FIRST CONTACT

- Ask the person to be advised who the **personal contact person** at the **Foreigners' Registration Office** is and point out that please coordinate all residence law questions/appointments **directly** via this person (reason: **time saving**).
- The <u>Fachinformationszentrum Zuwanderung</u>(**FIZU**) also provides **information** on **residence law issues** to international students free of charge.

FIRST INTERVIEW

- The <u>W-question method</u> is used to analyze problems and tasks. With the W-questions "Who?, What?, Why?, For what?, Where?, When?, How much?, With what? and How?" complex problems can be broken down into essential components, problem definitions can be checked and higher-level connections can be recognized. This helps both, the advisors and the person being advised, to better understand and organize the consulting case at hand.
- Internationals should have a good <u>knowledge of German</u> (**B1 at least**). (**Recommendation** for education **B2**). <u>German course</u> is **mandatory for apprenticeship**, if not at least B1 certified is available.
- At least **6 months** are needed for a **language course** (approx. 700 teaching units)
- When recording the **competencies**, the **BERUFENET** tool (online) is recommended. This helps to show options and future paths to the person advised.
- If the person to be **advised already** has a **degree** (e.g. Bachelor's degree from the home country), **direct employment should also be considered**, provided that the degree enables employment on the labor market (the **ANABIN database** helps to assign the degrees).
- IBAS helps with advice on recognition (recognition costs money/must be paid as a private expense no funding/deduction possible).

ORIENTATION

- To give the students **safety and security**, digital **communication options** are recommended, as they are **fast and uncomplicated** (Telegram, WhatsApp, Discord, etc. have proven to be useful to clarify urgent questions and to share updates in progress. But be careful: professional context & healthy measure are important). Regular face-to-face meetings are nevertheless indispensable.
- The **BERUFENET** of the German Federal Employment Agency can help in **determining and evaluating qualifcations**. This also offers the possibility to watch videos about professions/ apprenticeships and to show orientation options. (See also: https://web.arbeitsagentur.de/berufenet/beruf)
- When looking for a **job or apprenticeship**, it is advisable to contact the IHK and HWK directly and to use **BERUFENET** or the job exchange of the Federal Employment Agency (also advantageous for **priority check**).

COMPETENCIES

- Use apprenticeship networks/qualification centers in the region for skills acquisition.
- **Language Courses** at adult education centers can be **subsidized by 50**%. Contact points for certified language courses are location-specific (Eckert Schulen, FBAB, SBH, VHS, WBS...).
- Time saving tip: An integration course can also be started during studies, but without direct funding. In order to reach B1 without previous knowledge, 700 teaching units are necessary in the integration course. If there is already a good language level (B1), only 400/500 teaching units may be necessary to reach B2. If the B2 course is taken in preparation for apprenticeship, it can be subsidized. For this purpose, the residence permit for the apprenticeship can already be applied for. A language course can also be continued during the apprenticeship (e.g. evening school). For the start of the apprenticeship, the language course must be completed at the required level (normally B1).
- If there are corresponding competences (language level B1), there is the possibility to change the <u>residence permit</u> to "purpose of an apprenticeship". In case of already existing (recognized) apprenticeship or university degrees or distinct practical vocational knowledge, there is the possibility to apply for a residence permit for "employment as a skilled worker".

APPLICATION & INTERNSHIPS

- We also recommend to create a <u>LinkedIn profile</u> in order to find jobs/apprenticeships there or to let the **automated job newsletter** work for you and to be visible for companies and recruiters.
- Students are considered by the **BA (Federal Employment Agency)** as the RaSu (advice seekers = those who are e.g. firmly in a job and have no threat of unemployment & want a **counseling appointment** because they want to reorient themselves professionally/change employer etc.). However, it is unrealistic that international persons will find a training in four weeks only with the counseling by the BA. They need **close, individual, time-consuming support**.

AUTHORITIES & CONTRACTS

- **Reassure** the person being advised: If the **appointment at the Foreigners' Registration Office** is AFTER the expiration date of the current **valid** <u>residence permit</u>, the application is still considered to have been submitted on time.
- You can **de-register yourself**. Otherwise, exmatriculation is done automatically by the university at the end of the semester. If there is a change in the situation, the **Foreigners' Registration Office must be informed**. The best time to do this is already when the exmatriculation is foreseeable. However, the Foreigners' Registration Office must be informed of concrete plans for a change of purpose up to **4 weeks after the de-registration**. A confirmed date is considered to be within the deadline. **The confirmation of exmatriculation must be presented** on this date. If the student does not contact the authority, the request to leave will follow within a few weeks. If the person has not left within the deadline, deportation is imminent.
- In the event that the **apprenticeship contract** has been concluded but the training subsequently "wobbles", provide the reference to **VerA** (short for "Verhinderung von Ausbildungsabbrüchen/ Preventing Apprenticeship Dropouts" is a nationwide initiative that brings together young people who are struggling with apprenticeships with retired volunteer professionals). This service helps in the event of impending training discontinuation. If the **apprenticeship** does not take place or if the training **is terminated** prematurely (for reasons for which the international student is not responsible), the student has 6 months to look for a new training program.





ORIENTATION GUIDE FOR ADVISORS

in case of doubts about studies | drop-out

of international students



EFÖRDERT VOM









Information

Schedule about important upcoming appointments with authorities/ offices, FIZU, IBAS & consultants of the Agency of Employment!

Temporary residence permits are issued under certain conditions and strongly recommended.

Basic options for action

- + Continue studying (continue studies, study)
- + Start vocational training
- a recognized qualification or practical professional knowledge IT)

+ Work as a skilled worker (if there is

+ Leave the Federal Republic (if there is no other reason for residence)

The residence permit for the new purpose must be applied for at the Foreigners' Registration Office and can be issued with the approval of the Federal Employment Agency

This information is based on the legal status as of 08/2023. Duration may vary depending on the case.

 \Leftrightarrow = possible turning point/decision question "Continue studies or drop out of studies?"

are intended for a specific purpose. Individual advice on residence law is

- semester off, changing the course of 2 weeks
- Own Initiative + Help seeking people contact advisory service

+ Arrangement of an individual one-on-one appointment with student within 10 days. Allow option for appointment by phone, video call or presence.

ontact Reques

+ Ask the person for his/her own contact details and for direct contact of the foreigners authority

Weekly presentation/time line is only orientation.

FIRST INTERVIEW

- + Analysis of the current situation
- + Residence status and query expiration
- + W-questions
- + Open-ended consultation: Considering all options and whether drop-out

is the right way to go

- + Discuss "roadmap" and timeline for **follow-up** steps
 - + Referral counseling?
 - + Set appointments

COMPETENCIES

ORIENTATION



Qualifications

+ **Determination** of existing

+ CV check

+ Acknowledgement procedure

necessary/possible?

ANABIN database!

+ Opportunities for

language programs

+ Which apprenticeships

would be suitable?

(Online self-test and BerufeTV)

+ Information about

apprenticeship process

+ Authorities roadmap

- qualifications (language level, degrees, driver's license, etc.)

- + Make use of coaching tool
- and mark deadlines

APPLICATION PROCESS

T

8 weeks

Appointment with IBAS acknowledging the degrees and procedure (ANABIN database)

Recognition

Language Acquisition

- + Application for entitlement certificate (BAMF/BA)(B1 max. 50% and B2 up to 100% funding) - Check out BAMF-Website for current regulations
- + Integration course with successfully passed German test (duration: 5-8 months)
- + Fundings can be found on the BAMF website (usually local education providers)
- + B1 is mandatory for apprenticeship (B2 recommended)

+ Show the possibilities for

200

Local Companie

- + Identify vacancies for employee positions online or via partner company pool (database)
- + "Match" previously identified apprenticeships with suitable companies

Application Check

- + Joint preparation of the application documents
- + Go through the application process together

Job Fairs & Job Search

career fairs as well as job events organized by the Federal Employment Agency and subscribe for job newsletters via LinkedIn and co

+ Search for suitable job and

the funding of courses

Skill Acquisition

10 weeks

+ Feedback from **BAMF** (approx. 3 weeks after application) about language course funding and binding registration

for language course

TRAININGS & INTERNSHIPS

- + Start of the language course (4 to 8 months runtime)
- + BERUFENET offers free courses for the acquisition of competencies
- + Use **language tandems** or online language communities

Practical Experience

- + Invitations to job interviews lead to 1-4 week internships
- + Job shadowing can be recommended for language & practice acquisition

Reporting Duty

- + Inform the foreigners employee/trainee with the authority about the status as Federal Employment Agency "iob seeker" or "soon to be in training" + Sign the employment contract
- + Consider priority check
- + Extension of stay for studies is for up to two apprenticeship bonuses etc. semesters also possible After receiving the extended
- residence permit and change of status, register with the Federal Employment Agency as a job seeker

AUTHORITIES & CONTRACTS

32 weeks

- + Positive decision/ fictitious certificate from the **foreigners authority** (written promise of the company about training/work!)
 - + De-registration at university at the end of the semester

PLANNING | SCHEDULING (10)

1st interview: Situation analysis

2nd interview: Orientation

3rd interview: Language courses | Qualifications | Competences 4th interview: Application documents & training companies

5th interview: Dialogue with companies & schools

6th interview: Tour of authorities

7th interview: 2nd orientation (depending on status)

8th interview: Status update 9th interview: Final interview

10th interview: Follow-up (after about 3-6 months after starting apprenticeship/job

+ Follow-up meeting with company and employee/ trainee (after 3-6 months) to follow up on matching interview/experience report if necessary

APPRENTICESHIP | JOB

Final Steps

+ Registration as an

with the company

+ Notes on applications for

housing subsidies,

Tracking

Best Practice

+ To improve your own process cases, it is recommended simple form at the end

NOTES & CONTACTS

success and obtain best practice

and to document consulting to write down the process in a

experience made in the project. The order and the corresponding topics, can be individually adjusted

The appointment guideline is only

a recommendation and is based on

depending on the case.