your card, you will still have access to some services.

Some examples are:

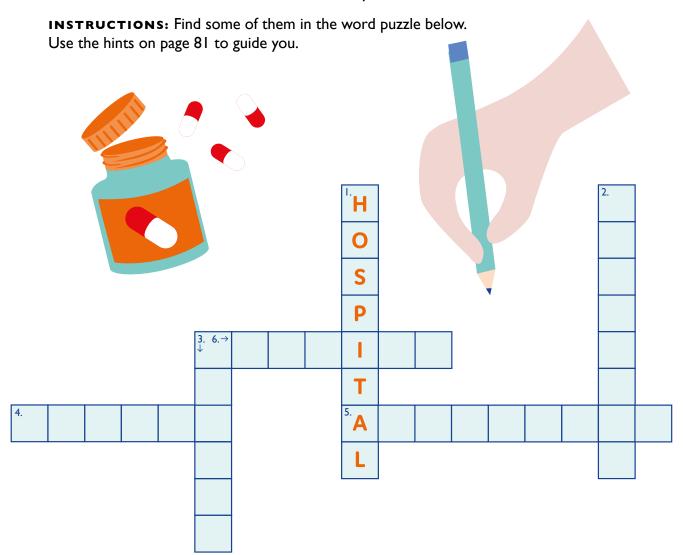


After receiving your health card, most of your health-related issues will be covered by your health insurance. There are however some services that health insurance in Germany does not cover or only covers under certain conditions:



5.2 Healthcare services in Germany

There are several healthcare services in Germany.



Reading material

Read more about the German healthcare system and the available health insurance companies by scanning the QR code:



Find out more about the existing health insurance companies by scanning the QR code:



UNIT 10: MENTAL WELL-BEING

Down



 An institution where you can spend several days, depending on the gravity of your health problem



2. A place where you buy medicine



3. Person specialized in health

Across



4. Smaller than a hospital, mostly specialized in a specific health area



A vehicle equipped for transporting sick or injured people to and from a hospital in emergency situations

6. Person specialized in dental health

5.3 Tips for taking a doctor's appointment in Germany



Every person is expected to have a family doctor (Hausarzt/Hausärztin), which is usually a general practitioner.



It is recommended to find a family doctor near the place where you live to avoid long commuting when sick.



If you need to go to a specialist such as a cardiologist, a neurologist, or a radiologist, the family doctor must be consulted first and will hand you a referral.



However, there are some specialists where you can go without a referral upon getting an appointment: gynecologists, orthopedists, dentists, ophthalmologists, dermatologists.



In case of uncertainty ask your family doctor if a referral is needed.



Reading material

Learn more about finding an appointment and choosing a doctor by scanning the QR code:



UNIT 10: MENTAL WELL-BEING

Prepare for your medical appointment

Find below some tips on how to prepare for a medical appointment.

INSTRUCTIONS: Put a check mark $\sqrt{\ }$ for the ones that are correct and an \times for the ones that are not correct.



✓ I. Have your health insurance card with you.



2. Be on time.



3. Do not bring any documents with you.



4. Check in advance how to get there.





5. Be patient. Even with an appointment there

might be a waiting



7. If possible, bring a German speaker with you that you trust for support.



6. You might need to fill out paperwork.

8. Some doctors speak English. In big cities you will find doctors who speak Arabic and other languages.



9. Bring your previous medical records, if available.



■ 10. You can be late without announcing.

Healthcare for children



U-checkups are a series of exams and tests that aim to recognize and prevent any issues in the healthy development of your child.



Until the age of 18 years old, your child can go to a pediatrician for check-ups.



You can make an appointment with a pediatrician without a referral from your family doctor.



Most routine examinations for babies and children such as vaccinations, sight, hearing, motor skills, language development tests are covered by your health insurance.



You will receive a children's check-up booklet where all your child's medical records such as check-ups and vaccinations are listed. Make sure to bring the booklet with you for every check-up.



Before starting the first year of school, there is an obligation that all children undergo medical check-ups to make sure that they are fit for school.



Reading material

Find out more about child healthcare in Germany by scanning the QR code:



IMPORTANT:

→ It is common to wait for an appointment a couple of weeks or even months for some doctors. If you have an emergency, doctors generally have special emergency hours to treat patients.





Help and Support Services

There are platforms to help you find health professionals that specialize in the needs of people with a disability. Scan the QR code to find out more:





Help and Support Services

There are platforms to help you find health professionals that specialize in the needs of people with diverse sexual orientations, gender identities and gender expressions, including transgender persons. Scan the QR code to find out more:



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Help and Support Services

Scan the QR code to find out more about how to find a health professional, including for emergency situations:



GOOD TO KNOW

 The emergency number in Germany and within Europe is 112. This number should only be called in case of an urgent need for assistance with an acute injury or illness or if your life is in danger.





Let's learn some words in German

Health actors and institutions

die Krankenversicherung the health insurance

der Arzt/die Ärztin the doctor

der Hausarzt/die Hausärztin the family doctor

das Krankenhaus the hospital die Apotheke the pharmacy

der Krankenwagen the ambulance

die Praxis the clinic





Making an appointment

der Termin the appointment

Useful phrases

Ich bin krank. I am sick.

Ich habe Schmerzen. I feel pain.

Ich habe Bauchschmerzen./ I have stomach pain./ I have a headache. Kopfschmerzen.

Ich habe Fieber. I have a fever.

Mein Kind hat Fieber./ My child has a fever./

Mein Kind hat 38 Grad Fieber. My child has a fever of 38 degrees.

Mein Kind hustet./ My child is coughing./ Mein Kind hat Halsschmerzen. My child has a sore throat.

Ich möchte einen Termin I would like to make an vereinbaren.

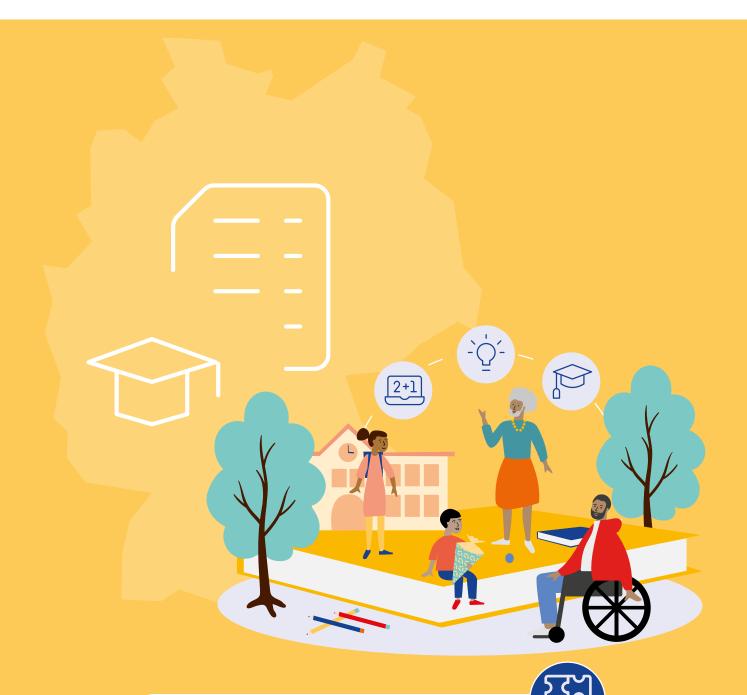
appointment.





UNIT 6

Education



Learning Goals

- ✓ Know the different types of schools in Germany
- ✓ Understand rules and responsibilities in German schools
- ✓ Identify challenges and reflect on how to support your children
- ✓ Learn about higher education opportunities

6. I Overview of the education system in Germany

When living in Germany, children who are at least six years old must be registered in school. Your child will be exposed to a new educational system, different to what they have been used to. Let's look at some basic information about Germany's education system.

INSTRUCTIONS: Connect the sentences by drawing a line between numbers and letters.



 In Germany, children between the ages

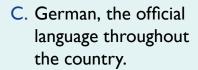


2. Classes in Germany are held in



3. Although there are many similarities in the German school system

- A. August: There is an autumn holiday, a Christmas holiday, an Easter holiday, and a summer holiday.
- B. from I (best grade) to 6 (lowest grade).



- D. schools might differ from one federal state to another.
- E. of 6 and 16 must attend school.
- F. unless you decide on a private school, which requires paying schooling fees.



4. The grading system in Germany is



5. The school year usually starts in



6. State school is free of charge

Let's look at some educational institutions in Germany.

Early childhood education

As soon as a child is one year old, they have a legal right to a place in a kindergarten or daycare centre in Germany. There are several childcare options for babies, toddlers and children up to seven years old. Let's look at some of them.

NURSERY (KINDERKRIPPE)

- The nursery is a place where children under the age of three are supported with their learning and development efforts.
- They learn to play, sing and eat together with others, they learn empathy, consideration, assertiveness and many other things.
- The costs depend on the federal state where you reside, on whether the nursery is public or private but also on the family's income.



KINDERGARTEN (KITA)

- Kindergarten facilities are places where you can bring your child between the ages of three and six, sometimes seven.
- Here they play, participate in sports, crafts, music, and other activities supervised by well-trained professionals.
- They are supported in age-appropriate development.
- They prepare for school with a focus on social skills and language learning skills.
- Kindergartens closely collaborate with the families.
- Costs vary by state and type of kindergarten but also depend on family income. In some federal states kindergartens are free of charge.
- Kindergartens are for all children, if your child has a disability, there are special childcare options that attend to their needs with specially trained personnel.



GOOD TO KNOW

- Sometimes it can be challenging to find a kindergarten or a nursery place, you might need to wait or be put on a waiting list.
- There are different ways to register for a kindergarten place. If you register online, be sure to also contact your preferred kindergarten directly.
- The Youth Welfare Office (Jugendamt) will support you with finding a kindergarten place and with the application procedures.





Reading material

Find out more by scanning the QR code:



Elementary school

FOR GRADES I TO 4 OR 6

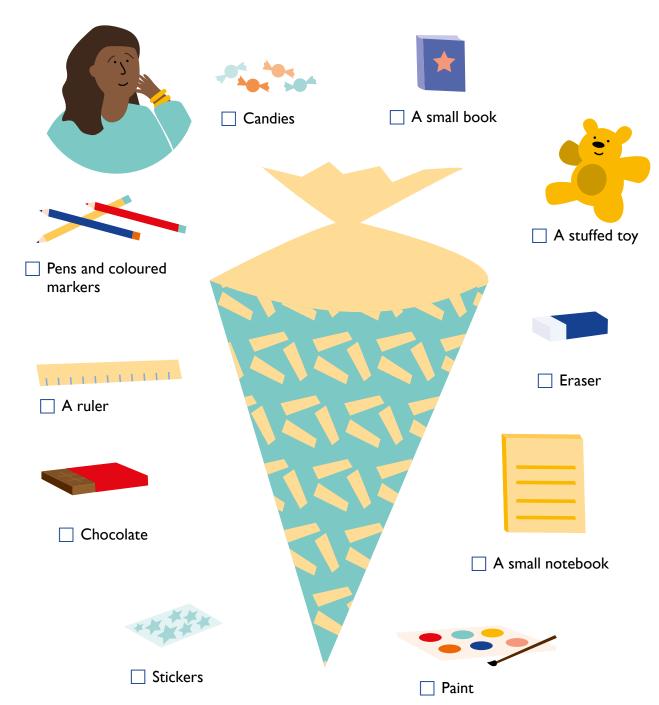
From the age of six, children must attend elementary school, where they learn the foundations of mathematics, reading, writing and foreign languages among other subjects. Elementary school generally lasts about four to six years depending on the federal state.

THE SCHOOL CONE TRADITION IN GERMANY

On their first day of elementary school, children usually receive a school cone (Schultüte) from parents or relatives which can include sweets, small books, school supplies or other gifts. This is to celebrate their first day of school.

Help Fatima prepare her children's school cone. Think about what you would put in your child's school cone.

INSTRUCTIONS: Put a checkmark ✓ in the boxes.



Secondary school

There are numerous pathways within the secondary school system with several types of schools offering distinct certificates and qualifications. Parents and children typically decide together which type of secondary school to attend, based on the child's abilities, strengths, and interests.





REFLECTION TIME

If you have children, think about some of their interests and strengths.

Write them down.	



Help and Support Services

As a parent, you can get support from various organisations when it comes to the education of your child. Scan the QR code to find out more:



Hauptschule (Secondary General School)

FOR GRADES 5 THROUGH 9

This form of school ends typically after 9th grade and provides students with practical skills and vocational training to prepare them for various career paths, aiming to equip them with skills relevant to the job market. Upon completion, students can earn a *Hauptschulabschluss* (Certificate of Secondary Education).

Grades 5-9

Realschule (Practical Secondary School)

FOR GRADES 5 THROUGH 10

This form of school is a combination of practical and academic knowledge and typically ends after the 10th grade. After *Realschule* students can continue their career with either vocational training to learn a certain profession or continue with higher education depending on their performance.

Grades 5-10

Gymnasium (Academic Secondary School)

FOR GRADES 5 THROUGH 12 OR 13

The Academic Secondary School, known as Gymnasium, offering students a comprehensive education with a focus on research skills. Depending on the federal state, it ends after either the 12th or 13th grade. After completing Gymnasium, students earn their Abitur, a diploma that allows them to pursue university studies.

Grades **5 - 12/13**

Gesamtschule (Comprehensive School)

FOR GRADES 5 THROUGH 12 OR 13

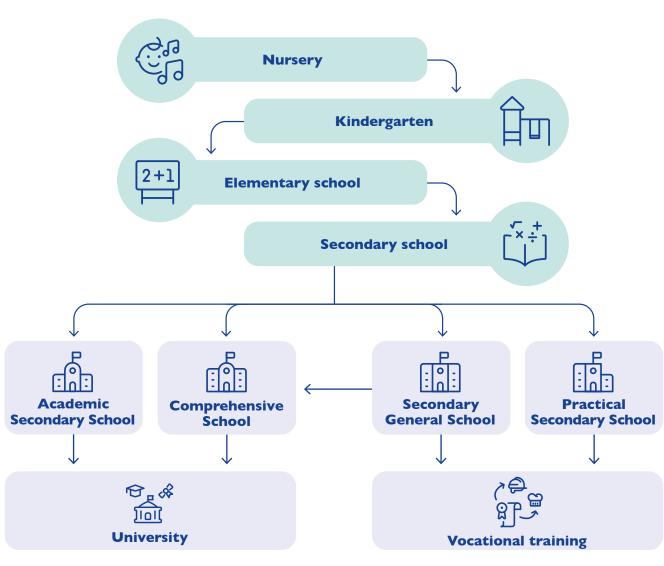
This form of school is a combination of the above, students can prepare for different school certificates such as *Abitur, Realschulabschluss* or *Hauptschulabschluss*.

Grades **5-12/13**

Förderschule (for children with a disability)

This form of school accommodates students across different grade levels based on their individual needs and abilities, offering customized education and support.





What does the German educational system offer to students completing their secondary education, depending on the type of school attended?

INSTRUCTIONS: Put a check mark ✓ in the correct box.



A. Access to university studies through the Gymnasium and Gesamtschule

 B. Opportunities for vocational training leading to recognized qualifications

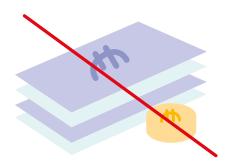




C. Pathways to enter the labour marketD. All of the above directly after graduation

6.2 Going to school in Germany

In order to enroll children in school there are some things to consider:



Registering your child in a German school is free of charge.



For 1st grade school registration, your child is automatically registered at a school near your residence.



If you arrive during the term, you must personally register your child.



Registration for secondary school is the responsibility of parents; children are not automatically registered.



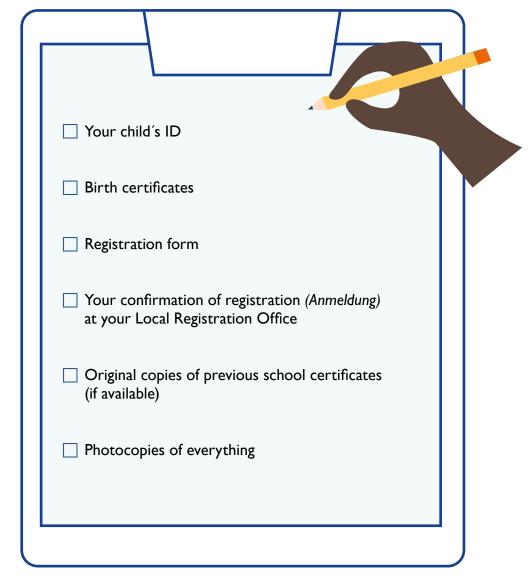
Your child may have the option to enroll either in Welcome classes – if offered in your municipality – or in regular classes.



The goal of the Welcome classes is to help children integrate into the regular school easier with focus on learning the language. This transition period could last six to eight months.

For the school registration you will need several documents. Review the checklist below and ensure you have everything for the registration.





GOOD TO KNOW

- There could be longer waiting times before a school is assigned to your child based on the capacity in your municipality.
- Sometimes you will not be able to select your desired school due to low capacity. If a school refuses your application, you can appeal the decision within a month.

School rules in Germany

Read more about some school rules in Germany. Which of the below is different from what you are used to?

INSTRUCTIONS: Put a check mark ✓ in the boxes.



Bullying (insulting, threatening) and physical violence are forbidden in school.



Teachers and school staff are not allowed to inflict physical punishments on children.



Children do not wear school uniforms in public schools.



Children of different faiths and genders study, sit, participate in sport activities and work together.



Children have tasks to accomplish at home after school, called homework.



Generally, home schooling is forbidden in Germany.



For parents who need to work, there is an afterschool day centre called Hort. To receive a place in an after-school daycare centre you need to contact the Youth Wellfare office (Jugendamt).



Schools often organize trips for children who travel together for one or several days. Participation is not mandatory but recommended.



Sex education is compulsory in German schools and aims at equipping children with useful information to make the best decisions for their health and bodies.



take part in initial swimming lessons. Children can wear modest swimwear during classes and an exemption is possible for health reasons.



☐ All students are required to ☐ Lessons take place five days per week, from Monday to Friday and usually start between 07:30 and 08:00. They can finish at 13:00 or later, depending on the grade.



Full-day schools (Ganztagsschulen) are also common in Germany. There, children spend more time at school, including their afternoons.

6.3 Support for children and advice for parents



REFLECTION TIME

As a parent you will need to support your child in Germany. What are some difficulties that you think your child might face?

	Write them down.	

Let's look at some potential challenges that your child might face when moving to a new country.



Difficulty in making friends at school due to language barriers



Not performing well in school



Being isolated



Difficulty with learning the language



Anxiety



Lack of motivation



Being separated from their community and friends



Homesickness



Lack of stability and safety



Lack of acceptance



Adapting to the new school system



Discrimination



Loneliness



Bullying



Frustration

MENTAL WELL-BEING

How can you support your child? Even if you don't speak German, there are many ways to support and empower them. Find some examples below. Which one would you find important, and would you be comfortable doing?

INSTRUCTIONS: Put a check mark ✓ in the boxes.



Consistently communicate with teachers about your child's goals and remain open to finding the most effective ways to support their achievements.



☐ Join parents committees.



Arrange a day for them to play with other children.



Get involved in school activities.



☐ Support with homework.



Find a tutor that helps with homework or challenging school tasks by asking teachers.



Participate in school meetings. These are called parents' evening (Elternabend).



Participate in German language courses to learn the language faster.



Ask for tips in your community from families that already went through the process.



Support and encourage your children to do sports or join clubs (music, arts, etc.), where they can bond with other children and make friends.



☐ Talk openly with your children about their fears and worries.



Celebrate their successes and encourage them.



Help and Support Services

Free tutoring options can be found on many websites. Scan the QR code to find out more:



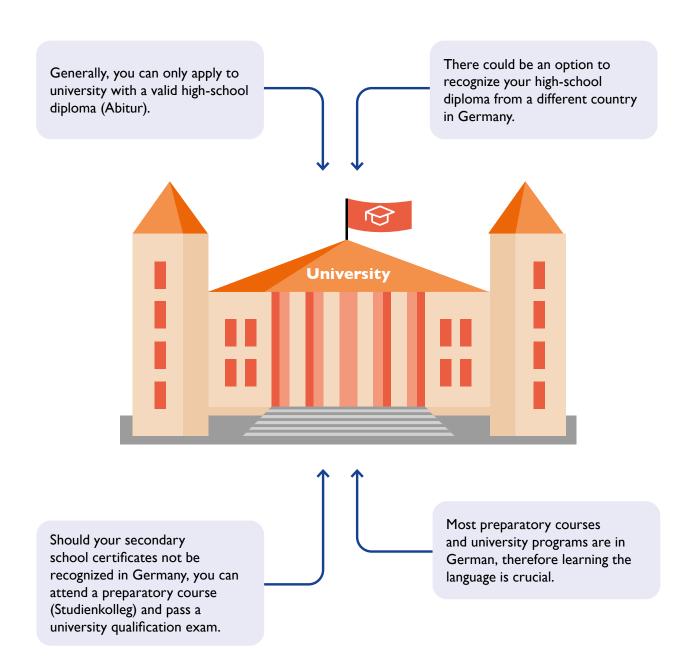
Many organizations can help your child with counselling and guidance. Scan the QR code to find out more:

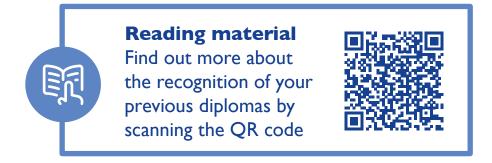


6.4 Access to higher education

After secondary school, adolescents or young adults can either follow a vocational training - Ausbildung - to learn a profession (See <u>Unit 7, page 111</u>) or decide to go to university.

Read below some key information regarding higher education studies.





What are the levels of higher education in Germany?



Bachelor's degree

Typically 3 years



Master's degree

I to 2 years



Doctorate

3 years or more

There are some tips when considering a university program. Put a check mark \checkmark for the ones that you find useful.



Research your interests and aspirations.



Check universities websites and their admission criteria for your desired program.



Call the admission office to get further information.



 Collect all your educational certificates and diplomas.



Connect with people who already went through the process to get useful tips. This can be done via social networks or mentoring programs of the universities.



Research the local job market.



Reading material

Find out more about studying in Germany by opening the QR code:





Let's learn some words in German

Types of schools

die Gesamtschule the Comprehensive School die Realschule the Practical Secondary

School

das Gymnasium the Academic Secondary

School

die Hauptschule the Secondary General

School

die Förderschule a form of school for

children with a disability

die Ganztagsschule the full-day school

At school

die Schule the school

die Lehrerin/

the teacher der Lehrer

die Ausbildung the vocational training

der Elternabend the parents' evening

das Abitur the school examination

usually taken at the end of

the 13th grade

der Hort the after-school care

center

Useful phrases

Ich studiere Mathematik/ Medizin/Kunst.

I study mathematics/ medicine/arts.

At university

die Universität the university

das Studienkolleg the preparatory course

Kindergarten

die Kita the kindergarten

der Erzieher/die

Erzieherin

the educator

die Kinderkrippe the nursery

German authorities

the Youth Welfare Service das lugendamt

die Anmeldung the registration to the

Local Resident's Office



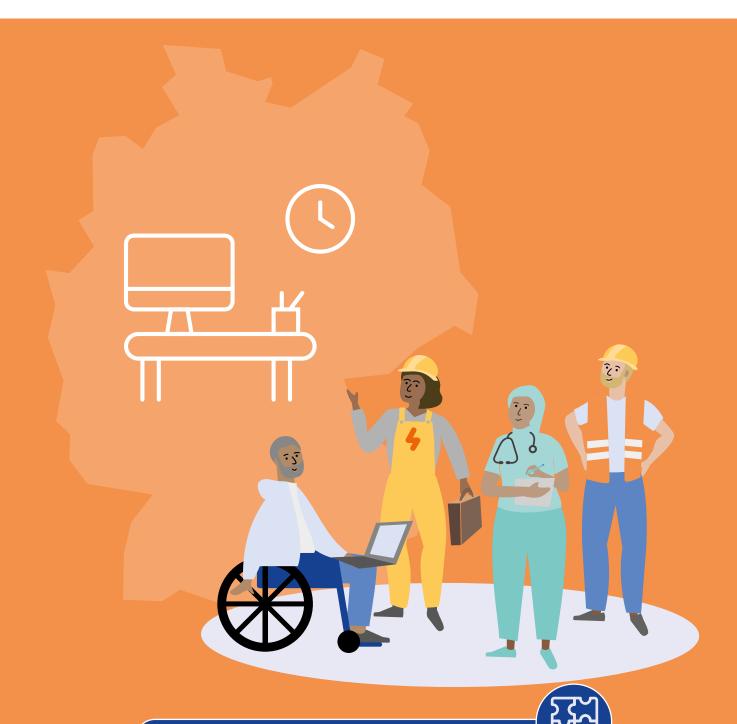




My notes			

UNIT 7

Employment



Learning Goals

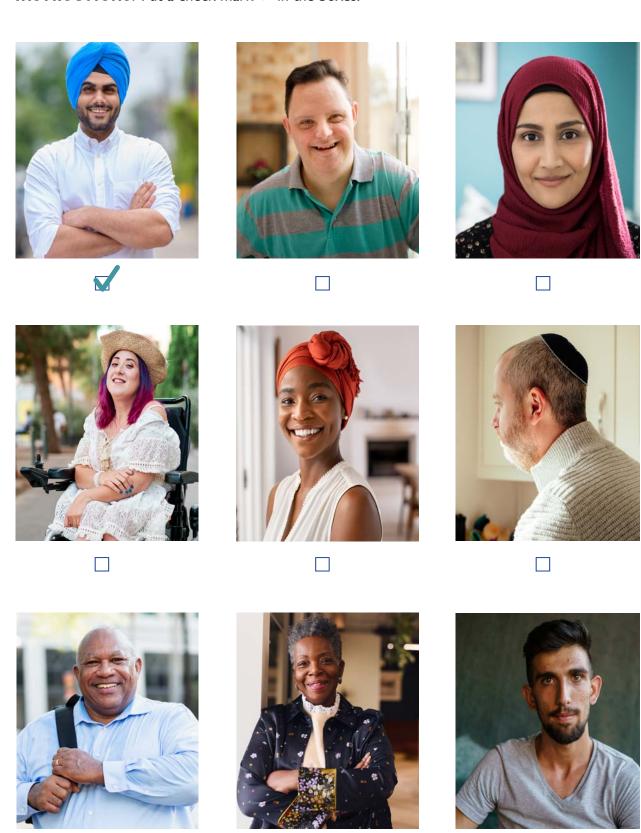
- ✓ Get familiar with the German job market
- ✓ Know the most important steps in finding and applying for a job
- ✓ Learn about your rights and responsibilities at work

7.1 Working in Germany

Another important step when starting a new life in Germany is finding employment. This provides you amongst others with a daily structure, a stable income and supports you with working out your own standard of living.

Who can work in Germany?

INSTRUCTIONS: Put a check mark ✓ in the boxes:























IMPORTANT:

- → Every adult has the right to choose their work freely in Germany.
- → It is common that people of all genders practice the same professions.
- → Child labour is forbidden in Germany. Individuals up to the age of 14 are considered children.

Sadia has newly arrived in Germany, she is attending her German language class regularly and is beginning to look for employment. At first, she might face some challenges in finding a suitable job.

INSTRUCTIONS: Put a check mark \checkmark for the challenges you think she will face.



Being in a new country with a different employment system and rules



☐ Knowing where to look for a job



Knowing how to apply for a job in Germany



☐ Getting her job qualifications recognized



Learning a new profession



Learning a new language



Knowing her rights and responsibilities specific to the German law



Facing discrimination on the labour market

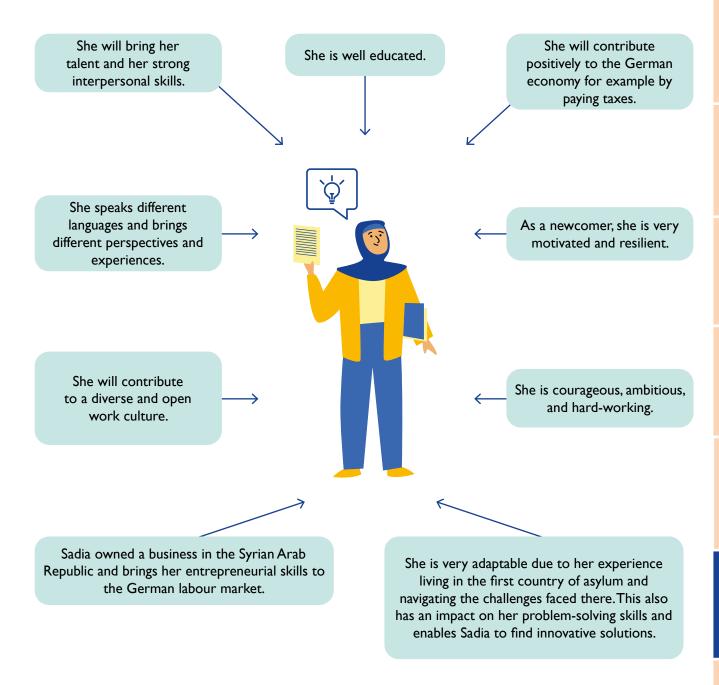


REFLECTION TIME

What other challenges do you think you might face when looking for employment?

Write them down.	

Despite the challenges, Sadia is highly motivated to find a job and to become financially independent. She is therefore focusing on her strengths. What are some positive impacts she could bring to the German society?





REFLECTION TIME

What are your strengths? Think about more positive contributions that migrants bring and that you think you will bring.

Write them down.	

7.2 Learning the German language

Your residence permit allows you to work full-time. For most employment opportunities language skills are required. Therefore, learning German is an important part of finding a job.



There are many ways of learning German. Which ones would you prefer and find interesting?

INSTRUCTIONS: Put a check mark ✓ in the boxes.



Attending your German language class regularly



Self-study



Watching videos online, listening to German music, and watching movies in German



Finding a tandem partner.
You can find a German speaker who
wishes to learn your mother tongue and
can teach you German. You meet frequently
for practice and become tandem partners.





Going to a Sprachcafé.

These are events organized in places such as cafés or bars where people can practice languages together. It helps with learning the language and connecting with people.



☐ Making friends who speak German



Free mobile applications for language learning



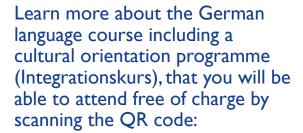
Joining an activity club for hiking, sports, music or reading

IMPORTANT:

- → There are many free of charge mobile applications to learn German.
- → A course which offers German language skills including a cultural orientation programme (Integrationskurs) will be provided free of charge. You will need to enroll by yourself as soon as possible after arriving in Germany. For newcomers who do not speak German, participation in the Integration course is mandatory.

Reading material

Find out more about a person's journey to learning German by scanning the QR code:



Scan the QR code to find out more about useful resources for language learning:









7.3 Steps to a profession

In Germany, there are multiple pathways to acquiring a profession.



INSTRUCTIONS: Put a check mark ✓ for the ones that you find interesting for yourself.

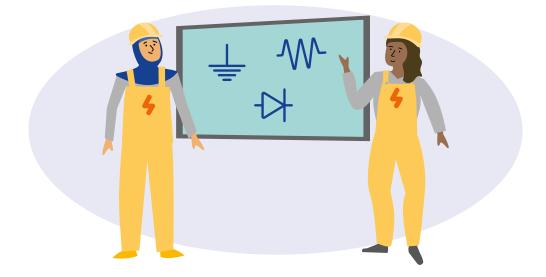
☐ I. Higher education study



- You can apply for a university program and get your Bachelor's degree to pursue a profession.
- The prerequisite for a Bachelor's degree is generally a secondary school diploma and knowledge of German language of at least B2 level (independent user).
- Following your Bachelor, you can continue your studies with a Master's degree.



☐ 2. A vocational training or apprenticeship (Ausbildung)



- With a vocational training you can learn a profession.
- During this period, you work and learn practical skills. In parallel, you attend classes at a training school several times per week, where you learn the theoretical part.
- You will receive a monthly salary for the duration of your training.
- Make an appointment with your local employment agency (Bundesagentur für Arbeit) and inquire about your options.

- The training can last up to 3 years depending on the job you have decided on.
- There are around 330 different sectors in Germany that offer vocational trainings. The vocational trainings are available in various fields, for example economics, agriculture, IT or public services.
- At the end, there is usually an exam that you need to pass to obtain your final qualification.



Reading material

Find out more about apprenticeships by scanning the QR code:





Help and Support Services

Seek advice and support at career information centers (Berufsinformationszentrum/BIZ) or your local Federal Employment Agency (Bundesagentur für Arbeit). Scan the QR code to find out more:

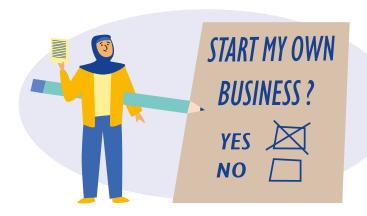


☐ 3. Jobs without a qualification



Some jobs do not necessarily require a qualification, such as customer service, care work, catering and many other sectors.

☐ 4. Open a business



• If you wish to be self-employed or open a business, there are options for you to get counselling and funding.

☐ 5. Have your qualifications recognized



• To continue with your previous career, you can have your qualifications recognized in Germany.

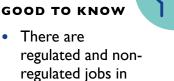


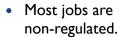
Reading material

Scan the QR code to find out more about opening a business in Germany:









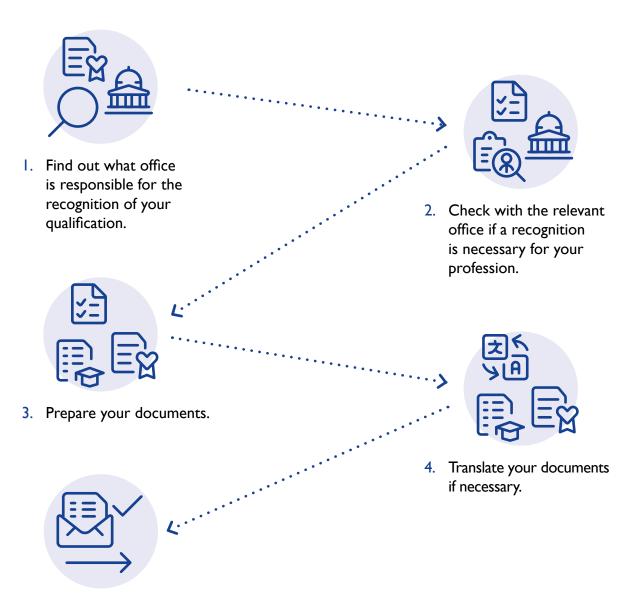
Germany.

- Some examples of regulated jobs are nurses, doctors, teachers and lawyers.
- For those ones, you will need to either have a professional qualification in Germany or have your qualifications from your home country recognized.



Recognition procedures

If you already acquired a qualification for a certain profession in another country, it is possible to apply for a recognition of your qualifications in Germany. There are some steps you need to follow.



5. Submit your application for recognition.

Reading material

Many websites explain the process of having your qualifications recognized. Read more about it in English or Arabic by scanning the QR code:



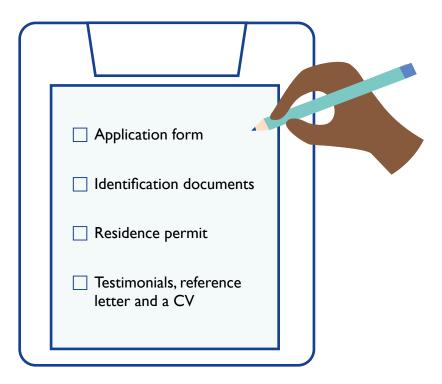




113

What documents are required to recognize your qualifications? It depends on your profession, but generally you will need to have the documents from the below checklist:





Popular jobs in Germany



REFLECTION TIME

What is important for you in a job?

Write down your thoughts.	

UNIT 10: MENTAL WELL-BEING

What do you think are some common jobs in Germany?

INSTRUCTIONS: Put a check mark ✓ in the boxes.



Train and public transportation driver



□ Nurse and caregiver



Doctor



Teacher



☐ IT specialist



☐ Construction worker



Plumber



Electrician



Salesperson



Caterer



Metal worker



☐ Farmer

7.4 Applying for a job

After successfully completing her German language class, Sadia would like to start working. Where can she look for a job? She has several options.

INSTRUCTIONS: Put a check mark ✓ for the options that you would explore for yourself.







- ☐ Job portals and websites
- ☐ Company websites
- ☐ Job fairs



Recruitment agencies





 Counselling on existing job offers at your local employment office (Bundesagentur für Arbeit)



Newspapers



Networking and asking around in your community

GOOD TO KNOW

 The most common and effective way of looking for a job in Germany is through job portals and employer websites.





Steps to apply for a job

Generally, a job application takes place online, via e-mail. Sadia would need to send her application, including all the relevant documents. Please see below a checklist of the most common documents that you will need when applying for a job.

☐ I. Curriculum Vitae (CV)

A document containing an overview of your education, qualifications and work experience.

☐ 3. Copies of educational certificates and language skills

Gather any educational certificates that you have brought with you, preferably translated.

☐ 2. Cover letter

A brief description of yourself and of the reasons why you want to apply for the job as well as of the skills that would qualify you for the job.

☐ 4. References from your former employer

Should you have references or certificates from a former employer, it is strongly recommended to send them with your application.

Reading material



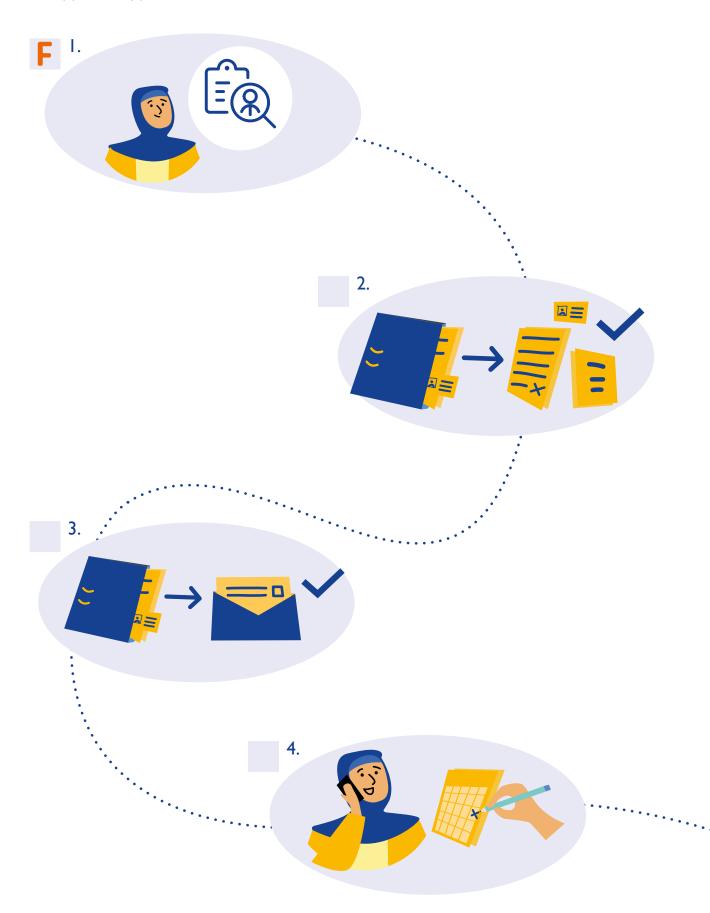
There are many websites where you can create your CV free of charge. Scan the QR code to find out more





Help Sadia apply for a job. What are the typical steps of a job application procedure?

INSTRUCTIONS: Put a letter in each box to order the steps (A to H) from first (I) to last (8).





- A. Prepare all the necessary documents.
- B. You successfully pass the job interview.
- C. You are getting a job offer and are invited to sign the contract.
- D. You start working.
- E. You get invited for a job interview.
- F. You search for a job.
- G. You prepare the interview by getting as much information as possible about the company that invited you.
- H. Send your application to the company offering the job that you wish to apply for.

7.5 Working in Germany

Your work contract

- You should not start a job without having signed a work contract in advance.
- A contract protects you from exploitation and ensures that you will receive your salary and your entitled holidays.
- Working without a contract in Germany is illegal and punishable by law.





GOOD TO KNOW

- Your salary will be paid via bank transfer. Cash payments are not common in Germany.
- Probation time is a fixed period during which a new employee's performance and suitability for the job are assessed. In Germany it usually lasts up to 6 months.
- After the probation period, the employer can either extend or terminate your contract.

Contracts can differ from profession to profession. However, a typical work contract should contain some basic information.

- A. Type of contract (if limited in time, not limited in time)
- B. Starting date
- C. Salary and payment day
- D. Your role and your tasks
- E. Location of work
- F. Number of hours per week (usually 40 hours per week/8 hours per day, from Monday to Friday)
- G. Number of holidays
- H. Probation time
- Notice period (the amount of time you still have to work for your employer after officially resigning)



Rights and responsibilities

Once you have started a job, there are certain rules and regulations that you need to keep in mind. Also, as a worker you have many rights that protect you.

Look at the below statements about work life in Germany.

INSTRUCTIONS: Put a check mark ✓ for the ones similar to your country of origin or to your previous work.



People of all genders equally have the right to work.



☐ There is paid leave in case of sickness.



You cannot arrive late at work unannounced.



Bullying, discrimination and racism are forbidden.



Parents are entitled to paid parental leave to take care of a child.



Employees are entitled to a minimum of 24 days of paid vacation per year.



You cannot skip work unannounced.



Working without a contract is forbidden.



After giving birth, a woman receives maternity leave and maternity benefits.



People of all genders can be supervisors or managers at the workplace.

Work and children

Sadia has been working in a company for 6 months and finds out that she is pregnant.



REFLECTION TIME

What advice would you give her?

Write down your advice.	

GOOD TO KNOW

- Only in some professions with a higher health risk, women might not be allowed to work anymore during their pregnancy, depending on certain risk factors.
- This is the case for example in the health sector, kindergartens, the chemical industry or other potentially dangerous professions with high risk of accidents or infections.



- As a pregnant woman, you can generally continue working until up to 6 weeks before giving birth.
- There is no legal obligation to inform your employer, but this should be communicated in your best interest. Also, there are additional advantages for pregnant women and parents.

UNIT 10: MENTAL WELL-BEING

Let's find out more about employment and parenthood. Decide whether the statements are true or false.

INSTRUCTIONS: Put a check mark \checkmark in the correct boxes.



A. Both parents can take parental leave to take care of their children after birth. During this time, they are not working but are still receiving financial benefits.



■ B. Eight weeks after giving birth, women are not allowed to work but receive maternity benefits.



C. Your employer is allowed to terminate your contract during your pregnancy or during your parental leave.



D. For every child under 18 years old you receive child benefits (Kindergeld).



■ E.You are not allowed to quit your job during your parental leave.

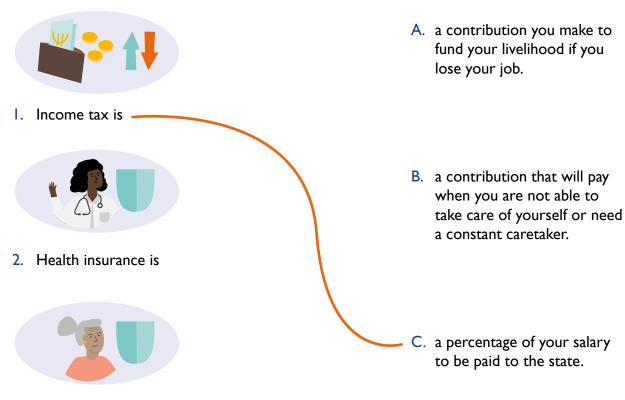


Typical taxes deducted from the salary

You will notice that there are 2 types of numbers on your salary slip: gross - the salary including all taxes and social insurances to be paid - and net - the money that you keep after paying all the taxes and social insurances.

Below are the typical taxes and insurances that are deducted from your salary as an employee.

INSTRUCTIONS: Complete the sentences by drawing a line between numbers and letters.



3. Retirement insurance is



4. Unemployment insurance is



5. Long term care insurance is

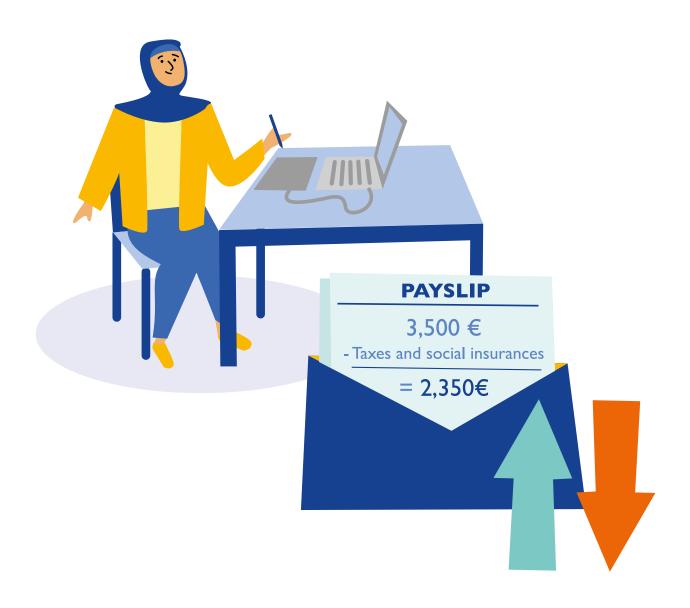
- D. a contribution made to fund your retirement.
- E. a contribution you make for covering costs for healthcare and remove problems.



→ Paying taxes is mandatory in Germany. Failure to pay taxes will result in legal consequences for both the employer and the employee.

Let's look at a simple example:

Sadia found a job in a graphic design company that pays 3,500 EUR gross. She has a small child. After deducting the taxes, she receives a net salary of around 2,350 EUR to use for living expenses such as rent and groceries. When accepting a job offer, she needs to carefully read what is the gross and the net amount. At the end of the year, Sadia has to make a tax declaration. If she paid too much in taxes, she will get the money back.



Discrimination and abuse at the workplace

Exploitation by your employer is punishable by law. If your employer does not respect your rights, you can take legal action. Which of the below are examples of discrimination or abuse at work?

INSTRUCTIONS: Put a check mark \checkmark in the boxes.



Your salary is not paid or not paid on time.



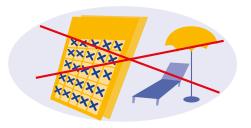
You work overtime without being paid extra or without reducing overtime afterwards.



You are being discriminated because of your ethnicity, sexual orientation, gender, disability or age.



You are being sexually harassed by a work colleague or by your boss.



☐ There are no paid holidays.



The employer does not give you a contract.



You are being insulted by your employer.



Your employer makes fun of your religion, gender, sexual orientation.

IMPORTANT:

→ It is important to know that all these examples are illegal and a breach of your rights as a worker.



GOOD TO KNOW

 There is a minimal wage in Germany and your employer is obliged to pay this amount.





REFLECTION TIME

Situation: Adam is a non-binary person who is using they/them pronouns, is working for a packaging supplier company and has been having a hard time with their boss. They are forced to work more hours per week than agreed in the contract but do not receive extra money for those hours.

What could Adam do in this situation?



GOOD TO KNOW

- You can contact the Federal Employment Agency (Bundesagentur für Arbeit) to get advice on how to proceed if you face discrimination or abuse at work.
- If you experience discrimination at work because of your appearance, sexual
 orientation, age, gender, having a disability, being pregnant or have questions
 about your rights as a worker, there are additional specialized services and
 counselling centers that can support you with legal advice. Scan the QR code
 to read more about counselling offer:











Let's learn some words in German



At work

die Arbeit the work der Vertrag the contract das Gehalt the salary

der Arbeitskollege/die Arbeitskollegin

die Ausbildung the vocational training

the colleague

die Steuer the taxes arbeiten to work





Learning German

das Sprachcafé

a place, often a cafe where people meet to practice languages

der Integrationskurs

lernen

the integration course

to learn



German Authorities

die Bundesagentur für Arbeit

the federal employment agency

das Berufsinformations- the career information

zentrum

center

Useful phrases

Ich mache eine Ausbildung.

Ich lerne Deutsch.

Ich arbeite als Tischler/

Tischlerin.

I am doing a vocational training.

I am learning German.

I work as a carpenter.

UNIT 8

Transportation



8.1 Transportation in Germany

After your arrival to Germany, you will be required to go to various appointments, work, school, doctors and do shopping. What means of transportation are available in Germany?

INSTRUCTIONS:

Draw a line between numbers and letters.

A.



В.



C.



D.



- I. Private car
- 2. City train (S-Bahn)
- 3. Subway (U-Bahn)
- 4. Tram (Straßenbahn)
- 5. Bus
- 6. Bike
- 7. Regional (RE), Intercity trains (IC), Intercity-Express trains (ICE)
- 8. Car sharing

E.



G.



F.



Η.



Public transportation is generally reliable and allows you to move from one place to another. How can you check your route and time for travel?



 Check timetables at the bus stops and train stations.



2. Ask the information desk in the station.



 Check available transportation mobile apps and well-known search engines for your city and/or region.

GOOD TO KNOW

 Scan the QR code to find out more about transportation in Germany:





8.2 Travelling

Your residence status allows you to travel within and around Germany. However, there are rules and restrictions that must be observed. Let's look at some essential travel information.

True or false? INSTRUCTIONS: Put a check mark ✓ for the statements that are true and an X for the ones that are false.



A. Most cities have their own website where you can check the connections to travel from one place to another within the city.



B. You can purchase reduced tickets which offer you unlimited transportation within all German cities (excluding ICE – high speed trains – and private companies).



C. Travelling without a ticket is illegal and can result in a fine.



D. Children under the age of six can travel free of charge with public transportation.



E. With your legal status you can travel within the European Union.

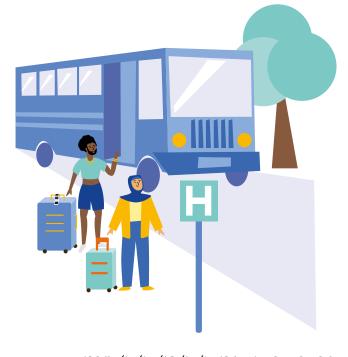


F. With your legal status you can travel to your country of origin for an unlimited period.



IMPORTANT:

- → Travelling outside of Germany is possible, but you might require a visa.
- → If you are receiving financial benefits, you are entitled to 21 days of vacation per year. Extending your travel outside of Germany beyond six months can result in the termination of your legal status.



8.3 Driving licence

If you wish to drive a car in Germany, you can apply for a driving licence.

Let's look at Adam's and Sadia's example. They want to apply for a driving licence. What documents do they need to register for the driving school (Fahrschule)?

INSTRUCTIONS: Draw a line between numbers and letters.



 Proof of having taken part in a first aid course (Erste-Hilfe-Kurs)



2. Eye-sight test certificate (Sehtest)



3. A biometric passport photo or ID photo



4. Registration form

Steps to getting a driving licence

Adam and Sadia have gathered the necessary documents and are now registered with a driving school. What are the steps of getting a driving licence?

INSTRUCTIONS: Put a letter in each box to order the sentences from first (1) to last (4).

- A. Receive your driving licence.
- B. Attend theoretical and practical classes.
- C. Pass a road driving test.
- D. Pass the theoretical exam (available in multiple languages).





2.



3.



4.



GOOD TO KNOW

- If you already have a driving licence issued outside of the European Union and want to use it in Germany, this is only possible in the first six months after your arrival. After the six months, you will need to convert your licence to be allowed to drive. For that, you might need to pass a practical and theoretical exam.
- Read more about acquiring the driving licence and about the transfer procedures by scanning the QR code:



Driving Laws

What are some important laws for drivers in Germany?

INSTRUCTIONS: Draw a line between numbers and letters.













 You always drive on the right side of the road.

2. Wearing seatbelts in the front and rear seats is compulsory.

- 3. You cannot drive under the influence of alcohol or drugs.
- 4. The emergency number in case of an accident is 112.
- 5. You must be at least 18 years old and have a valid driving licence to drive legally.
- Children under the age of 12 must sit in age appropriate car seats and should always be buckled.

UNIT 10: MENTAL WELL-BEING

Road signs

You will need to know the road signs to be able to drive in Germany. Here are some of the most common ones.

INSTRUCTIONS: Draw a line between numbers and letters.









D.







- I. School crossing
- 2. Stop
- 3. Dangerous road
- 4. Slippery road
- 5. Pedestrian area
- 6. Bicycle lane only
- 7. Right turn
- 8. No entry allowed
- 9. Speed limit
- 10. Ban on overtaking
- 11. One way street
- 12. Parking
- 13. Pedestrian crossing
- 14. Play street















(A) .41 (N) .81



Let's learn some words in German



Transportation

das Ticket the ticket
der Bahnhof the train station
die S-Bahn the city train
die Straßenbahn the tramway
die U-Bahn the subway





Driving licence

der Führerschein the driving licence
die Fahrschule the driving school
das Auto/der Wagen the car
der Sehtest the eye sight test
der Erste-Hilfe-Kurs the first aid course
die Fahrprüfung the driving exam



Useful phrases

Ich möchte ein Ticket kaufen. I would like to buy a ticket.

Was kostet ein Ticket? How much is a ticket?

Wo ist der Bahnhof? Where is the train station?

My notes	

UNIT 9

Budgeting



Learning Goals

- ✓ Learn about the monetary system in Germany
- ✓ Reflect on the most important expenses
- ✓ Get to know useful tips on saving money

9.1 Money and expenses in Germany

Taking care of your finances is an important part of starting a life in a new country. Let's find out some facts about money in Germany.

INSTRUCTIONS: Fill in the blank spaces with the following words and number:

EURO, CASH, 100, GROCERIES, EUROPEAN UNION



I. The EURO is the official currency in Germany but also in other countries of the such as France, Spain, Italy, Belgium, the Netherlands etc. That means you can pay in euros in those countries as well.



One EUR has cent. Up to 5 EUR the money is in form of coins.
 Above 5 EUR the money is in form of printed notes.



3. You can use cash or a card to pay for your or any items you wish to buy.



 Most stores accept contactless payment, but it is very common that some businesses such as restaurants only accept Germany issues two types of money:



- **I. Coins** have different colors and sizes based on their value.
- 5 10 20 50 50 EURO 50 EURO
- Printed banknotes have different sizes and colors, depending on their value.

Banking and bills

Having a bank account is necessary in Germany. Why do you think this is the case? Let's find out in the below activity.

INSTRUCTIONS: Put a check mark ✓ for the statements that are true and an X for the ones that are false.



I. Salaries can be received only via bank transfer.



☐ 2.You can pay your bills directly online.



3. You can have access to cash through cash machines.



4. You can keep track of your expenses with your online banking.



5. Cash payments are not possible in Germany.



- 6. You can open a savings account and save money easier.
- SOLUTION: True: 1., 2., 3., 4., 6.; False; 5.

9.2 Shopping in Germany

Taking care of your budget is important and requires planning and prioritizing your expenses.



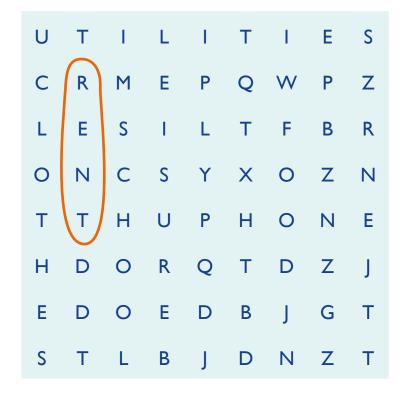
REFLECTION TIME

Think about some important expenses you think you will have in your daily life.



Each family or individual person has their own needs; however, there are some typical expenses in Germany that you should know about.

INSTRUCTIONS: Find some typical expenses in the puzzle below:



- Rent
- Utilities
- Leisure
- Phone
- School
- Clothes
- Food

UNIT 10: MENTAL WELL-BEING

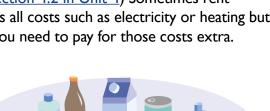
Let's find out more about expenses in Germany.

INSTRUCTIONS: Put a check mark \checkmark for the ones that you think will apply to you.



Rent

Your rent will be one of your biggest expenses. (See Section 4.2 in Unit 4) Sometimes rent includes all costs such as electricity or heating but often you need to pay for those costs extra.



☐ Groceries and hygiene

Depending on the size of your family, food and hygiene items will also be a substantial part of your spending.



Transportation

Whether you use public transportation or have your own car, you will be spending money on commuting to work, to your children's school, or to doctor's appointments.



☐ Leisure

Leisure and recreation activities such as going to the movies, attending a concert or a theatre play are typical expenses that vary based on the interests of each family.



☐ Utilities

Sometimes, your rent might include electricity, heating costs, TV and internet. Often, you need to pay this separately. There is a mandatory broadcasting fee for each household.



Communication

Your phone and internet bills will most likely be a regular expense in your household.



☐ Child costs

For families with children, there will be expenses related to raising your child such as school supplies, diapers, clothing, shoes, etc.



☐ Insurances

There are different types of insurance. Some are mandatory such as health insurance. But you can choose to have other insurances such as liability or household insurances.

Where to shop in Germany?

Like in many other countries, there are several places where you can do your shopping depending on your needs. Let's look at the most common ones in Germany.

INSTRUCTIONS: Match the shopping places and their definition by drawing a line between numbers and letters.

I. Supermarkets



2. Drugstores



3. Secondhand stores



4. Malls



5. Online shopping



6. Electronics stores



7. International supermarkets



- A. Big stores where you can buy your house supplies such as washing machines, refrigerators, TVs, phones or computers.
- B. Big commercial centers where you can find several shops with different products, mostly clothing.
- C. Here you can buy your food, drinks, cleaning products or cosmetics and sometimes newspapers and basic house supplies.
- D. Here you can buy cleaning and hygiene products, cosmetics, but you will also find some food and household items.
- E. These are smaller stores with products from other countries.
- F. Here you can buy cheaper clothing that is not new but is of very good quality.
- G. It is very common in Germany to buy products on the Internet.

SOLUTION: I. (C), Z. (D), 3. (F), 4. (B), 5. (G), 6. (A), 7. (E)

9.3 Financial benefits in Germany

There are some financial state benefits that you are entitled to upon coming to Germany, depending on your family situation, residence permit, and other factors.



Child benefit

Every family in Germany is entitled to child benefit (Kindergeld) for each child, a financial contribution meant to support families in raising children. The child benefit is not automatically given to you when you have a child, you will need to apply for it.



Social benefits

While unemployed, you will receive social benefits. The amount of the social benefits depends on your residence permit. Generally, it covers a percentage of your rent and basic expenses.



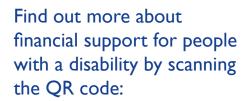
Disability aid

People with a disability will receive financial aid, depending on the degree of their disability.



Reading material

Find out more about child benefits by scanning the QR code:







9.4 Tips for saving money

Sadia and Adam have started their first job and are planning to save money for an upcoming trip. What are some ways of saving money in Germany?

INSTRUCTIONS: Look at the types of expenses below and put a check mark ✓ for the tips that you would recommend to Adam and Sadia.



I. Clothes



Shop in a thrift store.



Wear what you already have.



Go to shop sales.



Buy quality over quantity.

2. Food



Pack lunches for school or work instead of eating out.



Cook at home.



When eating out, check and compare restaurant prices in advance for the cheaper options.

3. Groceries



Make a meal plan.



Buy in bulk when it is more cost effective.



Buy seasonal fruits and vegetables.

4. Leisure



Go for a picnic in the park.



Look for free options such as concerts and festivals.



 Look for promotional offers and offers for early bookings.

9.5 Signing a contract or membership

When deciding to enroll for a gym membership, a phone subscription or generally sign a contract, read or ask about the conditions. Some memberships are difficult to cancel once you have signed the contract.

Example

INSTRUCTIONS: Fill in the blank with the correct answers:

CONTRACT, CANCEL, MEMBERSHIPS, PAY



Fatima decided to join a gym A. MEMBERSHIP and signed the B.

She is excited and motivated.

However, she is not sure if she can C. the membership fees every month. She now has 14 days to D. the contract, otherwise it will extend automatically to 12 months.

She can then only cancel it after 12 months and will have to pay the fee until the contract expires.

Fatima decides to use her 14 days right of withdrawal and cancels her contract by signing a cancellation form.

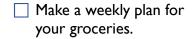
IMPORTANT:

- → It is crucial not to sign a contract before understanding the conditions.
- → Do not make advance payments without a signed agreement.
- → After signing a contract, you usually have a period of 14 days to cancel it free of charge.

Below you will find more useful tips on how to save money. Did you already apply these tips before? Do you think they are useful to you?

INSTRUCTIONS: Put a check mark \checkmark for the ones that you find useful.







☐ Make shopping lists.



Reduce energy costs by using less electrical devices and energy saving light bulbs.



Prepare food at home instead of eating out in restaurants.



Use public transportation as it is cheaper than a car.



Use a bike for commuting.



Live in a shared apartment with a friend.



Cancel unnecessary subscriptions.



Identify what you really need and what is only nice to have.



Open a savings account.



Buy in cheaper supermarkets.



Pay your bills on time to avoid extra fees.

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Let's learn some words in German



Banking and bills

das Geld the money das Bargeld the cash

die Bankkarte the bank card

die Bank the bank

das Bankkonto the bank account

die Rechnung the invoice
die Versicherung the insurance
das Kindergeld the child benefit

Shopping

der Supermarkt the supermarket

kaufen to buy





Useful phrases

Ich möchte mit Karte bezahlen.

Ich möchte bar bezahlen.

Ich möchte ein Bankkonto öffnen.

Ich möchte Essen kaufen.

Ich gehe ins Kino.

Ich möchte eine Fahrkarte kaufen.

Eine Fahrkarte, bitte!

Wo ist der Supermarkt?

I would like to pay with card.

I would like to pay cash.

I would like to open a bank account.

I would like to buy food.

I am going to the cinema.

I would like to buy a ticket.

One ticket, please!

Where is the supermarket?

My notes			

UNIT 10

Mental well-being and support mechanisms



Learning Goals

- ✓ Get to know relevant information and useful tips on mental well-being
- ✓ Coping strategies for your travel and first steps in Germany
- ✓ Know how to access support services in Germany

10.1 Overcoming migration challenges

Moving to a new country can be a challenging experience that could affect your emotional well-being. There are many ways to cope with challenges and ensure a smoother transition.

INSTRUCTIONS: Let's look at some potential challenges. Put a check mark \checkmark for the ones that you think might apply to you.







- Adjusting to a completely new country and norms
- ☐ Not knowing the language
- Being away from your home country







- Bureaucratic procedures
- ☐ A different climate
- ☐ Supporting your family back home







- ☐ Being away from your family and friends
- Racism or discrimination
- Making friends and finding a community

WELL-BEIN

When facing such challenges, what feelings could be experienced?

INSTRUCTIONS: Draw a line between letters and numbers.

Α.



В.



C.



D.



Ε.

F.



I. Poor sleep quality

2. Crying

3. Feeling sad or depressed

4. Feeling hopeless

5. Lack of energy and motivation

6. Lack of appetite



Reading material

Find out more by scanning the QR code:



How to overcome challenges

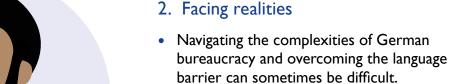
Change takes time and things can get better as you adjust to the new environment. Being patient is key to the process you are going through.

Each person experiences change differently. Below are some steps that many people face when settling in a new country. Being aware of them will help you navigate this transition more smoothly.



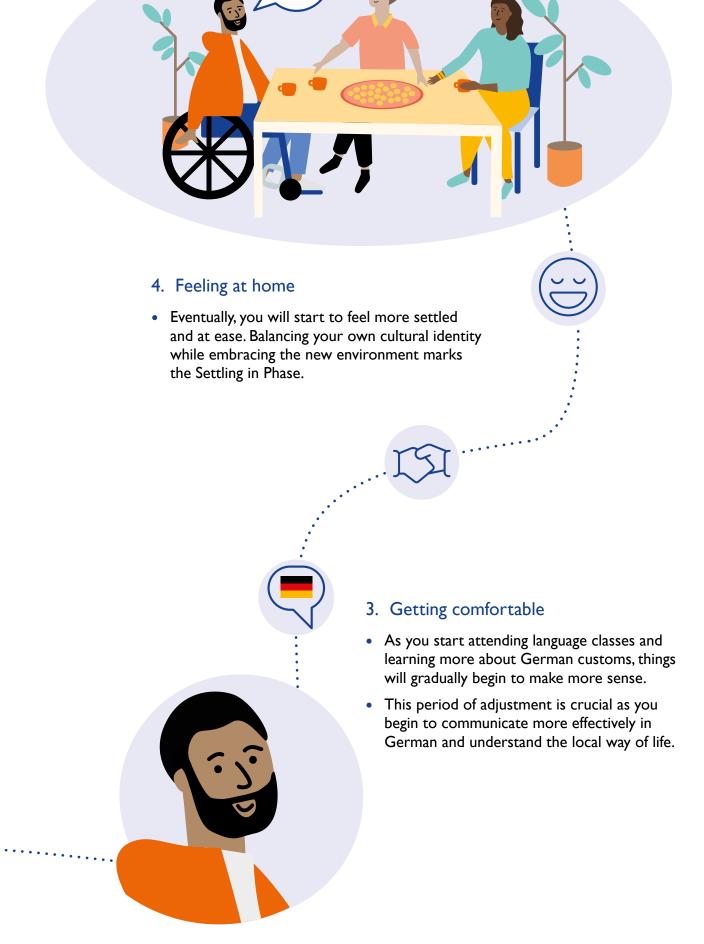






- This Reality Check Phase is a normal part of the journey where you start to confront the practicalities of living in a new country.
- Feeling overwhelmed is common, but it is also a step towards growth and adjustment.





There are more ways to cope with negative feelings and ensure a smooth transition.

INSTRUCTIONS: Put a check mark \checkmark for the ones you would consider for yourself.



Be flexible and open to new experiences.



Be positive and selfconfident about your skills.



Practice sports and spend time doing things that bring you joy.



 Participate in community activities to meet new people.



 Embrace your role as a valuable member of your new community.



Spend time with friends and connect with people.



Learn new skills that can support your personal and professional growth.



Get familiar with life in the new country by reading newspapers or watching the news.



Consult with a mental health professional about your struggles with moving to a new country. A lot of people adapting to a similar situation seek professional support.



Understand the German healthcare system. Know how to find therapists who speak your language.



Stay connected. Missing home is normal. Regular chats with family and friends can help a lot.



Celebrate your culture. Join cultural events that remind you of home, such as cooking your favorite meal, listening to familiar music, or celebrating traditional festivals.

GOOD TO KNOW

- You will notice that you will receive many letters in Germany. This can
 be stressful but is not a reason to be scared or panic. Germany is a
 bureaucratic country that relies on communication via letters.
- Take your time and seek support, if needed. Do not leave letters unopened and without response (when needed), as this can cause more issues, such as running into debt for neglecting to pay invoices.



Your mental well-being plan

Another useful resource to address and overcome challenges is having a personal guide to maintaining your emotional well-being as you start your new life in Germany.

WHAT YOU'LL NEED:

- Pen and paper or a digital device
- A list of mental health resources in Germany (some resources are listed in the following section 10.2)



I. How Are You Feeling?

Take a few minutes to write down how you feel about moving to Germany. Acknowledge both your excitement and any concerns you may have.



2. What Worries You?

List any situations or aspects of moving that cause you stress or worry. Being aware of these can help you prepare and manage them effectively.



3. Gather Your Tools

Compile a list of people and organizations you can turn to for support in Germany.

This may include friends, community groups, counsellors, or support services listed in section 10.2.



4. Plan Your Happy Activities

You could suggest activities like exploring local parks, joining a cultural group, or practicing mindfulness.



5. In Case of Emergency

Create a contact list for times when you might need immediate mental health support.



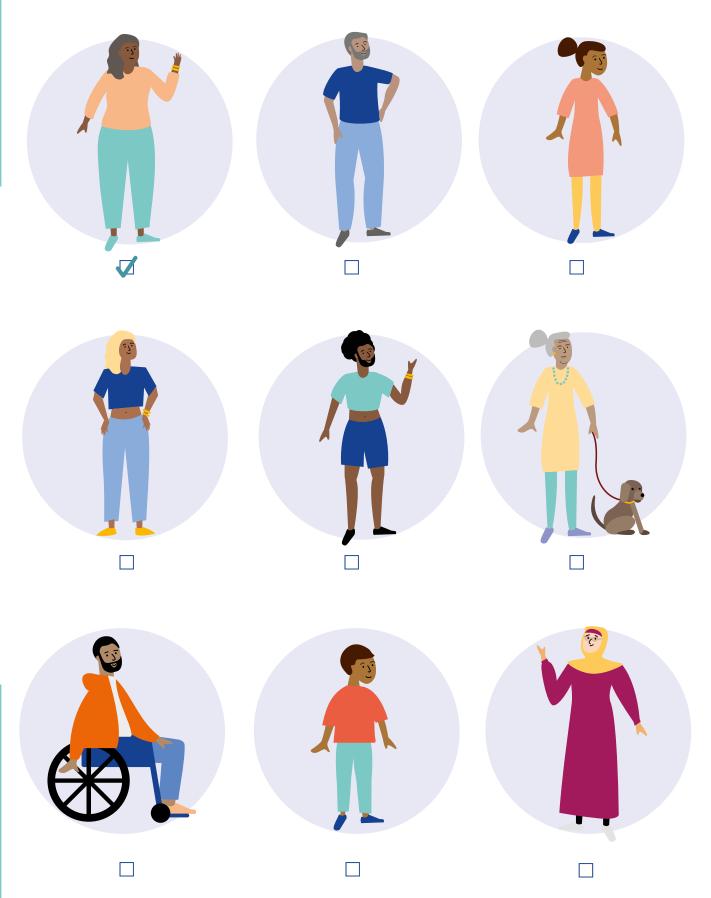
6. Review and Adjust

Regularly revisit your mental health plan to assess what's working and what might need changing as you adapt to your new environment.

10.2 Access relevant mental health services

Who can benefit from mental health support?

INSTRUCTIONS: Put a check mark ✓ in the correct boxes:



Everybody can benefit from speaking with a mental health professional about their worries and traumatic experiences. There are many options to access psychosocial support in Germany.

INSTRUCTIONS: Put a check mark ✓ for the ones you would feel the most comfortable with.



- ☐ Telephone Help Lines
 - Emergency: 112
 - Telephone counselling (Telefonische Seelsorge): 0800 111 0 111 or 0800 III 0 222
 - Support for women experiencing violence (Hilfetelefon Gewalt gegen Frauen): 08000 116 016
 - Youth and Child counselling (Nummer gegen Kummer): 116 111



Trained school personnel for children and young adults



Anonymous and free of charge online counselling offers and online resources



Counselling services of organizations specialized in helping refugees



Trained therapists and psychologists



Consultation with your family doctor for further advice



GOOD TO KNOW

- Once you register for health insurance and receive your health insurance card, you also have access to emotional support.
- The number 112 should only be contacted in case of emergency.
- There are therapists throughout Germany who speak multiple languages, therefore finding counselling in your mother tongue is possible.





IMPORTANT:

Taking care of your emotional well-being and seeking support is perfectly normal and will help you throughout your journey of adjusting to a new country.



Help and Support Services

Scan the QR code to find out more about the counselling services offered by different organizations:





Help and Support Services

Scan the QR codes to find out more about online resources:







Help and Support Services

Scan the QR code to find out more about online counselling:



Scan the QR code to learn more about how to find a professional mental health specialist:





UNIT 10: MENTAL

Counselling for persons with diverse gender identities, gender expressions and sexual orientations



As a person with diverse sexual orientations, gender identities and expressions, you can benefit from counselling that addresses your needs directly.

Counsellors should not assume your sexual orientation or gender and should create a welcoming space for you.



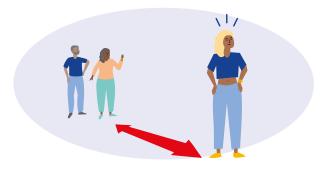
During these counselling sessions, specialized mental health professionals need to respect your preferred pronouns and use inclusive language.

Discrimination against any person is forbidden and punishable by law in any context, including when accessing mental health support.

Counselling for young adults



When navigating a new society, young adults and adolescents can experience specific challenges related to their education, social circle or the job market.



Often, they need to overcome these challenges by themselves, as they could be far from their immediate families or friends.



You can access free of charge counselling that is specialized in the experience of young migrants.



Scan the QR code to find out more:









Let's learn some words in German



Well-being

fühlen

die Therapie

die Beratung

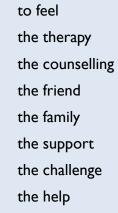
der Freund/die Freundin

die Familie

die Unterstützung

die Herausforderung

die Hilfe









Ich brauche Hilfe.

Ich fühle mich gut. I feel good.

Ich fühle mich schlecht. I feel bad.

I need help.



^^	My notes	
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_		
_		
_		
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This Book belongs to:

Useful phone numbers in Germany

Emergency numbers

• Fire service: 112

Police: II0

• Medical emergency: 112

Medical support helplines

- Pregnancy Emergency Hotline: 0800 40 40 020
- Medical Help for urgent, non- lifethreatening situations: II6117
- Pharmacy emergency number: 0800 0022833

Support against abuse and discrimination

- Federal Anti-Discrimination Agency: 0800 546 546 5
- Sexual abuse helpline: 0800 2255530
- Violence against women: 116 016
- Violence against men: 0800 123 9900

Mental well-being

- Counselling on mental well-being: 0800 111 0 111 or 0800 111 0 222
- Youth and child helpline:II6 III

Counselling for people with diverse sexual orientations and gender identities

 Lesbian and Gay Association in Germany (LSVD): 0221 9259 6126

