



INFORMATION FOR PEOPLE WHO ARE NOT GERMAN

IF YOU WANT TO COME TO GERMANY
FOR A VOLUNTARY SOCIAL SERVICE

THIS TEXT HAS IMPORTANT INFORMATION FOR YOU.

July 8, 2015

You can find more information about Voluntary Social Services online.

The web address is:

www.fsjkultur.de

The web-site is written in German,

But:

Parts of the web-site are in easy-to-read German.

Other parts of the web-site have been translated into:

- Arabic
- English
- French
- Polish
- Russian
- Spanish
- Turkish

This text contains difficult words.

Difficult words are coloured **blue**.

The words are explained on **page 9**.

To understand this text you need to know that in Germany, people who are not from the [European Union](#) are called [third country nationals](#).

In this text you will find:

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INFORMATION FOR PEOPLE FROM AUSTRALIA, ISREAL, JAPAN, CANADA, NEW ZEALAND, SOUTH KOREA, USA

If you have a passport from one of the following countries this section of the text contains important information for you:

| |
|---|
| Australia, Canada, Israel, Japan, New Zealand, South Korea, USA |
|---|

You do not need a [visa](#).

You can come to Germany whenever you like,
but for a Voluntary Social Service you need a special permit.

The permit allows you to live and work in Germany.

The permit has a special name.

In English, it is called [residence permit](#).

In German it is called [Aufenthalts-Erlaubnis zum Zwecke der Erwerbs-Tätigkeit](#).

The short form is [Aufenthalts-Erlaubnis](#).

You can get the permit at the [Ausländer-Behörde](#).

The [Ausländer-Behörde](#) is a registration office for people who are not German.

In English, it is called the [foreigners' authority](#).

Every town in Germany has a [foreigners' authority](#),
or another office that does the same job.

Once you are in Germany, you have three months to apply for the permit.

You can not start with your Voluntary Social Service
until you have a [residence permit](#).

THIS IS HOW YOU APPLY FOR A RESIDENCE PERMIT:

To get your residence permit, you need a lot of documents.

You need to give all of the documents to someone
who works at the [foreigners' authority](#).

You need these documents:

1. You need a valid passport
2. You need to write a CV.

A CV is a document that tells people where you went to school
and where you have worked.

3. You need to sign this document

http://www.bern.diplo.de/contentblob/2226980/Daten/104567/Download_Zusatzer

[kl_.pdf](#)

When you click on the link you will find a document.

It says that you have read a specific part of the [residence act](#).

This part of the residence act is called [Section 55, 2 of the residence act](#).

or [Paragraf 55, Absatz 2 des Aufenthalts-Gesetz](#) in German.

When you sign the document you promise

that you are telling the truth

and that all the information about you on the other documents

is correct.

4. You have to write a text.

The text is called a [letter of motivation](#).

In German it is called [Motivations-Schreiben mit Angaben zu beruflichen Perspektiven nach dem Freiwilligen-Dienst](#).

You need to write about why you want to do a Voluntary Social Service.

You need to write about

what you want to do when your Voluntary Social Service is complete.

This could be a job, an apprenticeship, going to university,
or something different.

You have to promise to go back to your home country

when your Voluntary Social Service is complete.

5. You have to sign a contract for your Voluntary Social Service

The contract is signed by:

- The people that work for the [Voluntary Social Service agency \(Träger\)](#)
- The people that work at the [Voluntary Social Service places of assignment \(Einsatz-Stelle\)](#)
- You

This contract is also called an [agreement](#),

or in German

[Vereinbarung über den Freiwilligen-Dienst](#).

You need a signed copy of this [agreement](#) to apply for a [residence permit](#).

6. You need to write down how much money you will have each month
to pay your rent and to live on.

The money for rent and to live on is called a [basic provision](#)

or [Grund-Sicherung](#) in German.

Most of the time it is already written down in your [agreement](#).

If not, you need to write it down yourself.

In German it is called

Nachweise zur Lebens-Unterhalts-Sicherung.

If you need help,

ask somebody who works for the [Voluntary Social Service agency](#).

The people at the [foreigners' authority](#) might ask you why you want to do a Voluntary Social Service in Germany and if you will go back to your home country after finishing the Voluntary Social Service.

You might have to go back to the [foreigners' authority](#) after giving them your documents to answer these questions.

DIFFICULTIES YOU MAY HAVE AS A [THIRD COUNTRY NATIONAL](#)

Sometimes [third country nationals](#) have difficulties getting a [visa](#) or [residence permit](#).

DIFFICULTY: NOT ENOUGH MONEY

One reason might be that you do not have enough money to live in Germany.

If you want a visa or residence permit for 2015

- You need to have at least 399 Euros to live on each month.
- You also need enough money to pay your rent.

The money for rent and living is called a [basic provision](#) or [Grund-Sicherung](#) in German.

If you apply for a visa or residence permit you need to have this [basic provision](#).

This is important!

Otherwise you are not allowed to come to Germany.

The [agreement](#) for your Voluntary Social Service needs to say:

- How much money you get each month for your Voluntary Social Service
- How much additional money you get for food and rent.

It is helpful if people working for the [Voluntary Social Service agency](#)

write these numbers down

for the people working for the [foreigners' authority](#).

This helps you get a [visa](#) or [residence permit](#).

The people working for the [Voluntary Social Service agency](#) know this and can help you.

DIFFICULTY: COUNTRY OF ORIGIN

Country of Origin is the country you are from.

If you are from a country in Africa, Asia or South America it can be especially difficult to get a [visa](#).

The people working for the [Voluntary Social Service agency](#) know this.

They can help you.

You can write an email

to people working for the [Voluntary Social Service agency](#).

The e-mail address is: freiwilligendienste@bkj.de

DIFFICULTY: THE GERMAN LANGUAGE

To get a [visa](#) or [residence permit](#)

you need to say and understand the most important things in German.

For example you need to know how to say:

- Your name
- Your age
- Where you are from

Another way of saying this

Is saying you speak German at [Level A1](#).

If you cannot speak German at [Level A1](#)

people working for the [Voluntary Social Service agency](#) and

people working for the [place of assignment](#)

need to write down that you can still come to Germany.

This is important so you can get a [visa](#) or [residence permit](#).

When you are in Germany you can do a language course.

The [Voluntary Social Service agency](#) can pay for some of the language course.

INFORMATION FOR PEOPLE SEEKING ASYLUM

Some people come to Germany because there is a war going on in their home country or because they are in danger. These people come to Germany for protection. This is called [seeking asylum](#).

If you are in Germany and [seeking asylum](#) You can do a Voluntary Social Service. But you have to be in Germany for over three months. After three months in Germany you can get a permit to do a Voluntary Social Service. This permit is called [work permit](#). In German it is called [Beschäftigungs-Erlaubnis](#). You can get this permit, but you do not have a right to it.

You get a [work permit](#) at the [foreigners' authority](#). Ask somebody working for the [Voluntary Social Service agency](#). They can help you.

EXPLANATIONS OF THE DIFFICULT, BLUE WORDS

This text contains difficult words.

Difficult words are coloured blue.

The blue words are explained here.

- **Basic provision**

This is a certain amount of money.

You need to have this amount of money each month

To live on and pay for things like food and clothes

To pay your rent

In German it is called Grund-Sicherung.

- **European Union**

The European Union is a group of countries in Europe.

These countries are part of the European Union:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

- **Foreigners' authority**

The foreigners' authority is a registration office for people who are not from Germany.

In German it is called Ausländer-Behörde.

At the foreigners' authority you apply for a residence permit.

- **German consulate**

The German consulate is an authority where you can apply for a visa.

The office is in your home country.

- **German embassy**

The German embassy is an authority where you can apply for a visa.

The office is in your home country.

- **Letter of motivation**
This is a text you have to write.
You write down
Why you want to do a voluntary social service
What you want to do after your voluntary social service is over
In German it is called **Motivations-Schreiben mit Angaben zu beruflichen Perspektiven nach dem Freiwilligen-Dienst**
or just **Motivations-Schreiben**.
- **Level A1**
When you are a beginner, learning a language **level A1** means you can say and understand simple sentences.
For Example you need to know how to say:
 - Your name
 - Your age
 - Where you are from
- **Residence act**
The **residence act** has all the rules about what you need to do to live and work in Germany
- **Residence permit**
A **residence permit** is a document to say that you are allowed to come to Germany and that you can do your voluntary social service in Germany.
In German it is called **Aufenthalts-Erlaubnis zum Zwecke der Erwerbs-Tätigkeit** or just **Aufenthalts-Erlaubnis**.
- **Section 55, 2 of the residence act**
This is a specific section of the residence act.
You have to sign a document to say you have read it to promise you are telling the truth about who you are and where you are from.
In German it is called **Paragraf 55, Absatz 2 des Aufenthalts-Gesetz**.

- **Seeking asylum**
Some people come to Germany because there is a war going on in their home country or because they are in danger. These people come to Germany for protection. This is called **seeking asylum**.
- **Signed agreement**
This is the contract you sign for your voluntary social service. In German it is called **unterschiedene Vereinbarung über den Freiwilligen-Dienst** or just **Vereinbarung**.
- **Social welfare benefits**
This is money you can get from the German government. You can get this money if you do not have enough of your own money to live on and pay rent in Germany. You can only get this money if you are from a country in the **European Union**.
- **Third country national**
People who are not from the **European Union** are called third country nationals in Germany.
- **Visa**
A **visa** is a document to say that you are allowed to come to Germany And that you can do your Voluntary Social Service in Germany. You need this document if you are a **third country national**.

- **Voluntary social service place of assignment**

This is the organisation or place

Where you will be doing your Voluntary Social Service

This could be:

- A theatre
- A museum
- A school

In German it is called **Einsatz-Stelle**.

- **Voluntary Social Service agency**

This is the organisation

that arranges Voluntary Social Services

and that takes care of volunteers.

The **Voluntary Social Service agency** helps you

if you have any questions or problems with your application

or during your Voluntary Social Service.

In Germany there are lots of different **Voluntary Social Service agencies**.

In German they are called **Träger**.

- **Work permit**

This is a document to say that you are allowed to work in Germany

and that you are allowed to do your Voluntary Social Service in Germany.

In German it is called **Beschäftigungs-Erlaubnis**.