

WILLKOMMENS- HANDBUCH

أَهْلًا وَسَهْلًا *Welcome!* Mirë se erdhët!

Thành Tâm Đón Chào! Sdečně vás vítáme!

Bienvenue! Dobrodošli! Soo dhawaada

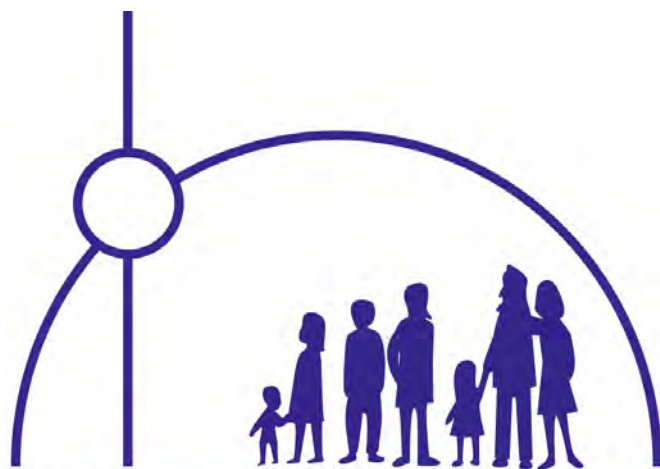
Latscho díwes síntíwale e romale! Karibuni!

Добродошао! خوش آمدید Witamy!

欢迎 Şima xêr amêy N'dalu!

Добро дошли! Добро пожаловать!

Hoş geldiniz! Hun bixêr hatin *Bîne atî venît!*



FREEDOMUS

Hilfe für Flüchtlinge mitten in Berlin e.V.



LIST OF CONTENTS

Welcome	5
Asylum – Procedure, interview, Dublin III	7
Living in Berlin	61
Opening a bank account	69
Getting around	73
Learning German	77
Working in Germany	85
Medical consultation	91
School and kindergarten	101

INHALTSVERZEICHNIS

Willkommen	5
Asylverfahren	7
Wohnen in Berlin	61
Konto eröffnen	69
Unterwegs in Berlin	73
Deutsch lernen	75
Arbeiten in Deutschland	85
Medizinische Versorgung und Impfungen.....	91
Schule und Kindergarten.....	101

5.....	أهلا و سهلا
7	اجرائات اللجوء
61	السكن
69	فتح حساب البنك
73	التنقل في برلين
75	تعلم الألمانية
85	العمل في ألمانيا
91	الاستشارات الطبية
101	المدرسة و رياض الأطفال

СОДЕРЖАНИЕ

Добро пожаловать	5
Процедура предоставления политического убежища	7
Проживание в Берлине	61
Открытие счета в банке	69
Передвижение по Берлину	73
Изучение немецкого языка	75
Работа в Германии	85
Медицинское обслуживание и прививки	91
Школа и детский сад	101



WELCOME!

As voluntary helpers we would like to warmly welcome you here in Berlin!

We know that many of you went through a lot of hardship – in your home countries as well as on your way to Germany. Many of you are worried about families and friends. We wish for you to find a safe haven here in Germany and establish good contacts to the German people and the German culture. We also wish for you to integrate well and to find a job – knowing that this chance is not granted to everyone.

Us volunteers of FREEDOMUS are familiar with the needs and worries of asylum seekers like yourself also due to our work at Elisabethhaus in the area of Berlin-Mitte, a first stop for some refugees in Berlin, where we spent many hours of our spare time. This **Welcome Booklet** is the result of our work there and should serve you as orientation in your first days and weeks here in Berlin. It hopes to inform you and give answers on many questions you might have right now.

Examples covered in this **Welcome Booklet** are:

- What are the steps of getting asylum and what do you have to take care of?
- How can you prepare for the interview at the BAMF (Bundesamt für Migration und Flüchtlinge) – Federal Office for Migration and Refugees – and where can you find counselling?
- What does the LaGeSo (Landesamt für Gesundheit und Soziales / “Sozial”) – State Office for Health and Social Issues stand for – and what happens during an appointment there?
- What is the task of the “Ausländerbehörde” (LaBo) – Government Agency for Foreigners – and what can you expect there?
- How can you learn German quickly?
- How and when can you find suitable work and how do you prepare for it?
- How and where can your children go to school or to kindergarden/Pre-School?
- When and how can you bring family members to Germany?
- What happens when you have to leave the first facility?

We try to cover many of these aspects, so please take the time and read this booklet carefully. If you have any questions, please don’t hesitate to ask! This booklet will be distributed, so please feel free to refer to it when you are at a Heim and need support and counselling. FREEDOMUS also helps with questions – we will do our best to answer your questions in depth, find more detailed information or connect you to the right contact person or consultant.



FREEDOMUS also organizes a weekly Refugee Café in Torstraße 168 (Thursdays from 4:30 p.m., as of Sept. 2) as well as creative, cultural and sports activities and arrange for concert and theatre tickets or similar. This way you can get to know the social and cultural life in Germany. Details are on our website.

Note: The regulations and information for some of the topics change from time to time – please ask, if you hear of changes for the latest version.

One request: If you have any comments, feedback, new information to be added, etc. or a request for further Welcome Booklets, please contact us! We currently provide this **Welcome Booklet in English, Arabic, Russian and Urdu** (as well as in German). We are looking for translators in other languages.

You are more than welcome and we are happy to have you here!

We are looking forward to meeting you!

Your FREEDOMUS Team

FREEDOMUS e.V.
Leipziger Straße 58
10117 Berlin

Telefon/WhatsApp: 0162-9882764 (Ulrike Meier)
Mail: wordpress@freedomus.berlin
www.freedomus.berlin
<https://www.facebook.com/freedomus.berlin>

ASYLUM – PROCEDURE, INTERVIEW, DUBLIN III



The German Asylum Procedure – Short Version

This summary is meant to give you as a new-comer to Germany a quick overview over the asylum procedure and what is expecting you. We kept it on purpose simple but other parts of this chapter will give you some more detailed information.

Two things are really important: please read ALL documents you receive from official departments very carefully! In case you have questions make sure somebody answers them. AND: think carefully if and when you need a lawyer.

Step 1 – your arrival in Germany

- Contact a police station immediately when arriving in Germany
- You will be registered with your personal data and your country of origin
- You will be referred to one of the 16 federal states within Germany
- You receive a certificate of registration as an asylum seeker (“BÜMA”). Please carry this with you at all times.

Step 2 – a few days after your arrival

- You will be assigned to an initial reception facility (*Erstaufnahmeeinrichtung*). Sometimes you will have to travel by train or by bus to this place as it can be in any of the 16 federal states.
- You must register at the registration authorities in Berlin (*Anmeldung Meldebehörde, Bezirksamt*) to document that you officially live in Berlin. This registration (*Anmeldung*) is to be carried in your wallet at all times!

Step 3 – a few days after you have moved in a Berlin initial reception facility¹

- You register with the Central Immigration Authority, the ZAA or the *Zentrales Ausländeramt* as it’s called or the *LaBo* as it’s called in Berlin.
- A file with all your information will be created, also with a photo of yours. A doctor will be examining you.
- At BAMF you will get an appointment for applying for asylum. BAMF stands for Bundesamt für Migration und Flüchtlinge. BAMF is the office that decides about your application.

¹ Sometimes after several stations due to overfilling



Step 4 – within the first 4 weeks in Berlin

- You will have your first appointment at the Berlin BAMF office (branch office of BAMF)
- Your finger prints and measurements will be taken and you will be asked about your way of travel. You might have come via another EU country and your fingerprints might have taken already. If this is the case you are a so called “Dublin case”.
- Here you fill in a formal application for asylum and will receive a new certificate that many call “*AUSWEIS*”.
- **VERY IMPORTANT:** Please check the address on your certificate/Ausweis, you have to be reachable at all times! Take with you information material/brochures about counseling offices that offer free services and that you will be visiting the next days.
- **Your Status:** You are now an official asylum seeker and are not allowed to work for the next **three months**. You are also not allowed to leave Berlin² (“Residenzpflicht”). At this point of time you have no possibility to rent an apartment. You are encouraged to learn German, but have to find a course yourself and also pay for yourself (see chapter Learning German). Children between 6 and 15 years have the right to visit a school immediately after arrival (“Schulpflicht”). Smaller children can attend a Kindergarten. Please talk to your counselor and also FREEDOMUS is here to give advice!
- Usually you stay for about 3 months, sometimes longer, in the initial reception center, where you get a meal in the morning, at lunch and dinner time. After that you will be, within Berlin, referred to community or private housing. The LaGeSo (see below) is responsible for the referrals.
- You wait for the invitation to a hearing from BAMF.

In-between steps – what has to be done monthly

- Usually you will have monthly appointments at the State Office for Health and Social Issues (LaGeSo or “Sozial”). From this place you will get pocket money (140,- Euros next to full board in your initial reception facility), green vouchers for health treatment, allocation of living space, etc
- You have to be there really early as there are long queues. Make sure you bring enough water and food!

² You can visit Brandenburg



Step 5 – within the first 2 to 3 months in Berlin

- By mail you will receive an invitation to a hearing at the branch office of BAMF. Usually you will receive this invitation about 2 weeks before the actual appointment, sometimes you might only have a few days to prepare.
- Please use the catalogue of questions in this chapter (25 questions travel path) for preparation. You will be asked about your route to Germany and the reasons to leave your country. You will be asked to produce relevant documentation.
- An interpreter will be assigned for you, please evaluate beforehand if you will be able to trust this person. You will be able use additional advisors, for example from the UNHCR (United Nations High Commissioner for Refugees) or a trauma therapist.
- At the end you sign a declaration that everything has been correctly translated and that you have understood everything.

Step 6 – between the 3rd and the 7th month in Berlin³

- You will receive a letter, the so called “Bescheid”, from the relevant department that holds the decision to your application for asylum. There are two options now:

1. OPTION 1 – you have only applied in Germany for asylum

YES, you can stay – “Bleiberecht” in Germany. You will receive a residence permit.

- You have refugee protection and are allowed to stay for 3 years. After three years, the Federal Office checks whether the requirements for refugee protection are still fulfilled.
- You are granted asylum and are allowed to stay in Germany.
- You receive the so called subsidiary protection, which means you are not recognized as a refugee but for grave reasons can't be sent back to your country and therefore can stay in Germany.

NO, you are not allowed to stay and don't receive residence permit (“Bleiberecht”)

- You have to leave Germany
- You appeal against the decision of the Federal Office in the administrative court with the help of a lawyer. In this case, PLEASE consider the costs and if a lawyer will be really able to help.

³ Depending on country, priority and work load of the responsible office



2. OPTION 2 – you came via another EU country and have been registered there with your finger prints (“Dublin Case”)

- Straight after the hearing your case will be transferred to the other EU country. The time between applying for asylum in Germany and being referred back to another EU country is maximum 6 months.

YES, the other EU country is taking you back

- You will be deported to the other EU country
- A review of this decision and a delay are only possible through a complaint at a German Administration Court. You will need a German lawyer to do this. He/she will also be able to identify if there is a chance to win this case or not.

NO, the other EU country doesn’t respond or doesn’t want you back

- In case there is no response from the other EU country within 6 months of your initial application in Germany, Germany will become responsible for your case.
- Your case will be treated “normally” within the German frame work of applications.

Further steps can be discussed individually with FREEDOMUS at any time. We are happy to refer you to counsellors speaking your language and/or experienced lawyers dealing with residency issues.

Status June 2015



Federal Office
for Migration
and Refugees

13



The German Asylum procedure

Lodging an asylum application - The decision -
The consequences of the decision

Distribution and accommodation

An asylum application can only be filed in Germany at the Federal Office for Migration and Refugees (short form: Federal Office).

If a person in need of protection expresses an interest in lodging an asylum application¹, he/she² is referred to the nearest reception centre operated by the respective Federal State (Land). The initial distribution takes place on the basis of the country of origin and of a quota system ("Koenigstein Key")³, which provides for distribution throughout the Federal States (Laender).

Once the appropriate Land has been determined, the person in need of protection reports to the appropriate reception centre. The reception centre provides accommodation for them, takes care of their needs and informs the closest branch of the Federal Office.

Minors in need of protection not accompanied by an adult, who is responsible for them, are taken to the local welfare office. A legal guardian is appointed by a court. During the subsequent clearing procedure, the guardian discusses the situation of the unaccompanied minor in detail with the authorities involved at Federal Land level: the immigration authority and others, such as welfare organisations or churches. During this clearing process, it is also decided whether a claim for asylum is being pursued.

¹ In Germany every application for asylum constitutes an application for recognition of refugee status as well as for recognition of asylum status, unless the foreigner expressly objects.

² Note.: In order to make the text easier to read, the text below uses the male form in general, indicating (members of) both sexes.

³ The Koenigstein Key takes into account the tax revenue and population sizes of the Federal Laender, and is calculated by the Federal Laender Commission on an annual basis.

The asylum application

Applicants must generally make their applications in person at a branch of the Federal Office. The Federal Office arranges for an interpreter to attend this appointment. During the application procedure the applicant is informed about his rights and obligations during the asylum procedure. This important information is provided in written form in his own language.

The Federal Office creates an electronic file and records the personal data. All asylum applicants older than 14 years are photographed and fingerprinted. These measures provide information whether the applicant has already been in Germany before or if another European state might be responsible for implementing the asylum procedure.

In the course of the application procedure, an identity card (ID), referred to as temporary permission to stay (Aufenthaltsgestattung), is issued. The applicant is required to carry this ID at all times, and be able to produce it to the Police if requested.

The responsibility of the Federal Office for examining applications for asylum

With every application the following is requested based on the Asylum Procedure Act (Asylverfahrensgesetz – AsylVfG)

International protection
(section 1 subsection..1 No. 2 of the Asylum Procedure Act)

Refugee protection
(section 3 subs. 1 of the
Asylum Procedure Act)

Subsidiary protection
(section 4 subs. 1 of the
Asylum Procedure Act)

and

Entitlement to political
asylum
(Art. 16a para. 1 of the Basic
Law (Grundgesetz – GG))

If it is impossible to grant international protection and to recognize as entitled to asylum, the Federal Office decides whether prohibition of deportation applies in accordance with section 60 subs. 5 or subs. 7 of the German Residence Act (Aufenthaltsgesetz – AufenthG).

The Dublin procedure

The third version of the Dublin Regulation has been in force since 1 January 2014. It further updates the Dublin Convention from 1990.





The Dublin Regulation generally states that each asylum application filed in the “Dublin Area” is only examined by one Member State of the European Union, including Norway, Iceland, Switzerland or Liechtenstein.

The “Dublin procedure” therefore determines which Member State is responsible for implementing the asylum procedure and processes the actual asylum application. Therefore the Dublin procedure is a system determining the responsibility for the asylum procedure and is made before the actual asylum procedure. The Federal Office informs the applicant that the Dublin procedure is being reviewed, and asks him to provide reasons why he should not be transferred to the responsible Member State.

If the Member State has agreed to the transfer, the Federal Office issues a notification ordering the transfer to the Member State. The applicant may appeal against this decision.

The immigration authority and the Federal Police are responsible for the implementation of the transfer, whilst the Federal Office coordinates it.

The interview

If Germany is responsible for examining the asylum application, the applicant is interviewed in person by an employee at the Federal Office – a case worker – with regard to his reasons for seeking asylum and international protection.

In principle the interview shall not be open to the public. Attending are the applicant, his legal representative (lawyer or guardian) and the case worker. An interpreter is provided. If requested, the applicant may be accompanied at his interview by a “trusted” individual, such as a legal representative or UNHCR representative. Additional attendees may only be present with the express agreement of both the applicant and the Federal Office.

The interview is the applicant’s most important appointment within his asylum procedure. At the interview, the applicant is required to present his reasons for need of protection personally, which prove his fear of persecution or the risk of a serious harm. He is also required to relate all other facts or circumstances which preclude returning to his home country.

The interview starts with the case worker asking questions about the applicant’s personal situation, too. The applicant is obliged to provide a credible account and to provide any evidence he has or is able to obtain. The duration of the interview depends on the details and complexity of the



individual claim. A report is made of the interview containing the essential statements made by the applicant. The applicant receives a copy.

Special qualified case workers

The Federal Office has been deploying special qualified case workers for

- unaccompanied minors,
- victims of torture and trauma, and
- persons persecuted because of their gender
- victims of human trafficking.

Types of protection and order of assessment

1. Granting of refugee status, section 3 subs. 1 of the Asylum Procedure Act

A refugee means a person who, owing to a well-founded fear of being persecuted for reasons of

- race⁴,
- religion,
- nationality,
- political opinion or
- membership of a particular social group⁵,

⁴ The term “race” is used in accordance with the wording of the Geneva Refugee Convention.

⁵ A group can also be regarded as a specific social group which is based on the joint characteristic of sexual orientation.

is outside the country of origin or as a stateless person, being outside of the country of former habitual residence, is unable or, owing to such fear, unwilling to avail himself or herself of the protection of that country.

The meaning of the above mentioned persecution can originate from both, state and non-state actors.

If there exist exclusion clauses in accordance with section 3 subs. 2, 3 and 4 of the Asylum Procedure Act, for example being a war criminal, the applicant is excluded from being a refugee.

2. Recognition as entitled to asylum, Art. 16a para. 1 of the German Basic Law (Grundgesetz – GG)

Persons entitled to asylum are people threatened by serious risk to their life, limb or liberty, in the event of returning to their country of origin, or in case of stateless persons, re-turning to the country of their usual residence/habitation because of their

- political opinion,
- fundamental religious beliefs, or
- unchangeable characteristics which define their “otherness” (e.g. nationality, etc.),

and have nowhere else to take refuge within their home country, or other protection against persecution.

Actions attributable to the state can also lead to entitlement for asylum.

A person who entered the Federal Republic of Germany from a “safe third country” will not be recognised as refugee. “Safe third countries” are determined by the Asylum Procedure Act as the Member States of the European Union, as well as Norway and Switzerland.

3. Granting of subsidiary protection status, section 4 subs. 1 of the Asylum Procedure Act

Persons are entitled to subsidiary protection if they provided substantial grounds for the assumption that they are at risk of serious harm in their country of origin and that they are unable to, or, owing to such risk, unwilling to avail themselves of the protection of that country.

The above mentioned meaning of serious harm can originate from both state and non-state actors.

If there are grounds for exclusion in accordance with section 4 subs. 2 of the Asylum Procedure Act, the applicant is excluded from being granted subsidiary protection.

The following are regarded as serious harm:

- the death penalty or execution,
- torture or inhuman or degrading treatment or punishment, or
- a serious individual threat to a civilian's life or person by reason of indiscriminate violence in situation of international or internal armed conflict.

4. Establishment of prohibition of deportation in accordance with section 60 subs. 5 and subs. 7 of the Residence Act

An applicant for protection may not be deported, if

- the deportation to the country of destination is inadmissible under the terms of the Convention of 4 November 1950 for the Protection of Human Rights and Fundamental Freedoms (ECHR) (section 60 subs. 5 of the Residence Act)

or

- there is a substantial and definite danger to life and limb or liberty in the country of destination (section 60 subs. 7 of the Residence Act)

The decision

The decision on the asylum application is made in writing and communicated to the applicant by the Federal Office.

The reasons for the decision are justified and will be notified to the parties. Instructions on how to appeal are provided. If the applicant does not have a legal representative, he is also provided with a translation of the operative provisions of the decision and of the appeal information.

The decision about an application for asylum is in principle determined by the individual's fate.

If further investigations are necessary in order to clarify the circumstances prior to taking the decision, the case worker can obtain information via the Federal Office's Asylum and Migration Information Centre, which contains amongst other things an extensive database ("MILO")⁶.

The European Asylum Support Office (EASO)⁷ also provides extensive information.

In order to examine documents, evidence and facts, the case workers can rely on the following:

- language and text analyses,
- physical and technical document examination,
- medical or expert reports,
- contacts at the Federal Foreign Office,
- liaison officers.

⁶ <https://milo.bamf.de/milop/livelink.exe?func=llworkspace>
⁷ <http://easo.europa.eu/>

Possible decision outcomes and consequences of the decision

Possible decision outcomes and their consequences in terms of the national residence laws:

The decision	Residence titles and duration	Settlement permit
Granting of refugee status (section 3 AsylVfG) and possibly additional entitlement to political asylum (Art. 16a GG)	Residence permit for 3 years	Settlement permit* is to be issued after 3 years, if the refugee status is not revoked.

OR

Granting the status of subsidiary protection (section 4 AsylVfG)	Residence permit for 1 year Can be extended for two more years	Settlement permit can be awarded after 7 years
---	---	--

OR

Establishment of prohibition of deportation (section 60 subs. 5 and subs. 7 of the Residence Act)	Residence permit is to be granted for at least one year.	Settlement permit can be granted after 7 years.
---	--	---

* The settlement permit is a permanent residence title (section 9 of the Residence Act).

If the conditions for any of these types of protection are not fulfilled, the applicant receives a rejection notice with an order to leave the country and a deportation order. He is then obliged to leave the country.

Appeals

Applicants may appeal to a court against the decisions of the Federal Office. The applicant is informed of the types of appeal and of the respective deadlines in the appeals notice.

If the court decides that the conditions for granting protection are met, it revokes the decision, or the respective parts of the decision, and obliges the Federal Office to reach a positive decision (to grant protection).

If the appeal is rejected and the rejection of all types of protection confirmed, the obligation to leave the country is upheld.

Should the applicant not comply with this obligation, he is deported to his country of origin. The respective immigration authority is responsible for the implementation of the deportation.

If the deportation is not possible, the immigration authority may grant temporary suspension of deportation (Duldung) or even a residence permit.

Special features

When arriving by plane and lodging an asylum application, a special procedure (“airport procedure”) is applied.

In this case the asylum procedure is carried out before the Federal Police decides whether the foreign national - still

being in the transit area - may enter the country. Factors taken into account include whether an individual has genuine identification documents, and whether they have arrived from a safe country of origin⁸.

If the asylum application is rejected as “manifestly unfounded”, entry is refused.

The applicant may submit an emergency appeal against this rejection to the administrative court. If the ruling is positive, the applicant may enter Germany, but if it is negative, the individual is then subject to deportation.

⁸ Safe countries of origin are the Member States of the European Union, Ghana, Senegal, Serbia, Bosnia and Herzegovina and the former Yugoslav Republic of Macedonia.

IMPRINT

Published by

Federal Office for Migration and Refugees (BAMF)
 Frankenstr. 210, D-90461 Nürnberg
 info@bamf.bund.de
 www.bamf.de
 Tel. +49 911 943 - 0
 Fax +49 911 943 - 1000

Last updated

October 2014

Printed by

Bonifatius GmbH
 Druck-Buch-Verlag
 Karl-Schurz-Straße 26
 D-33100 Paderborn

Designed by

Jana Fischer, Central services, Publications, event management/
 visitor service

Photographs

iStock: pages 4 & 6
 Miramedia GmbH Hamburg: page 7
 Fotolia: Title

Drafted by

Federal Office for Migration and Refugees
 Directorate-General 4/ Policy on the asylum procedure, security



Federal Office
for Migration
and Refugees

21

The German Asylum Procedure

An accompanying brochure to the film



Kofinanziert vom
Europäischen Flüchtlingsfonds

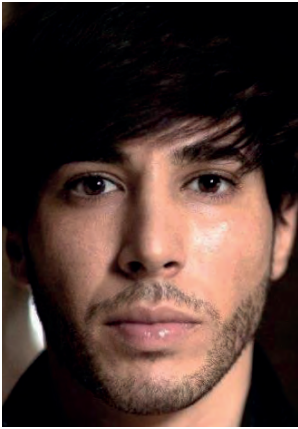


The German Asylum Procedure

An accompanying brochure to the film

Jutta Seedorf

An accompanying brochure to the film



My name is Abbas. I come from Iraq. I can no longer live in my home country because I was persecuted there and my family was threatened. I would like to apply for asylum in Germany. I hope to have a safer life here.

Come along with me as I make my way through the asylum procedure.

I contacted a police station immediately after my arrival in Germany. They sent me to a reception centre for asylum seekers.

At the reception centre a note was made of my personal details and my country of origin. The member of staff then told me that I would have to travel to another initial reception facility. Germany is a country consisting of 16 federal states. There are initial reception facilities in every federal state. All asylum seekers are evenly spread around these initial reception facilities.

To enable me to travel without any problems, I received a certificate of registration as an asylum seeker, known in German as a



24

“Bescheinigung über die **M**eldung als Asylsuchender“, or BÜMA for short. This certifies that I am not in Germany illegally but wish to apply for asylum. I received a ticket to travel and had to make another journey before I arrived at the right initial reception facility.



A member of staff was at the entrance to receive me. I showed her the certificate I received when I arrived in Germany. She showed me the way to the right building. This is the initial reception centre.

I must show my certificate as proof of identity here too. I get accommodation and a pack of useful items such as bedding, cutlery and toiletries.

I will also receive money so that I can buy things myself. The staff member at the facility showed me a map of the site. He told me that I would need to register with the Central Immigration Authority, the „Zentrale Ausländerbehörde“, the next day.

I was glad that I had finally arrived and was able to put my things away.



25

Other asylum seekers are accommodated in my room.

They come from different countries. One of them speaks my language.

Arsalan has been here for a few weeks and offers to take me to the

“Central Immigration Authority” tomorrow. I accept with gratitude. I am glad to finally have a roof over my head after the long journey.

THE NEXT DAY

Arsalan shows me the way to the „Central Immigration Authority“. Other asylum seekers from different countries are sitting in the waiting room. I have to wait until a member of staff fetches me.

I’m excited about what’s in store for me today.

I feel insecure and hope that I will understand everything.

It seems to take a very long time, but someone eventually comes for me and takes me through the security checkpoint to the office of a member of staff.

She asks me in different languages whether I understand her. Unfortunately, she doesn’t speak my language. I can only speak a few words of English. Nevertheless, we manage to understand one another. She would like to know my name, where I’m from and how old I am in order to create a personal file for me. I show her my identity card and give her my certificate.

I don't understand everything the staff member wants to say to me. I use gestures to try and tell her this.

The staff member issues a new certificate for me.

To do this, she takes a photo of me and checks my details.

She then shows me a map of the site where the Federal Office for Migration and Refugees is situated.

This is where I have to submit my application for asylum. An appointment for this will be sent to me.

But a doctor has to examine me first.



He checks whether I have any serious illnesses that need treatment or make me a risk of infection to other people in the accommodation centre.

My chest is also X-rayed.

Everything is fine, I am healthy.



I can now go back to my accommodation unit.

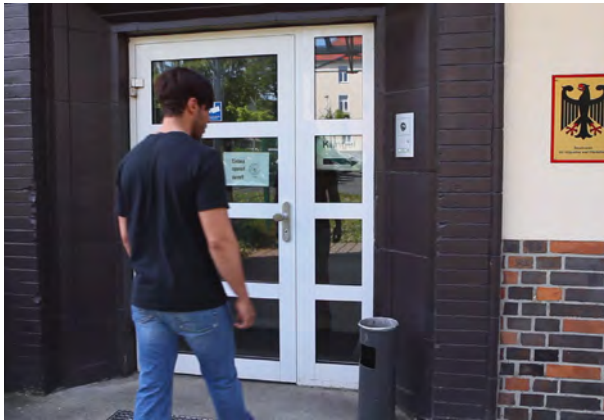
My fellow residents and Arsalan are already waiting there and we go to the canteen together. Whilst I am

living in the initial reception facility, I am also given something to eat.

Religious dietary rules are taken into consideration when preparing meals.

I'm looking forward to getting to know other asylum seekers better here.

Every day I eagerly await the letter from the Federal Office with the appointment for my asylum application. My letter has finally arrived today. My appointment is next week.



NEXT WEEK

Today is the day when I will submit my asylum application at the Federal Office. Arsalan accompanies me to the building housing the branch office of the Federal Office. I ring the doorbell and go in. I show the woman behind the coun-

ter my BÜMA certificate, my identity card and the letter from the Federal Office. The woman shows me to the waiting room, where other asylum seekers are seated. I find an empty seat and wait. I'm rather nervous as I don't know what will happen to me today.

A member of staff comes to fetch me. She takes me into an office where a man is already seated. The man speaks in my language and explains that he is an interpreter and will translate for me. I am glad not to have to talk in gestures today.

The staff member gives me lots of information, which I can under-

28

stand because the interpreter translates it. First of all, I answer questions about myself, my name, the names of my parents, where I last lived, my educational qualifications and the sort of work I did.

Another employee then measures my height and takes a photo of me.

My fingerprints need to be taken now. This is done electronically so I don't end up with black fingertips. The staff member explains to me that my fingerprints should confirm my identity. The fingerprints are sent via the computer to databases, where checks are done



to find out whether I have already applied for asylum in another European country or in Germany. The Dublin Regulation stipulates which country is responsible for the asylum procedure. It is often the country in which you first arrive.

The staff member then gives me a document, my temporary residence permit, or "Aufenthaltsgestattung". I must have this document with me at all times.

This piece of paper allows me to remain in Germany for the duration of my asylum procedure.

It is very important that I can be reached at all times, to make sure

29

I receive the appointment for the hearing for example. This is also why I need to collect my post regularly.

I'm not allowed to work either, to begin with. I have to live in the initial reception facility first. After no more than three months I will move to a communal accommodation centre. These are situated in various municipalities in the federal state.



Finally, the staff member gives me another information sheet and explains to me that I am entitled to advice on my asylum procedure. There are various organisations for this. On the sheet, I find the names, addresses and opening times of or-

ganisations that I can contact. I go straight there.

The advice was very helpful to me. I got lots of useful information.

I now know that the hearing is very important for my procedure. I've still not received an appointment from the Federal Office. It may be a while yet, because very many refugees come to Germany.



In the hearing I have to state all the reasons why I am seeking protection in Germany. .

30

It's best if I bring any documents with me that show why I had to flee my home country

This will help the Federal Office employee to verify my case. Examples of documents are photographs and papers from the police or other authorities. I've also learnt that it's not only male members of staff who hold hearings, but female ones as well. However, I can ask for my hearing to be held by a man. There are male and female employees who are specially trained to hold hearings for traumatised people, victims of torture, victims of human trafficking and unaccompanied minors.

The hearing is not public. The only people there will be the interviewer and an interpreter. I could even ask for a male or female interpreter. It's certainly important for women to know this.



I can also take a lawyer or a representative of the UNHCR to the hearing to assist me during my asylum procedure.

I will try to do it myself first, without a lawyer.

I'm now waiting to find out the date for my hearing.

I've finally received a letter from the Federal Office and my hearing is today. I'm excited about what's in store for me. I'm worried that I won't understand everything properly. My experience of the authorities in my home country has not been good. What will it be like here?

I'm really agitated, my heart is beating fast.

I have to sit in the waiting room again, but not for long. Here comes a member of staff with an interpreter. The interpreter greets me in my own language and introduces the staff member, who will be the interviewer. She greets me too. I feel a bit more confident now, because I know I can explain everything and ask questions in my native language.



We go to the interviewer's office and sit at a table. The interpreter sits next to me and we sit opposite the interviewer, who explains to me how the hearing will proceed. She is very kind and tries to make me feel less anxious and fearful.

She assures me that the hearing is strictly confidential. This means that she and the interpreter will maintain secrecy about what is discussed here today. Nothing of what I say today will reach my home country. The interviewer asks me whether I can understand the language used by the interpreter. This is very important to ensure that everything I say is understood and translated correctly. It is essential that I let them know if there are any problems.

But I do understand him. The interviewer offers me another glass of water. I am very grateful, because my mouth is really dry now.

The interviewer starts by asking me a few general questions:

Interviewer: How are you?

The interpreter translates her question and my answer: I'm fine thanks.

Interviewer: Have you settled in nicely?

The interpreter translates my answer again: Yes, I'm even learning some German.



Once again, the interviewer asks whether I feel well enough to hold the hearing. Yes, I am pleased that I can finally tell my story.

The interviewer asks a series of questions.

I try to answer all the questions accurately. The interviewer always waits for me to answer. She records my answer afterwards so that everything I say is correctly transcribed later.

She then asks me to explain why I fled and to present any evidence for my story.

The time has come. I have to talk about those things I would rather forget forever. But the interviewer calms me with her kind manner and makes me feel more confident.

It takes a while for me to tell my story. The interviewer asked a lot of questions. This made me feel a bit nervous. But she then explained that she had to ask such questions to make sure she understood everything correctly.

This reassured me.

At the end of the hearing, I can correct my statements if anything has been misunderstood or add something that I may have forgotten. I then sign a declaration that everything has been correctly translated for me and that I have understood everything.

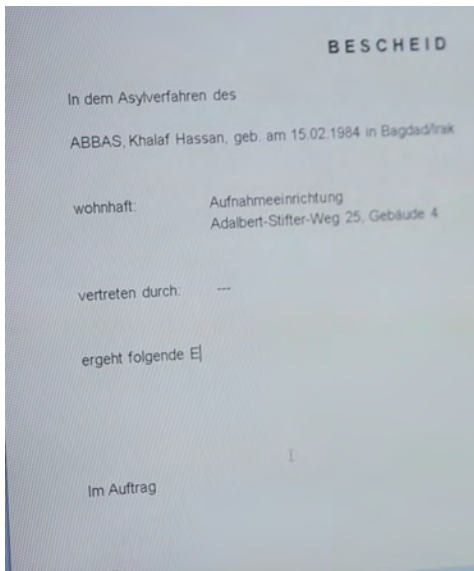
I feel relieved now. I wasn't nearly as bad as I had imagined.

33

For now, I've done everything I can to be granted asylum in Germany.



The interviewer will need a few weeks to write out her ruling. This information will be posted to me.



The advisory service for refugees explained that I can take legal steps against the ruling if I think that my reasons for applying for asylum have not been correctly assessed.

So the ruling is not necessarily a final decision.

WHAT DECISIONS ARE POSSIBLE?

I may obtain **refugee protection**. This initially allows me to live in Germany for three years. After three years, the Federal Office checks whether the requirements for refugee protection are still fulfilled in my case. If so, I will receive an unlimited settlement permit, a so-called “Niederlassungserlaubnis”. The same will apply if I happen to be granted **asylum**.

Perhaps I will get **subsidiary protection**. This means that, even though I am not recognised as a refugee, I am given protection from other serious threats to my safety in my home country. This initially allows me to live in Germany for one year. My residence permit may be extended by two years if the requirements for subsidiary protection are still met after this time. I can also get a settlement permit when I have lived in Germany for seven years.

If I am not given the right to stay, then I must leave Germany or appeal against the decision of the Federal Office in the administrative court. The court will then have to decide whether the Federal Office made the right decision.

But I’m waiting for my ruling first.





The asylum seekers shown in this film are actors with a fictitious story of their escape. All scenes to be seen were posed to show the process of the asylum procedure.

Impressum

Published by:

Bundesamt für Migration und Flüchtlinge
Frankenstraße 210
90461 Nürnberg
E-Mail: info@bamf.bund.de
Internet: www.bamf.de
Tel. +49 911 943-0
Fax +49 911 943-1000

Date:

Oktober 2014

Printed by:

Bonifatius GmbH
Druck-Buch-Verlag
Karl-Schurz-Straße 26
33100 Paderborn

Layout:

Birgit Koller

Photographs:

Miramedia GmbH Hamburg: Titel, Seite 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18
Bundesamt für Migration und Flüchtlinge: Seite 6

Author:

Jutta Seedorf

Overall responsibility:

Matthias Henning, Dr. Iris Schneider



The interview in the asylum procedure

Advice for asylum seekers in Germany

2nd edition, 2009

You received this leaflet from:

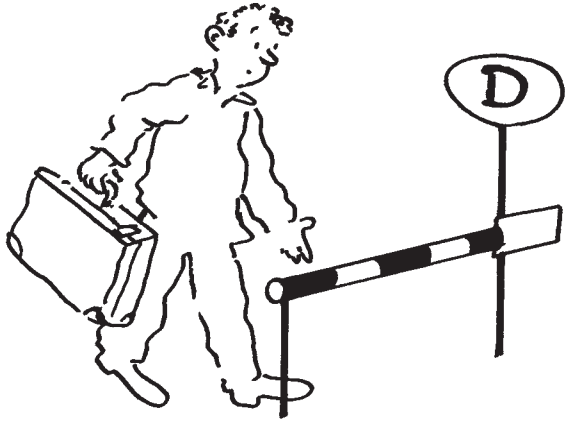


In Kooperation mit

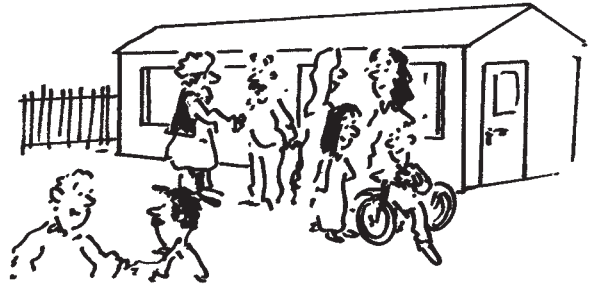


The interview in the asylum procedure

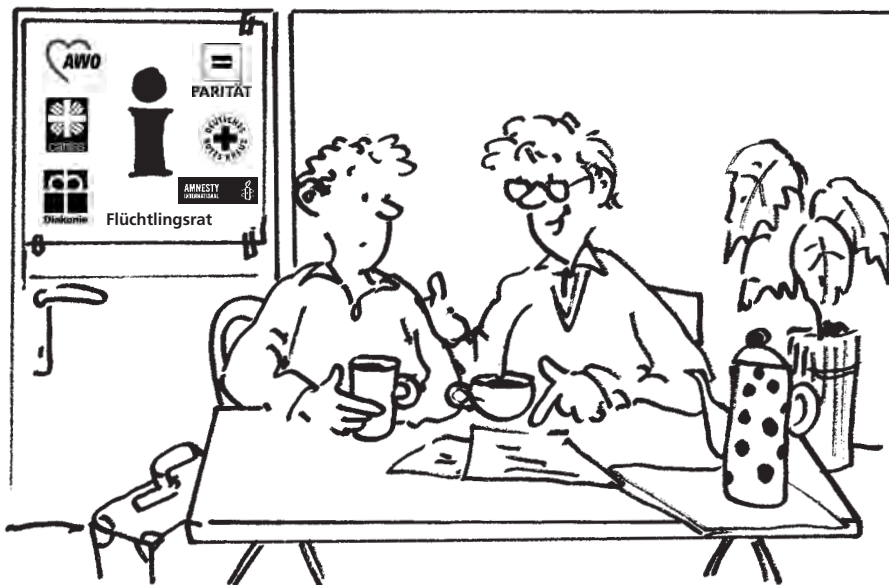
Advice for asylum seekers in Germany



In this leaflet we would like to give you advice for the interview in the asylum procedure. The interview is the best opportunity to say why you are seeking asylum. Based on the interview, the Federal Office for Migration and Refugees decides whether you are granted protection in Germany. This is why you should be well-prepared for the interview.

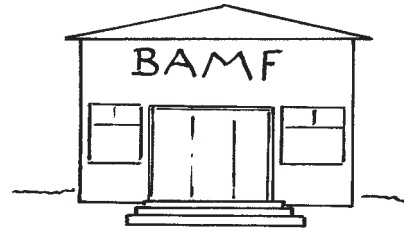


Before the interview, you should go to a lawyer or to an advice centre for refugees. In Germany there are a number of non-governmental organizations that offer independent and free advice to refugees. You will often find these organizations close to your reception centre or in larger cities.

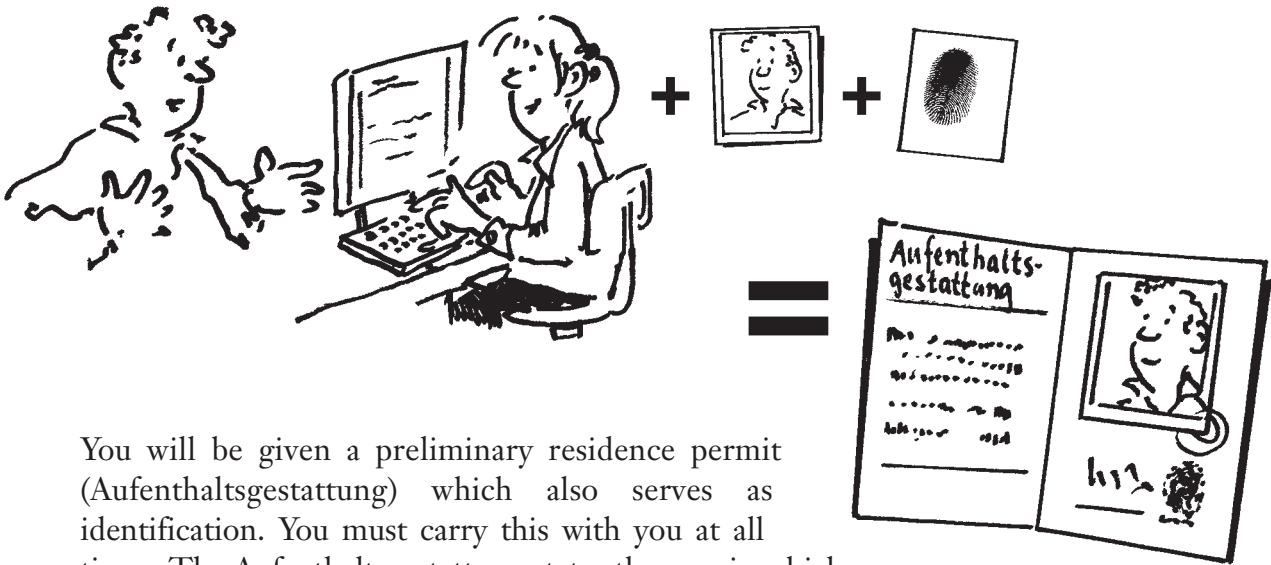


Submitting an application for asylum

You can submit an application for asylum at any branch of the Federal Office for Migration and Refugees (**Bundesamt für Migration und Flüchtlinge = BAMF**). If you try to apply for asylum at any other governmental agency (the police, local migration authorities or aliens offices etc.), you will be sent to the branch of the Federal Office which is responsible for handling your application. It is important that you go at once to this branch of the Federal Office. If you do not, the outcome of your asylum procedure could be seriously affected.



At the Federal Office you will be asked to provide your personal details; you will be photographed and your fingerprints will be taken. Then you will be registered. It is possible that you will be asked about 25 questions about yourself, about your last place of residence in your country of origin, about your parents and grandparents, and about how you got to Germany. Your answers will be recorded and will be used later at the interview. However, it is possible that you will be first asked these questions during the interview itself.



You will be given a preliminary residence permit (Aufenthaltsgestattung) which also serves as identification. You must carry this with you at all times. The Aufenthaltsgestattung states the area in which you are allowed to stay.

If you are given another place of residence, you must inform the Federal Office of your new address. You are legally obliged to make this notification. If you have a lawyer or an advice centre helping you, you should also notify them of your new address at once. It is important that your lawyer is able to contact you at all times.

It is important that you do not contact embassies or other missions of your country of origin, even if German authorities ask you to do so. Unfortunately, it often happens that German authorities ask asylum seekers to obtain passports for their return journey. You are not obliged to follow such a request as long as your asylum application has not been decided upon. If you are asked to do so nevertheless, please contact an advice centre for refugees or your lawyer.

Who is granted protection?

In the asylum procedure the Federal Office examines whether you were persecuted in your country of origin and whether you would be persecuted if you were to return. Persecution above all involves violations against life, limb or freedom or violations of other fundamental rights which are carried out for reasons of race, religion, nationality, membership of a particular social group or political opinion. Persecution can also involve serious cases of discrimination.

Persecution can be carried out by governmental agencies. It can also be carried out by nongovernmental actors; for example, by a political party, a rebel group, a religious organization, a local community, family members or other individuals. If you suffered from this type of persecution, the Federal Office examines whether you could have been protected by the state in your country.

The Federal Office also examines whether you would face other serious risks in case you had to return to your country of origin. Such risks could be related to ill health or to other dangers affecting life and limb or freedom.

Of importance is also the question whether you could find protection in another area of your country. In such a case, recognising your status as a refugee could be ruled out.

Many European states, including Germany, have agreed among themselves that one state only is responsible for examining an asylum application. This could mean that your asylum application may not be decided upon in Germany but in another European state. This is particularly possible if you have entered Germany with a visa issued by another European state, if you have already applied for asylum in another European state, or if you have been registered by the authorities of another European state. The same regulation applies if you mention in your interview that you have entered Europe via a certain state. In any case you should discuss with an advice centre for refugees or with your lawyer whether there is a chance that Germany is not responsible for your asylum application. The same holds if you would prefer your asylum procedure not to be carried out in Germany. Sometimes it can be possible that an asylum procedure is continued in another European state.

The interview at the Federal Office

An employee of the Federal Office will conduct the interview in person. Your application for asylum will be considered on the basis of this interview. This is also the case if you have already given an account of your application's reasons in front of other authorities (e.g. the police) or on occasion of your registration in the reception centre. What you say during the interview at the Federal Office is decisive.

The interview usually takes place a few days after you submit your application. In exceptional cases it can take longer. You will be summoned in writing to the interview ("**Anhörung gemäß § 25 Asylverfahrensgesetz**") by the Federal Office. If you are not sure when your appointment for the interview is, ask an employee at an advice centre. If you cannot come to the interview due to sickness, please inform the Federal Office at once and provide a medical certificate.

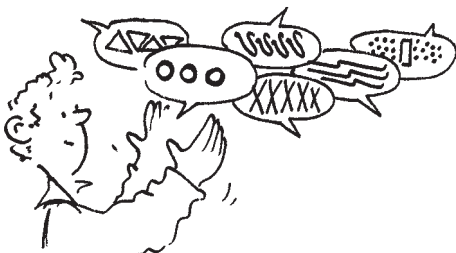
The interview is your best opportunity to say why you are seeking asylum. This is why you should attend the interview and be well-prepared for it. Try to remember important facts and details before the interview. You should write down the most important reasons in advance. This will help you to organize your memory and to recognize any inaccuracies in your account. Do not give any such personal notes to the Federal Office and do not take them to the interview. This could create the impression that you are telling a prefabricated story. Please be prepared that you will have to talk about events that are painful or embarrassing for you.



If as a woman you are not able to talk to a man about abuse that you have gone through, inform the Federal Office as early as possible. There are female employees at the Office who are specially trained to interview women. There are also employees at the Federal Office who are specially trained to interview children or people who suffer from mental stress (trauma) due to a bad experience.



It is possible that someone you trust in is allowed to accompany you and to be present at the interview. If you plan to take someone with you, inform the Federal Office as soon as possible. It is useful if the person you take with you speaks German as well as your language. However this person cannot present your reasons for seeking asylum on your behalf.



A translator will be present at the interview. Inform the Federal Office as soon as possible which language you would like to speak in the interview. It should be the language that you can speak best.

Be sure to arrive at the interview on time. If you have documentary evidence of your persecution in your country of origin (e.g. documents, newspaper articles, prison release papers), present this no later than at the interview. The Federal Office files any such evidence. Make sure that the Federal Office provides you with a copy of any such evidence. If you think that friends or relatives could send you important documents from your country of origin, inform the Office. Documents can be very useful as evidence. However, what you say at the interview is decisive for the outcome of your asylum procedure. Do not submit any forged documents. Forged documents are almost always recognized and may seriously affect the outcome of your procedure.

The interpreter has to translate anything you say in detail. The interpreter's only task is to translate anything you say as well as the questions put to you by the employee of the Office. He or she should neither explain nor provide additional information. If you think that the interpreter is not fulfilling his or her task, inform the employee. If there are serious communication problems caused by the interpreter, ask for another interpreter. Make sure in any case that your objections are recorded.



The interview usually starts with 25 questions. These questions are about your personal details, your personal circumstances – your husband or wife, children, parents and grandparents, address and occupation – and how you came to Germany. If these questions were already put to you during the registration as an asylum seeker, the employee of the Office will only deal with points that need to be clarified. Only answer the employee's questions when you are sure you have understood them. Ask the employee to repeat the question if necessary. Make sure that your answers at the interview match those you provided at the reception centre. Even inaccuracies in minor points could be enough to make the Federal Office doubt your other statements as well.

If you did not come to Germany overland, you should describe in detail how you got here. This is particularly important if you flew to Germany. If you have documents that prove that you flew to Germany (flight tickets, boarding pass), you should give them to the Federal Office.

After this you will be given the chance to say what made you leave your country. You should accurately describe the persecution you faced in your country (prison, physical abuse, torture etc.) or any other reasons that made you leave your country. A detailed description enhances the prospect that the employee believes in your account. Describe what you are afraid could happen to you if you return to your country. Do not describe the general political situation in your country unless you are asked to do so.

The most important point of the interview is to state the reasons for your application accurately and without straying from the topic. Do not talk around things but answer the questions precisely. Remember that unclear and complicated statements may lead to misunderstandings when translated.

Among asylum seekers you often come across "stories" which are supposed to lead to one's application being recognized by the Federal Office. Do not be misled by these "stories"! The Federal Office's employees are informed about the situation in your country of origin and in most cases they recognize quickly that the story told to them is fabricated. If this happens, they may also not believe the truthful parts of your statements.

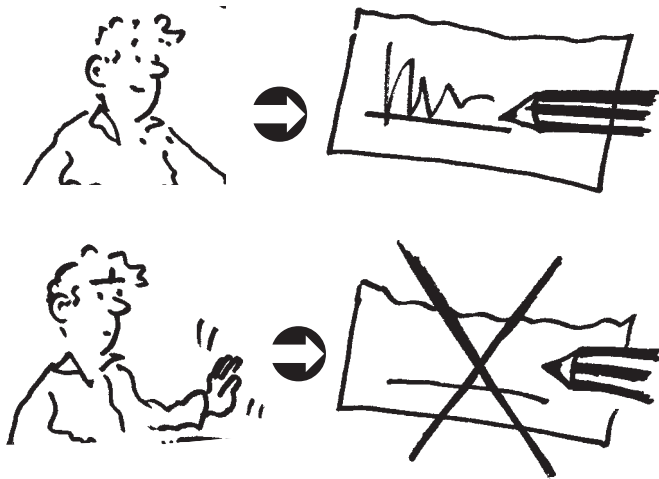
If you are suffering from an illness you should tell the Federal Office about it, especially if you come from a country with a weak health system or if you cannot afford medical treatment.

Sometimes the employee will ask questions relating to specific points in your case. However you should not restrict yourself to answering these questions. You should present all the important details, even if the employee signals that some details do not interest him or her.

Take your time and do not let yourself be pressured. The interview can be stopped if necessary and continued after a break or on another day.

The employee will summarize the interview in a transcript. During the interview he or she will record the transcript on tape. Afterwards the transcript will be typed.

The transcript must be retranslated to you word by word. Usually this is done in small sections during the interview. If you hear any mistakes or misunderstandings, insist on them being corrected. Make sure that the correction is recorded as a correction of the transcript and not as a change of your statement.



At the end of the interview you will be asked to sign that you have had the opportunity to present all the important details of your case, that there were no communication problems, and that the transcript was read back to you in your language. You should only sign if you do not have any qualified objections to the way the interview took place. Do not sign if you are not satisfied with the interpreter or with the transcript. In this case you should speak as soon as possible to a lawyer or to an employee of an advice centre for refugees about your objections.

You should ask for a copy of the transcript to be given to you either at once or before the decision of the Federal Office is made. You should give a copy of the transcript to your lawyer. Check the transcript once again and tell your lawyer if there are any mistakes. If you do not have a lawyer ask an advice centre for refugees to assist you in correcting those mistakes at the Federal Office.

The decision of the Federal Office

You will receive the decision of the Federal Office in writing. This is why you have to check every day after the interview to see if you have a letter from the Office at your reception centre (Aufnahmeeinrichtung).

If you already have a lawyer, the Office will send their decision to him or her. Make sure that your lawyer can reach you at all times.



If your application for asylum is rejected (Ablehnung), you have the right to appeal against this decision at a court. In such a case, however, you have very little time to act. If your application was rejected as being "manifestly unfounded" ("offensichtlich unbegründet"), you have to submit a written application at a court within a week. In another case of a rejection of your asylum claim you only have two weeks to act. This is why you should contact your lawyer or an advice centre for refugees immediately, even on the same day if possible.

If your application was rejected as being "inadmissible" ("unzulässig") or "irrelevant" ("unbeachtlich"), this means that the Federal Office has not examined your case substantively because it thinks another European state is responsible for your asylum application. In such a case the decision notifies you that you will be transferred to the state in question. In this state you will be able to apply for asylum. You should try to get the address of an advice centre for refugees in this state before you leave Germany. The advice centre for refugees in Germany can help you here.



Impressum

Herausgeber: Informationsverbund Asyl und Migration e.V., Greifswalder Str. 4, 10405 Berlin, kontakt@asyl.net, www.asyl.net

V.i.S.d.P.: Michael Kalkmann, c/o Informationsverbund Asyl und Migration

Erstellt in Zusammenarbeit mit Info-Bus für Flüchtlinge München.

© 2009 Informationsverbund Asyl und Migration • Unveränderte und vollständige Vervielfältigung und Weitergabe ist gestattet.



Flüchtlingsrat Brandenburg

Rudolf-Breitscheid-Str. 164
14482 Potsdam
Tel.: 0331-716499
Fax: 0331-887 15 460

info@fluechtlingsrat-brandenburg.de
www.fluechtlingsrat-brandenburg.de
www.residenzpflicht.inf

The Dublin proceedings – What now?

The Dubliner legislation states: the first EU country which takes your finger prints, or for which you had a visa, is responsible for your asylum process. If your finger prints are registered, for example, in Italy, Spain, Hungary, or Poland, then Germany will generally try to deport you back to those places – in some cases this has already been attempted without having had finger prints taken. In a few weeks you will receive an official letter in a yellow envelope. Inside, the letter states that you should leave the country and when the respective country (Italy, Hungary...) has approved to take you back. This date is important, as Germany then has 6 months to deport you. Should this deadline have already passed, then it is Germany's responsibility to process your asylum.

Appeal against the Dublin decision

When the yellow letter arrives at your home or apartment (the date is on the envelope!), you have just 1 weeks' time to take legal action. Therefore, it is important that you regularly check and read your mail and inform the federal/immigration office (Bundesamt/Ausländerbehörde) of your new address if you happen to move into a new apartment. If you want to take legal action against the Dublin decision, then you must go to a lawyer (Anwalt) or an advice center (Beratungsstelle) as quickly as possible.

Lawsuits against deportation as per the Dublin proceedings are, unfortunately, very often unsuccessful. In spite of this, lawyers can provide certain protections against these governing offices and courts. An advice center can help you find a competent and knowledgeable lawyer. In any case, you need to write down all of your experiences and special circumstances as precisely as you can, and date everything: for example, if you have experienced human rights abuse or violations in your country of origin or along the way in your act of fleeing, if you are sick, have small children, are pregnant or traumatized, have family members already living in Germany, or if the governing offices have made mistakes, which is not uncommon. The living conditions in other EU countries can also be important here – have you had accommodation and financial support there, have you received the necessary medical assistance?

If it is possible, write down your experiences during and after deportation and send these back to your lawyer or to your advice center. This will help for the future! Sometimes it is also useful to contact the advice centers or supporters via mobile telephone after the deportation has taken place.

Unfortunately they often try to deport without prior notice

It could happen that the immigration office tries to deport you without having informed you of an appointment, for example, when you are not at home. Since you did not know of the appointment, your absence may not be used against you. You have a right to be informed about a deportation appointment.

What else can you do?

Sometimes the governing offices do not manage to organize a deportation within the 6 month deadline. However, there are also other reasons as to why a deportation cannot take place.

- **Inform others of your personal situation**

Traumatization, pregnancy, small children, difficult illnesses, and similar situations mean special need for protection and can render an order for deportation illegitimate and out of order. Make the governing offices and your lawyer aware of this. Get confirmation of your personal situation from doctors and psychologists. At the last minute, you can still inform the federal police (Bundespolizei) and airplane staff of these things. If you are taken to hospital with an acute illness or brought into a psychiatric ward, you cannot be deported from there.

- **You are not alone!**

Many refugees are affected by the Dublin legislation. Join forces, come together, and speak about the situation. Some deportations wound up not taking place due to the individuals in question just refusing to go. In situations like these, it is good to have the support of others.

- **Ask your neighbors for support**

Search for contact to local initiatives. Protests from dedicated people and neighbors can create road blocks for deportation. Many people find the Dublin system to be inhumane and are prepared to guard and stand in front of you.

- **Make deportation public**

Once you know your date for deportation, you can make it public and look for support from local initiatives or advice centers. Deportations can frequently be impeded by public campaigns alone (for example, against the airline company)!

- **Rights in the airplane**

Should find yourself being deported or returned in an airplane, you need to know that the pilot of the airplane has the say and power – not the police or other officials. For example, in previous years, a man informed the other flight passengers that he was being deported and returned against his will. As a result, one of the passengers refused to take a seat. The airplane could therefore not be started and the deportation was hindered.

Further support in Berlin and Brandenburg

- **Meeting of the coalition for action against Dublin:** Every Monday at 4PM in the BBZ (Beratungs- und Betreuungszentrum für junge Flüchtlinge und Migranten, in English: Advice and Outreach Center for Young Refugees and Migrants), located at Turmstr. 72, Berlin. Protests and actions against Dublin are being planned here, as well as an exchanging of experiences. Here you can often find counselors who provide first advice or who can help facilitate you further.
- **Address Book for Brandenburg** with contact to advice centers, hospitals, psychological facilities etc. (in German, English, Russian, French, Arabic, Serbian, and Farsi): <http://www.fluechtlingsrat-brandenburg.de/tipps-fur-den-fluechtlingsalltag/adressen-fur-besonders-schutzbeduerftige-fluechtlinge>
- **Meeting of the Flüchtlingsrat Brandenburg:** Every last Wednesday of the month, 4:30PM. The meeting is for political networking, individual advice sessions to do not take place here. The topics change often, yet again and again it comes to the topic of Dublin and broader fleeing in Europe.

Questionnaire

Bundesamt für Migration und Flüchtlinge (Stand Juni 2012)

1. Do you speak any other dialects besides the languages you told us?
2. Do you have or did you have other nationalities?
3. Do you belong to a particular tribe / indigenous people of a certain group?
4. Can you show me personal papers e.g. a passport, a substitute passport or ID card?
5. Did you have personal documents in your home country e.g. a passport, a passport substitute or ID card?
If so, when and from what authority was your passport issued?
6. Please state the reasons why you cannot provide personal papers?
7. Can you show me other documents (e.g. certificates, birth certificate, military identification card (i.d.), driving license) about your person?
8. Have you ever had a residence permit / visa for the Federal Republic of Germany or another country?
If so, which foreign representative issued the visa, when was it issued and how long was it valid?
9. Please give me your last official residential address in your home country! Did you live there before leaving the country? If no, where else did you live?
10. Please specify family name, possibly maiden name, first name, birth date and origin of your spouse and the date and place of marriage!
11. What is his or her address (if he or she no longer resides in the home country, please give the last address there and the current address)?
12. Do you have other children in addition to the children for whom you applied asylum? Can you provide evidence or can you hand it in later?
13. What is their address (if your children no longer resides in the home country, please give the last address there and the current address)?
14. Please give me the full name and address of your parents!
15. Do you have siblings, grandparents, uncles or aunts who live outside your home country? If so, where?
16. Are there other relatives who still live at home?
17. What are the essential details of your paternal grandfather?
18. Which school (s) / university (s) did you attend?
19. What profession have you learned? Which employers have you worked for recently? Have you had your own business?
20. Have you completed military service?
21. Have you ever visited or lived in the Federal Republic of Germany at an earlier time?

22. You have already received asylum in another country or put in a request for the approval or have been recognized as a refugee? Have you been fingerprinted in another Member State, i.e. had your fingerprints taken, or have you been photographed?

In case the Federal Office (Bundesamt) has Information, such as fingerprints, that you have made in another European country in the process of applying for asylum, or if you have left fingerprints in another Member Country, then come the following questions:

22a. According to my information you have asked for asylum on the (date) _____ in _____. What do you have to say about this?

22b. Are there any reasons that speak against the consideration of a transfer to another European country and a local examination of the asylum application?

Note: At this point it may happen that the hearing will be terminated or postponed until the Federal Office (Bundesamt) first investigates whether Germany or another European country is responsible for the asylum procedure.

But if this should not be the case, these questions will follow:

23. Did a family-member of yours ask for asylum in another country or already received asylum in another country? If so, does he or she live in this country?
24. Do you have anything against your asylum application being examined in this state?
25. Please inform me about the country you are arrived in before entering Germany! At what date was the entry made in Germany? Which means of transport did you use?

After these questions you will be asked to describe your persecution in detail and the reasons for applying for asylum.



Bearbeitende Stelle:

Referat Außenstelle Berlin

Hausanschrift: Askaniering 106
13587 Berlin

Postanschrift: Askaniering 106
13587 Berlin

Tel.: 03035582-0

Fax: 03035582199

Az: !



**TEIL I
Niederschrift**

über das persönliche Gespräch zur Bestimmung des zuständigen Mitgliedstaates zur Durchführung des Asylverfahrens am 15.01.2014 in Berlin

Es erscheint Herr/Frau

3, geboren am

Als Sprachmittler ist anwesend: Frau / Herr Moradpour.

Die Befragung wird durchgeführt von: Frau / Herr Raveendran.

Auf Nachfrage bestätigt die oben genannte Person, dass sie sich mit dem Sprachmittler verständigen kann. Die Befragung wird in der Sprache *Persisch* durchgeführt.

Die oben genannte Person wird darauf hingewiesen, dass diese Befragung die Bestimmung des für die Durchführung des Asylverfahrens zuständigen Mitgliedstaates erleichtern soll.

Es wird ihm/ihr erklärt, dass er/sie alle Unterlagen zur Person und zum Reiseweg vorlegen soll. Er/Sie wird darauf hingewiesen, wahrheitsgemäß auszusagen.

Beginn der Befragung: 14:34 Uhr

1. Welche Sprache oder Dialekte sprechen Sie?

Antwort: ☐ Nein ☒ Ja

Wenn ja: Welche Sprachen?

Antwort: Ich spreche farsi und gilaici.

2. Welche Staatsangehörigkeit(-en) besitzen Sie?

Antwort: Ich habe die iranische Staatsangehörigkeit.

3. Können Sie mir Personalpapiere (z.B. Pass, Passersatz, Personalausweis) oder andere Dokumente über Ihre Person (z.B. Zeugnisse, Geburtsurkunden, Wehrpass, Führerschein) vorlegen?

Antwort: ☒ Nein ☐ Ja

Wenn ja: Welche Papiere?

Antwort:

4. Ist die oben genannte Person ein unbegleiteter Minderjähriger? Nur bei unbegleitetem Minderjährigen.

Antwort: ☒ Nein ☐ Ja

Wenn ja:

4.1 Nennen Sie mir bitte Namen, Vornamen und Anschrift Ihrer Eltern!

Antwort:

4.2 Haben Sie Eltern, Geschwister, Großeltern, volljährige Onkel oder Tante(n), die sich in den Dublin-Mitgliedstaaten (siehe Karte) aufhalten?

Antwort: ☒ Nein ☐ Ja

Wenn ja:

a) Wen?

Antwort: ☐ Vater, ☐ Mutter, ☐ Bruder, ☐ Schwester,
☐ Großvater, ☐ Großmutter, ☐ Onkel, ☐ Tante

b) Nennen Sie bitte Familiennamen (ggf. Geburtsnamen), Vornamen, Geburtsdatum und Geburtsort!

Antwort:

c) Wo halten sich die Personen auf (Staat und konkrete Adresse)?

Antwort:

d) Hat diese Person dort seinen legalen Wohnsitz?

Antwort: ☐ Nein ☐ Ja ☐ weiß nicht

e) Wurde für eine der Personen in einem anderen Staat/anderen Staaten Asyl beantragt oder zuerkannt?

Antwort: ☐ Nein Ja: ☐ beantragt, ☐ zuerkannt, ☐ weiß nicht

Wenn ja: In welchem Staat/welchen Staaten?

Antwort:

f) Gibt es Gründe, die dagegen sprechen, dass Sie in diesen Staat überstellt werden?

Antwort: ☐ Nein ☐ Ja

Wenn ja: Welche Gründe?

Antwort:

5. Sind Sie verheiratet

Antwort: ☒ Nein ☐ Ja

Wenn ja:

5.1. Nennen Sie bitte Familiennamen (ggf. Geburtsnamen), Vornamen, Geburtsdatum und Geburtsort Ihres Ehepartners!

Antwort:

5.2. Nennen Sie bitte das Datum und den Ort der Eheschließung!

Antwort:

5.3. Können Sie mir Nachweise darüber vorlegen?

Antwort: ☐ Nein ☐ Ja

Wenn ja: Welche Papiere?

Antwort:

5.4. Wo hält sich Ihr Ehepartner auf (Staat und konkrete Adresse)?

Antwort:

5.5. Wurde für Ihren Ehepartner in einem anderen Staat/anderen Staaten Asyl beantragt oder zuerkannt?

Antwort: ☐ Nein Ja: ☐ beantragt, ☐ zuerkannt, ☐ weiß nicht

Wenn ja:

a) In welchem Staat/welchen Staaten?

Antwort:

- b) **Gibt es Gründe, die dagegen sprechen, dass Sie in diesen Staat überstellt werden?**

Antwort: ☐ Nein ☐ Ja

Wenn ja: Welche Gründe?

Antwort:

6. Haben Sie Kinder?

Antwort: ☒ Nein ☐ Ja

Wenn ja:

- 6.1. Nennen Sie bitte Familiennamen (ggf. Geburtsnamen), Vornamen, Geburtsdatum, Geburtsort und Geschlecht!**

Antwort:

- 6.2. Können Sie mir Nachweise darüber vorlegen?**

Antwort: ☐ Nein ☐ Ja

Wenn ja: Welche Papiere?

Antwort:

- 6.3. Wo halten sich Ihr/Ihre Kind/er auf (Staat und konkrete Adresse)?**

Antwort:

- 6.4. Wurde für Ihr/e Kind/er in einem anderen Staat/anderen Staaten Asyl beantragt oder zuerkannt?**

Antwort: ☐ Nein Ja: ☐ beantragt, ☐ zuerkannt, ☐ weiß nicht

Wenn ja:

- a) **In welchem Staat/welchen Staaten?**

Antwort:

- b) **Gibt es Gründe, die dagegen sprechen, dass Sie in diesen Staat überstellt werden?**

Antwort: ☐ Nein ☐ Ja

Wenn ja: Welche Gründe?

Antwort:

7. Haben oder hatten Sie ein Aufenthaltsdokument/Visum für die Bundesrepublik Deutschland oder einen anderen Staat?

Antwort: ☒ Nein ☐ Ja

Wenn ja:

- 7.1. Von welcher ausländischen Vertretung wurde das Visum ausgestellt?**

Antwort:

- 7.2. Wann wurde es ausgestellt?**

Antwort:

- 7.3. Wie lange war es gültig?**

Antwort:

- 7.4. Gibt es Gründe, die dagegen sprechen, dass Sie in diesen Staat überstellt werden?**

Antwort: ☐ Nein ☐ Ja

Wenn ja: Welche Gründe?

Antwort:

8. Wann und auf welche Weise haben Sie Ihr Herkunftsland verlassen?

Antwort: Am vor ca. 1 1/2 Monaten.

mit ☐ dem Flugzeug ☒ Sonstiges: Fuß, Pkw ☐ Weiß nicht:

9. Wo haben Sie sich seit dem Verlassen Ihres Heimatlandes aufgehalten?Antwort: ☐ Weiß nicht:**9.1. Wie lange haben Sie sich dort aufgehalten?**Antwort: _____ in ☐ Weiß nicht:**9.2. Haben Sie seither das Gebiet der Dublin Mitgliedstaaten verlassen?**Antwort: ☒ Nein ☐ Ja ☐ Weiß nicht:**10. Wie sind Sie von Ihrem Heimatland nach Deutschland gereist?**Antwort: _____
☐ Weiß nicht:**10.1. Warum sind Sie aus diesem Staat/diesen Staaten weiter nach Deutschland gereist?**

Antwort: _____

10.2. Gibt es Gründe, die dagegen sprechen, dass Sie in diesen Staat überstellt werden?Antwort: ☐ Nein ☐ JaWenn ja: Welche Gründe?

Antwort: _____

11. Waren Sie schon früher einmal in der Bundesrepublik Deutschland?Antwort: ☒ Nein ☐ JaWenn ja:**11.1. Wann?**

Antwort: _____

11.2. Haben Sie in Deutschland Asyl beantragtAntwort: ☐ Nein ☐ JaWenn ja: Unter welchen Personalien?

Antwort: _____

12. Haben Sie in einem anderen Staat/anderen Staaten Asyl beantragt oder zuerkannt bekommen?Antwort: ☒ Nein Ja: beantragt ☐, zuerkannt ☐Wenn ja:**12.1. In welchem Staat/welchen Staaten?**

Antwort: _____

12.2. Wann?

Antwort: _____

12.3. Wo haben Sie gelebt?

Antwort: _____

12.4. Gibt es Gründe, die dagegen sprechen, dass Sie in diesen Staat überstellt werden?Antwort: ☐ Nein ☐ JaWenn ja: Warum?

Antwort: _____

13. Wurden Ihnen in einem anderen Staat/anderen Staaten Fingerabdrücke abgenommen?Antwort: ☒ Nein ☐ Ja:

Wenn ja:

13.1. In welchem Staat/welchen Staaten?

Antwort:

13.2. Wann?

Antwort:

13.3. Gibt es Gründe, die dagegen sprechen, dass Sie in diesen Staat überstellt werden?

Antwort: ☐ Nein ☐ Ja

Wenn ja: Warum?

Antwort:

14. Sind Sie auf die Unterstützung Ihres Kindes, Geschwister, Vater/Mutter angewiesen, die sich in einem Dublin-Mitgliedstaat aufhalten?

Antwort: ☒ Nein ☐ Ja

Wenn ja:

14.1. Auf welche Person sind Sie angewiesen?

Antwort: ☐ Kind/er ☐ Geschwister ☐ Vater ☐ Mutter

14.2. Warum sind Sie auf diese Person angewiesen?

Antwort:

14.3. Wo hält sich die Person auf (Staat und konkrete Adresse)?

Antwort:

14.4. Gibt es Gründe, die dagegen sprechen, dass Sie in diesen Staat überstellt werden?

Antwort: ☐ Nein ☐ Ja

Wenn ja: Warum?

Antwort:

15. Ist Ihr/Sind Ihre Kind/er, Geschwister, Vater/Mutter, die sich in einem Dublin-Mitgliedstaat aufhalten, auf die Unterstützung von Ihnen angewiesen?

Antwort: ☒ Nein ☐ Ja

Wenn ja:

15.1. Welche Person ist auf Ihre Unterstützung angewiesen?

Antwort: ☐ Kind/er ☐ Geschwister ☐ Vater ☐ Mutter

15.2. Warum ist die Person auf Ihre Unterstützung angewiesen?

Antwort:

15.3. Wo hält sich die Person auf (Staat und konkrete Adresse)?

Antwort:

15.4. Gibt es Gründe, die dagegen sprechen, dass Sie in diesen Staat überstellt werden?

Antwort: ☐ Nein ☐ Ja

Wenn ja: Warum?

Antwort:

16. Sofern ein anderer von Ihnen nicht genannter Dublin Mitgliedstaat für die Prüfung Ihres Antrages auf Asyl zuständig sein sollte: gibt es Staaten in die Sie nicht überstellt werden wollen?

Antwort: ☐ Nein ☐ Ja ☒ in keinen anderen Staat

Wenn ja: a) Welche Staaten?

Antwort:

b) Aus welchen Gründen?

Antwort:

Hinweis an die oben genannte Person:

Aufgrund Ihrer oben gemachten Angaben wird das Bundesamt nunmehr zunächst die Durchführung eines Dublin-Verfahrens prüfen.

Ende des Gesprächs: 14:41 Uhr

Dem/Der Antragsteller/in wurde der Inhalt der Niederschrift über das Gespräch vom Dolmetscher rückübersetzt.

Verständigungsschwierigkeiten traten keine auf.

Ein Exemplar der Niederschrift über das Gespräch wird der oben genannten Person bzw. dem Bevollmächtigten übergeben.

Dauer der Rückübersetzung von 14:41 Uhr bis 14:43 Uhr (2 Min.)

Für die inhaltliche Richtigkeit der Niederschrift:

.....
(Unterschrift des/der Antragsteller(s)/in bzw. gesetzl. Vertreter(s)/in)

.....
Unterschrift des/der Dolmetscher(s)/in

.....
(Name, Amtsbezeichnung, Unterschrift)

TEIL II**Niederschrift**

über die Befragung zur Vorbereitung der Anhörung gem. § 25 AsylVfG am 15.01.2014 in Berlin

Es erscheint der/die Antragsteller/in, Herr/Frau

Als Sprachmittler ist anwesend:

Die Befragung wird durchgeführt von: Frau / Herr ~~XXXXXXXXXX~~

Auf Nachfrage bestätigt der/die Antragsteller/in, dass er/sie sich mit dem Sprachmittler verständigen kann. Die Befragung wird in der Sprache Persisch durchgeführt.

Der/Die Antragsteller/in wird darauf hingewiesen, dass diese Befragung bereits Teil der Anhörung zum Asylbegehren beim Bundesamt ist.

Er wird auf seine Mitwirkungspflicht gemäß § 15 AsylVfG hingewiesen.

Insbesondere wird ihm erklärt, dass er alle seine Unterlagen zur Person, zum Reiseweg und solche, auf die er sich in seinem Asylverfahren beruft, vorzulegen hat.

Er wird darauf hingewiesen, wahrheitsgemäß auszusagen.

Er wird außerdem gemäß § 25 Abs. 3 Satz 2 AsylVfG über die Folgen verspäteten Vorbringens informiert.

Anmeldung bei der Meldebehörde

57

Sehr geehrte Dame, sehr geehrter Herr!

Die Meldebehörde hat Daten über die im Land Berlin wohnhaften und wohnhaft gewesenen Einwohner und deren Wohnung zu registrieren. Diese Daten werden für die rechtmäßige Erfüllung der Aufgaben öffentlicher Stellen (z. B. Vorbereitung und Durchführung von Wahlen, Ausstellung von Lohnsteuerkarten) benötigt, dienen aber auch dazu, nichtöffentlichen Stellen (z. B. Privatpersonen) Auskünfte nach Maßgabe des § 28, 28a und 29 des Gesetzes über das Meldewesen in Berlin (MeldeG) vom 26.2.1985 - GVBl. S. 507, zuletzt geändert durch Artikel V des Gesetzes vom 25.01.2010 (GVBl. S. 22, 23), geben zu können.

Damit die Meldebehörde diese Aufgaben erfüllen kann, beachten Sie bitte die folgenden **Allgemeinen Hinweise** sowie die umseitigen **Erläuterungen zur Ausfüllung des Meldescheines**.

Allgemeine Hinweise

Sie sind gesetzlich verpflichtet (§ 11 MeldeG) sich **innerhalb zwei Wochen** nach dem Beziehen Ihrer Wohnung anzumelden.

Beachten Sie unbedingt, dass **Sie diese Frist nicht überschreiten, da Sie andernfalls ordnungswidrig** handeln und mit einer Geldbuße rechnen müssen. Die Voraussetzung zur Anmeldung ist allerdings erst dann gegeben, wenn Sie in Ihre Wohnung auch tatsächlich eingezogen sind.

Für jede anzumeldende Person ist ein eigener Meldeschein zu verwenden. Personen mit denselben bisherigen und künftigen Wohnungen können gemeinsam einen Meldeschein verwenden, wenn sie derselben Familie oder Lebenspartnerschaft angehören. Es genügt, wenn einer der Meldepflichtigen den Anmeldeschein unterschreibt.

Sie sind nach § 14 MeldeG verpflichtet, die erforderlichen Auskünfte zu geben und die zum Nachweis Ihrer Angaben erforderlichen Unterlagen vorzulegen (z. B. Personalausweis, Pässe, standesamtliche Unterlagen, Sorgerechtsbeschlüsse, Scheidungsurteile usw.)

Sie müssen nach dem Meldegesetz folgenden Datenübermittlungen aus dem Melderegister ausdrücklich zustimmen:

- Auskünften an Adressbuchverlagen
- Auskünften über Ihre Alters- und Ehejubiläen

Sie haben nach dem Meldegesetz die Möglichkeit, folgenden Auskunftserteilungen und Datenübermittlungen aus dem Melderegister zu widersprechen:

- Auskünften an Parteien, Wählergruppen und anderen Trägern von Wahlvorschlägen im Zusammenhang mit Wahlen und Abstimmungen,
- Datenübermittlungen an eine öffentlich-rechtliche Religionsgesellschaft, der nicht Sie, aber Familienangehörige von Ihnen angehören.
- Internetauskunftsabrufe durch Private

Ihre Meldebehörde hält hierfür Erklärungsdrucke bereit, in denen die entsprechenden Vorschriften des Meldegesetzes abgedruckt sind.

Das Gesetz eröffnet auch die Möglichkeit, kostenfrei eine befristete Auskunftssperre zu beantragen bei persönlicher Gefährdung oder der Gefahr für eine andere Person

Wenn Sie (oder ein Familienangehöriger) von dem Antragsrecht Gebrauch machen wollen, beantragen Sie dies - ausführlich begründet - bei der Meldebehörde.

Weiterhin hat der Einwohner des Recht auf kostenfreie

a) schriftliche Auskunft über die zu seiner Person gespeicherten Daten und über die erteilten erweiterten Auskünfte

b) Berichtigungen und Ergänzung der zu seiner Person gespeicherten Daten

c) Sperrung der zu seiner Person gespeicherten Daten

d) Löschung der zu seiner Person gespeicherten Daten

Wenn Sie (oder ein Familienangehöriger) von dem Antragsrecht Gebrauch machen wollen, geben Sie dies bitte der Meldebehörde bekannt. Hierfür liegen für Sie besondere Antragsformulare bereit.

Für Berliner Einwohner besteht die Möglichkeit, im Melderegister eine Person ihres Vertrauens eintragen zu lassen, die in vorgegebenen Notfällen benachrichtigt werden soll.

Wenn Sie (oder ein Familienangehöriger) hiervon Gebrauch machen wollen, geben Sie dies bitte der Meldebehörde bekannt. Hierfür liegen für Sie besondere Antragsformulare bereit.

Datenübermittlung

Von der Meldebehörde werden regelmäßig Daten an andere Behörden übermittelt. Anlass und Zweck der regelmäßigen Datenübermittlungen, Datenempfänger sowie die übermittelten Daten werden durch das Meldegesetz und durch die 1. und 2. Meldedaten-Übermittlungsverordnung des Bundes und durch die Verordnung zur Durchführung des Meldegesetzes bestimmt.

Hinweis für Kraftfahrer

Im Falle eines Wohnungswechsels innerhalb Berlins können Halter von in Berlin zugelassenen Kraftfahrzeugen oder Anhängern bei der Anmeldung auf der Meldestelle gleichzeitig auch die Eintragung im Fahrzeugschein bzw. Zulassungsbescheinigung Teil I (gebührenpflichtig) berichtigen lassen, sofern eine Änderung der Wohnungsanschrift in den genannten Papieren das erste Mal vorgenommen werden soll. Das gleiche gilt für die Fälle, in denen sich die Wohnungsanschrift eines Halters durch Umbenennung der Straße oder Hausnummer (gebührenfrei) geändert hat.

Mit freundlichen Grüßen

Ihr Bürgeramt

Erläuterungen zu den einzelnen Feldern des Meldescheines

- (3) (4) Wird die Frage, ob die bisherige Wohnung beibehalten wird oder ob weitere Wohnungen bestehen, bejaht, so füllen Sie bitte zusätzlich zu diesem Anmeldeformular das "Beiblatt zur Anmeldung bei mehreren Wohnungen" aus. Dieses ist im Schreibwarenhandel oder bei der Meldestelle erhältlich.

- (5) Gilt nur, wenn Sie nach Berlin aus dem Ausland zuziehen: Geben Sie bitte Ihre letzte frühere Anschrift im Inland an.

- (6) Nach Berlin zuziehende Deutsche sollten die Geburtsurkunde zur Anmeldung mitbringen.

- (7) Durch diese Angabe wird die Führung des Melderegisters im automatisierten Verfahren erleichtert. Aus manchen Vornamen ist das Geschlecht nicht immer eindeutig erkennbar.

- (8) Wenn Sie einen Doktorgrad führen, ist auch dieser einzutragen. Der Meldebehörde sind geeignete Nachweise vorzulegen.

- (11) Bei mehreren Staatsangehörigkeiten sind sämtliche anzugeben.

- (12) Die Angaben sind von Angehörigen römisch-katholischer, evangelischer oder altkatholischer Religionsgemeinschaften zu machen.

- (13) Der Familienstand ist, soweit Sie nicht mehr ledig sind, bei erstmaliger Anmeldung in Berlin durch Urkunden nachzuweisen.

- (15) Diese Angabe dient dem Zweck der eindeutigen Identifizierung des Einwohners in Bestenungsverfahren

- (16) Die Angabe bewirkt, ob für den Einwohner beim nächsten Lohnsteuerkartendruck automatisiert eine Lohnsteuerkarte erstellt wird.

- (17) Diese Angaben dienen Zwecken des Suchdienstes (Heimatortskarteien). Sie sind nur erforderlich von Personen, die am 01.01.1939 in den sog. Vertreibungsgebieten gewohnt haben.

- (21) Der gesetzliche Vertreter (auch allein Sorgeberechtigter) ist nur bei der Anmeldung von Minderjährigen und Entmündigten anzugeben.

Der Nachweis der Vertretereigenschaft (z.B. Beschluss über das Sorgerecht, Bestallungsurkunde) muss vorgelegt werden.

Die Angabe entfällt bei der gemeinsamen Anmeldung von Ehegatten und deren Kindern.

Bitte Ausfüllanleitung beachten! Bei mehr als 4 anzumeldenden Personen bitte weiteren Meldeschein verwenden!		Die nachstehenden Daten werden aufgrund von § 12 i.V. m. §15 des Berliner Meldegesetzes vom 26.2.1985 - GVB. S. 507), zuletzt geändert durch Artikel V des Gesetzes vom 25.01.2010 (GVB. S. 22, 23) erhoben		Tagesstempel der Meldebehörde			
ANMELDUNG bei der Meldebehörde							
Dienststelle		Einzugsdatum		Gemeindeschlüssel			
Neue Wohnung (Straße / Platz, Hausnummer, Stockwerk) (1)				Bisherige Wohnung (Straße / Platz, 1 Hausnummer, Stockwerk) (2)			
Zustellpostamt Berlin				(PLZ, Ort, Gemeinde, ggf. Zustellpostamt, Lkr; falls Ausland: auch Staat angeben)			
Bei (die Namensangabe des Wohnungsgebers ist freiwillig; sie wird empfohlen, wenn der Einwohner nicht durch eigenes Namensschild an Haus- und Wohnungstür erkennbar ist.)				Hinweis auf Zustimmungs- und Widerspruchsrecht zur Datenübermittlung gem. §§ 27 – 29 MeldeG (siehe allg. Hinweise B.) <input type="checkbox"/> erfolgt			
Wird die bisherige Wohnung beibehalten? (3)				<table border="1"> <tr> <td>Nein</td> <td>Ja</td> </tr> </table>		Nein	Ja
Nein	Ja						
Hat eine der zur Anmeldung kommenden Personen eine weitere Wohnung? (4)				<table border="1"> <tr> <td>Nein</td> <td>Ja</td> </tr> </table>		Nein	Ja
Nein	Ja						
Wird die bisherige Wohnung nicht aufgegeben oder bestehen weitere Wohnungen, füllen Sie bitte das "Beiblatt zur Anmeldung bei mehreren Wohnungen" aus.							
Bei Zuzug nach Berlin aus dem Ausland bitte hier gemäß Erläuterungen (5) gegebenenfalls die Anschrift eintragen:							

	(6)	(7)	(8)	(9)
Lfd. Nr.	Geburtsdatum	Geschlecht (m., w.)	Familienname, Doktorgrad	frühere Namen (z.B. Geburtsname), ggf. Ordens- oder Künstlernamen
1				Vorname(n) (Unterstreichungen eines Rufnamens erfolgt freiwillig)
2				
3				
4				

	(10)	(11)	(12)	(13)	(14)
Lfd. Nr.	Geburtsort (Gde., Lkr., falls Ausland: auch Staat angeben)	Staatsangehörigkeit(en)	Religion (nur ev., rk. oder ak.)	Familienstand	Datum und Ort der Eheschließung/ Begründung der Lebenspartnerschaft
1					
2					
3					
4					

	(15)	(16)	(17)	(18)
Lfd. Nr.	(15) Identifikationsnummer nach § 139b der Abgabenordnung	Lohnsteuerkarte für das folgende Jahr gewünscht	Für Flüchtlinge/ Vertriebene: Wohnsitz am 1. Sept. 1939 (Wohnort, Landkreis, Provinz)	Angaben über nicht mitzuziehenden Ehegatten/Lebenspartner
1		<input type="checkbox"/> Ja <input type="checkbox"/> Nein		Familienname
2		<input type="checkbox"/> Ja <input type="checkbox"/> Nein		Vornamen
3		<input type="checkbox"/> Ja <input type="checkbox"/> Nein		Anschrift (Straße/Platz, Hausnummer)
4		<input type="checkbox"/> Ja <input type="checkbox"/> Nein		PLZ, Ort (ggf. Zustellpostamt)

	(19)				(20)			
Lfd. Nr.	Personalausweis				Reisepass / Kinderreisepass			
	Seriennummer	Ausstellungsbehörde	Ausstellungsdatum	Gültig bis	Seriennummer	Ausstellungsbehörde	Ausstellungsdatum	Gültig bis
1								
2								
3								
4								

Gesetzlicher Vertreter (Vor- und Familiennamen, Doktorgrade, Geburtsdatum, Anschrift) (21)	
	Datum, Unterschrift eines Meldepflichtigen

Die nachstehenden Daten werden gemäß §15 Abs. 3 des Berliner Meldegesetzes bestätigt.

Anmeldebestätigung

Dienststelle	Einzugsdatum	
Neue Wohnung (Straße/Platz, Hausnummer, Stockwerk)		
Berlin		Berlin, den _____
		<div>Dienstsiegel abdruck</div> <div>Im Auftrag</div>

Personen, die heute angemeldet wurden:	Lfd. 1	Familienname, Doktorgrad	Vorname(n) (Unterstreichug eines Rufnamens erfolgt freiwillig)
	2		
	3		
	4		

LIVING IN BERLIN

Living in Berlin

1. On Arrival

You will live in initial reception facility (*Erstaufnahmeeinrichtung*) for a maximum of 3 months. After that you are transferred to another facility within Berlin (shared accommodation / *Gemeinschaftsunterkunft*). This transfer is regulated by the State Office for Health and Social Issues (*LaGeSo, Sozial*) – the competent authority in Berlin. There are regulatory exceptions if other family members live in Germany or for other specific reasons.

2. After the expiry of approx. 3 months

Basically, you can get a permission for individual housing search from LaGeSo on the expiry of the 3 months (*“Kostenübernahme Wohnraum”*) if this has not come automatically in the post. Then, you have the right for private living. The rental and running costs (water, etc.) as well as the key money will be taken over by the LAGEso (this is different for refugees with recognition).

Evangelische Jugend- und Fürsorgewerk (EJF) is responsible for the mediation of apartments in Berlin. After your registration the EJF will take over the task of finding the suitable apartment. However, there is growing demand for apartments that exceeds supply.

EJF (Evangelisches Jugend- und Fürsorgewerk)
Wohnungen für Flüchtlinge (Housing for refugees)
Beratung und Vermittlung (Consulting and mediation)
Turmstr. 21, Haus K
10559 Berlin (Moabit)
Tel. (030) 30 873-652
Fax (030) 30 873-663
wohnungen-fuer-fluechtlinge@ejf.de

3. After recognition

With your recognition your status will change. Then you can search for a flat on the „free market“. Jobcenter pays the rent for an apartment under the so-called KDU (*“Kosten der Unterkunft”*). This means that Jobcenter pays your rent as long as you can't pay it yourself (you don't work (yet) or you do not earn enough to pay the rent).

Looking for a flat on the „free market“ in Berlin is not at all easy because of the limited number of cheap flats. We will be glad to advise you.



Tips on how to find an apartment

1. Finding an apartment on the internet

- www.immobilienscout.de (small flats/shared apartments)
- www.wg-suche.de
- www.studenten-wg.de: here you have to pay a one-off fee (€100) and a cash deposit of €750 (one-time). The rental fee includes all running costs and the rooms are furnished (including electrical devices).
- www.kleinanzeigen.ebay.de / Section „auf Zeit & WG“ – offers of furnished rooms, also of sublease for 1-1,5 years.
- www.wg-gesucht.de (you have to fill out a search mask)
- www.flüchtlinge-willkommen.de (to announce a shared apartment)
- www.sharehaus.net (circle of friends)

2. **Schufa** (financial check) – the application takes 2 months – make it early
3. A **security deposit/ key money** is required in most cases, in some cases no deposit is needed. Please always ask how much money is required.
4. Attention: **Provision** – always ask if the flat is offered through an agent (provision required!)
5. Attention: **“Warm” or “cold” rent** – Cold rent means without running costs – is mostly specified.

Die wichtigsten Schritte zur eigenen Wohnung:

1. **Registrieren Sie sich in der Beratungsstelle „Wohnungen für Flüchtlinge“, Turmstraße 21, Haus K, Eingang D, als wohnungssuchend.**

Bringen Sie hierzu mit:

- Mietübernahmeschein
- Anmeldebescheinigung
- Aufenthaltsgestattung

Der Haushaltsälteste sollte an der Beratung teilnehmen.

2. **Suchen Sie auf folgenden Wegen nach einer Wohnung:**

- Fragen Sie im Freundes- und Bekanntenkreis nach freien Wohnungen
- Gehen Sie den Immobilienanteil verschiedener Zeitungen durch
- Suchen Sie im Internet nach Wohnungen, die für Ihre Haushaltsgröße angemessen sind
- Stellen Sie sich bei den Wohnungsbaugesellschaften / Hausverwaltungen persönlich vor

3. **Sammeln Sie folgende Unterlagen für Ihre Bewerbung:**

- Schufa-Auskunft
- Mietschuldenfreiheitsbescheinigung
- Kopie der Aufenthaltsgestattung
- Kopie der Anmeldebescheinigung
- Mietübernahmeschein
- ggf. Mieterselbstauskunft
- Gerne helfen wir bei der Zusammenstellung Ihrer Bewerbungsunterlagen und beim Ausfüllen der Mieterselbstauskunft!

4. **Nehmen Sie telefonisch, persönlich oder per Email Kontakt zum Vermieter / zu der Hausverwaltung auf und vereinbaren Sie einen Besichtigungstermin.**

Für eine E-Mail kann folgender Text verwendet werden:

Sehr geehrte Damen und Herren,

ich bin an Ihrer Wohnung in der ... (Name der Straße) sehr interessiert. Bitte lassen Sie mich wissen, wann eine Besichtigung der Wohnung möglich ist. Hierfür können Sie mir gerne eine E-Mail an folgende Adresse schicken: ... (eigene Email-Adresse).

Über eine Rückmeldung freue ich mich.

Mit freundlichen Grüßen

... (Eigener Name)

5. **Kommen Sie mit einem auf Ihren Namen ausgestellten Mietangebot oder mit der ausgefüllten Vermieter-Information in unsere Beratungsstelle.**
Beides erhalten Sie entweder bei der Wohnungsbesichtigung oder bei der Hausverwaltung. Wir stellen Ihnen dann in der Regel innerhalb von 2 Tagen eine konkrete Mietkostenübernahme aus.

6. **Reichen Sie die konkrete Mietkostenübernahme bei der Hausverwaltung / dem Vermieter ein.**

65

7. **Nehmen Sie erneut Kontakt zum potentiellen Vermieter auf und fragen Sie nach, ob eine Entscheidung zu Ihren Gunsten gefallen ist.**

**Wohn-
gemeinschaften**

Kommt eine Wohngemeinschaft (WG) für Sie in Frage?

Wenn ja, dann beraten die Mitarbeiter der Beratungsstelle „Wohnungen für Flüchtlinge“ Sie gern.

Internetseiten:

- www.immobilienscout.de
- www.meinestadt.de
- www.immonet.de
- www.immowelt.de
- www.wohnungssuche-berlin.net
- <http://kleinanzeigen.ebay.de/anzeigen/s-immobilien/berlin/>
- www.wg-gesucht.de
- <http://immobilien.trovit.de/mieten-nachmieter-gesucht-berlin>
- <http://www.wohnungsmarkt24.de>
- <http://www.null-provision.de/mietwohnung.berlin>
- <http://www.wohnungsboerse.net/Berlin/mieten/wohnungen>

Zeitungen:

- Tagesspiegel
- Berliner Zeitung
- Berliner Morgenpost
- Zitty Berlin



Kontakt:

Wohnungen für Flüchtlinge Beratung und Vermittlung

Turmstr. 21, Haus K, Eingang D

Tel. (030) 30873-652

Fax. (030)30873-663

E-Mail: wohnungen-fuer-fluechtlinge@ejf.de

Tipps zur Wohnungssuche

**Wohnungen für Flüchtlinge
Beratung und Vermittlung**

Franziska Lufer
FREEDOMUS e.V.
Leipziger Str. 58
10117 Berlin

24.04.2015

An
Landesamt für Gesundheit und Soziales
Zentrale Leistungsstelle für Asylbewerber
PF 310929

10639 Berlin

**Bitte um Bescheinigung der Kostenübernahme für Wohnraum für Herrn XX, BAMF
AZ YYY.....**

Sehr geehrte Damen und Herren,

Wir bitten um Erlaubnis zur Wohnungssuche sowie Ausstellung und Aushändigung eines
Kostenübernahmescheins für Wohnraum. Herr ist jetzt seit mehr als drei
Monaten (seit dem) in Berlin.

Mit freundlichen Grüßen

Franziska Lufer
FREEDOM.US e.V.

OPENING A BANK ACCOUNT



Opening an account at Berliner Sparkasse

There are several banks that are used to guests from foreign countries opening an account. The BERLINER SPARKASSE is one of them. How long it takes to do so, depends very much on the branch and the clerk you are talking to.

We recommend the BERLINER SPARKASSE at Hackescher Markt as the Caritas, who is the official supporter of the Elisabethhaus, will give you a letter of recommendation to make things easier.

Address

Privatkundencenter Hackescher Markt
10178 Berlin
Berliner Sparkasse
Hackescher Markt 4
Tel.: 030 86 98 69 69

Opening Hours

Montag-Donnerstag: 09:30-18:00
Freitag: 09:30-16:00

How does it work?

1. Arrange for a meeting – please mention your country of origin as different documents might be required
2. Find a person who can translate at the first meeting
3. Prepare documents for your first meeting:
 - a letter from Mr Christian Grosser/Caritas
 - ID or passport of both persons and the exact address
 - Your last letter from BAMF (in case of recognition)

The consultation takes 1 hour and will be done in German only! That's why a simultaneous translation is required. Translations can also be done by online translation like google translate via your mobile phone.

Useful Information

1. There is an account maintenance fee of 2,00 Euro/month, it's possible to change from one variation to another any time
2. Important: There always has to be money on the account!
3. Important: the BERLINER SPARKASSE has to be informed personally, orally or in written form, about any changes of your contact details
4. Within one week you will receive, in separate envelopes, your secret number and your bank card.
5. The bank card has to be signed on the back
6. Every month you will have to print a statement of your account at the terminal. If this doesn't happen, the bank will send your statements by mail and you will be asked to pay for stamps
7. You can use your card to withdraw money from any SPARKASSE free of charge all over Germany but also for cash payments free of extra charges. At cash machines outside of Berlin you can't, however; do transactions or deposits.



GETTING AROUND

Getting Around in Berlin

With a valid ticket you can use all public transport in Berlin: S-Bahn (suburban trains), U-Bahn (underground trains), busses and tramways. The price of the ticket depends on the zone you travel in and the period you need the ticket for (i.e. just for one trip, for one day, for one week or for an entire month etc.)

Zones and Maps: In Berlin there are three travel zones: AB, BC and ABC. Zone AB comprises the entire city of Berlin up to the city boundary. Zone ABC additionally comprises the surroundings of Berlin and Potsdam. You will find maps of the public transport in all stations. The various lines are marked with different symbols and colors. The U stands for U-Bahn (underground train) and the S stands for S-Bahn (suburban train). For example, on the public transport map, you will find the line U5 is colored in brown and the line S7 is colored in purple.

Fares

- **Single Ticket (Einzelfahrschein):** With a single ticket, one person can use the public transport for two hours in any direction. You cannot use a single ticket, however, to return to the station where you originally started from.
- Price: Zone AB: 2,70 EURO; Reduced: 1,70 EURO. Zone ABC: 3,30 EURO; Reduced: 2,40 EURO
- **Ticket for a Short Trip (Kurzstrecke):** You can use a Short-Trip-Ticket if you only travel three stops by U-Bahn (underground) or S-Bahn (suburban train). On the bus or tramway you can use a Short-Trip-Ticket for travelling up to six stops without change of lines.
- Price: 1,60 EURO, Reduced 1,20 EURO.
- **Tickets for Children:** Children up to the age of six years do not need a ticket when travelling with an adult. Children between six and fourteen years of age need a reduced ticket for 1,70 EURO in Zone AB.
- **Day Ticket (Tageskarte) for 1 Person:** With a day ticket, you can use all public transport for the entire day. It is valid from the time you stamp it until the next day 3am. A Day Ticket for one person costs 6,90 EURO in Zone AB, the reduced price is 4,70 EURO.
- **7-Day-Ticket for 1 Person:** The 7-Day-Ticket is valid for seven consecutive days from the day it is validated by stamping. It costs 29,50 EURO. The 7-Day-Ticket loses its validity on the seventh day at midnight.
- **Day-Ticket for Small Groups (Kleingruppen-Tageskarte):** this ticket is valid for up to five persons travelling together for all public transport from the time you stamp it until the next day 3am. For zone AB it costs 16,90 EUROS.



„Berlinpass“: When you arrive in Berlin, you will receive the so-called berlinpass. Amongst other things, it will give you a discount for getting around in Berlin by public transport (BVG). A monthly card AB (Berlin-Ticket S) costs EURO 36 with berlinpass and is valid from the first date of each month until the last date of the same month. You can buy it only in the train stations.

Buying a Ticket: You can buy a ticket at the ticket machine on the platforms of the U-Bahn and the S-Bahn. The ticket machines have options for various languages so you can choose the language you are most comfortable with. When using a bus, you buy your ticket from the bus driver. For the tramway you get your ticket at the ticket machine inside the tramway. At larger stations there are also booths where you can buy your ticket.

Validate Your Ticket: Before you start your journey you need to validate your ticket. You do this by stamping the ticket at one of the yellow or red boxes on the platforms, inside the busses or the tramways. Please note that without this stamp the ticket is regarded as invalid!

Fare-Dodging in Berlin: If you use public transport without a valid ticket and you come across a ticket inspector, you will be asked to pay an “increased fare” of EURO 40. In this context, please remember that you need to stamp your ticket to validate it. The ticket inspectors do not make any exceptions for passengers unaware of these rules. A ticket inspector may ask you to show proof of your identity. If there are any problems the police might be called.

LERARNING GERMAN



How can I learn German?

Welcome to Germany, here we speak German as our native language as do approximately 100 million others in the world. Your familiarity with the German language is the key to this country. We want to encourage you to, as soon as possible, to be open to the idea and to learn German. Hereby we wish to help you from FREEDOMUS.

Success happens quickly, when you systematically learn and practice. Please decide:

1. Learning within predefined language levels and earning a certificate.
2. Learning, practicing, and immersion into the language without earning a certificate.

Option 1. Learn with the predefined language levels and earn a certificate

In Europe there is a framework that ranges from level A1 to C2, each level describes what stage is reached by what progress is made. Courses such as the Volkshochschule (VHS) and the Goethe Institutes use this system. Employers will ask, for example, if you have reached level B1 or B2, because these levels are the basic levels needed to bring you into the professional workplace. Also, by using this system, you can look forward to understanding and clearly identifying the progress you have made.

Our Tip: Register yourself as soon as possible at your local VHS (Volkhochschule) for a language course.

- There are 12 VHS in Berlin, some are courses for which specialize in people like you.
- The distinction is to start either in the VHS courses for Refugees ("German for Refugees") or regular language courses.
 - The "German for Refugees" course is free, and is, however, in high demand. There are only refugees in this course.
 - The normal VHS German language course costs €150 and has the advantage that you will have a wide variety of learners. For both models, you continue in A1.2 courses.
- There are also literacy courses, courses specifically for women, and courses for the elderly.

Most classes have 100 students, meet 4 or 5 days a week, before or after mid-day. FREEDOMUS will sponsor you by paying for half of the cost of your first German language course. Therefore FREEDOMUS will pay half of the €150 which means they will pay €75 so that you only have to pay €75.



- Please contact us for the selection of VHS, accompaniment to the entrance examinations and the registration at the VHS and a sponsor certificate.
- Please contact us about financing, even if you are unsure whether you qualify or not.

VHS Mitte

Mathilde-Jacob-Platz 1
10551 Berlin
030 90183744
030 901837488
anmeldung@city-vhs.de

VHS Friedrichshain-Kreuzberg

Frankfurter Allee 37
10247 Berlin
030 902984600
030 902984176
info@vhs-fk.de

VHS Pankow

Schulstrasse 29
13187 Berlin
030 902951700
030 902951701
post@vhspankow.de

Of course, there are also other organizations that can help you to quickly immerse yourself into the German language. For example, the btb at Alexanderplatz, which offers free German language courses for people under 27 years old.

Option 2. Learning, practicing, and immersion into the language without earning a certificate

The following are options to learning German that are free/ no cost. This is, however, without certification.

- Simply learn with the Internet and teaching material. Speak with your roommate and ask about the YouTube channels which can be helpful for you to get a taste for the language. This is a great start, it is an overview and just a supplement to learning German with native speakers.
- Simply learn and practice with volunteers in your housing facility. The so called hours for the encounter (Stunden der Begegnung) are offered daily from 10-11 o'clock and from 17-19 o'clock. During these times the volunteers come to your house to meet and speak with you. They know your language skill level and will adapt to your needs. You are encouraged to take advantage of this opportunity.
- Systematic learning through speech courses with volunteers in or near your housing facility. Some volunteers offer their own teaching materials and offer weekly courses. These are very appreciated because they are small learning groups and the material builds upon itself. You find a list in the main room.

As a last word

All of us are happy when you speak to us in German. Just try it because nothing is better than practice, practice, practice. "Üben, üben, üben."

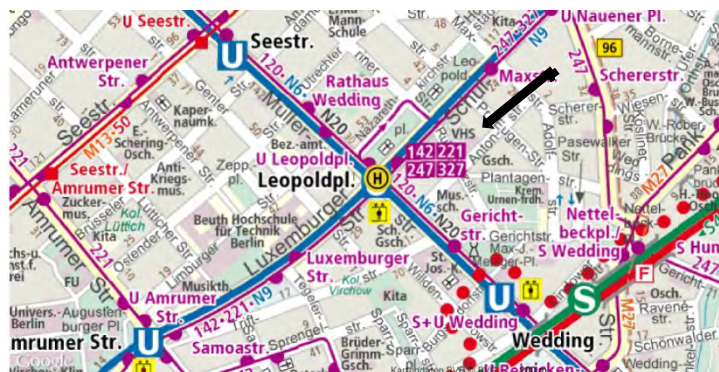
VHS MITTE - REGISTRATION

- WHAT
Deutsch als Fremdsprache (€150) or German for Refugees (€0)
Consulting, assessment and registration; payment
- WHERE
Haus Antonstraße 37, 13347 Berlin, Raum 103
- WHEN
Montag/Mondays + Donnerstag/Thursdays 13.30 – 16.00
- IMPORTANT: Take a Ticket "Deutschkurse" at 12:45 !!! to avoid waiting time!
- HOW TO GET THERE

U6 directly from Oranienburger Tor...



...to Leopoldplatz, then walk to Antonstrasse **VHS Registration**





SPONSOR ZERTIFIKAT

Der Unterstützerkreis des Elisabethhauses freut sich,

[Herr, Frau] [Vorname Nachname]

**durch eine Ko-Finanzierung von € 75 (fünfundsiebzig)
beim Deutschlernen an einer VHS¹ zu unterstützen.**

**Viel Spaß und viel Erfolg wünscht stellvertretend für alle
Sponsoren**

Berlin, im Februar

¹ VHS Volkshochschule

WORKING IN GERMANY



Working in Germany

Germany is an economically strong country that on one hand needs employees but on the other hand has a strict framework concerning who can work and how.

Upon arrival

In general it is not allowed for refugees to work the first three months of their stay.

After three months (residence title for specific purposes = identification card)

Starting with day one of the 4th month certain jobs can be done. Not many people know about this possibility yet, so it's important to do educational work in this field, for example for employers, the State Office for Health and Social Affairs (Landesamt für Gesundheit und Soziales = LaGeSo) and you too. These are two examples of jobs that are possible to do:

- Internship: you can do a three months "try-time" within a certain job in a company
- Find a job in a shortage occupation: you work in a field that hasn't enough workers and therefore has a shortage of staff. This is an easy way to start working.

We will be happy to guide you towards your possibilities!

Two things are absolutely necessary:

- Some **knowledge of German**. In many cases a German level of B1 or B2 is required to make some simple communication and participation on the work process possible. There might be some jobs where little German may suffice.
- It has to be **clarified beforehand** what the refugee would like to and is able to work – **your perspective** is important! A CV has to be prepared and a consultation regarding your professional orientation has to be conducted. This phase of orientation can take a few days, months or sometimes even years. FREEDOMUS is offering free workshops for developing successful CVs! During three appointments we discuss first steps and in addition portrait photographs can be done. Please come and talk to us!

After recognition of residency (residence title for 1 or three or more years)

Once you got your residence title the responsibility for benefits and money lies with the job center, not the LaGeSo any more.



It is important that you open an account at either a branch of BERLINER SPARKASSE or VOLKSBANK (see ACCOUNT). After that you should as soon as possible go to the job center taking your letter of recognition from BAMF or your new passport and your CV with you (see below).

During either the first or second visit you will:

- Go through a general registration (all important personal data will be noted and you will get a BG-number)
- Fill in the application for social services (HA and attachments, we can help you with this)
- Receive first counselling and get to know your personal counsellor
- Get benefits allocated (like at the LaGeSo, "Leistungsstelle")

The job center pays around 400 Euros subsistence money, without the so called "KdU = Kosten der Unterkunft = money for housing). The KdU system wants you to find your own apartment and then support you with payment. The job center is giving financial support for initial equipment for your apartment.

In addition, the job center sponsors the mandatory integration courses.

Job hunting

Preparation: First of all, the job center will encourage you to learn German. During a first or second time visit it will not actively offer you a job. That's why it is important that you are active and indicate what you would like to do. It is essential that you prepare a CV that does not only show the most important data of your life but gives transparency concerning your qualifications and your experience that can be important for working in Germany. It is also necessary that your CV includes an honest information about your German knowledge and lists the courses you are involved in.

At this point, please visit the Organisation Bridge Bleiberecht. <http://www.bridge-bleiberecht.de/> and Tel.: 030 9017 2321

The process of job hunting:

There are some counselling centres that help finding a job, the job center will provide support too and will be happy seeing you successful.

Our experience is that most refugees are faster and more efficient than the system itself which means that the better you are prepared (CV, information about what you are able to and want to do) and the more information you collect beforehand the faster you will find a job.

OUR TIP:

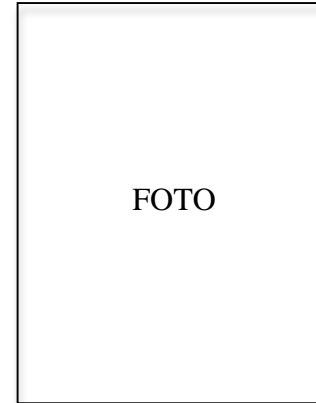
Don't get discouraged by all the administration and bureaucracy! Come and talk to us!

* * * * *

Name: Al Hadsı
 Vorname: Mahmoud

 Adresse: c/o Elisabethhaus
 Große Hamburger Str. 5-11
 10115 Berlin
 Mobil: 0152 35 146 315
 E-Mail: Alhadsı.mahmoud@gmail.com

 Geburtsdatum: 13.12.1991
 Geburtsort: Duma, Syrien
 Familienstand: Ledig
 Staatsangehörigkeit: Syrisch



Flucht aus Syrien: August 2014
 Einreise in die BRD: 23.12. 2014
 Status: Flüchtlingseigenschaft nach §3 Abs. 1 AsylVfG
 Arbeitserlaubnis: Erwerbstätigkeit erlaubt; zunächst befristet bis 08.02. 2018

LEBENS LAUF

I. Schulbildung

09/1998-06/2006 Primary and Secondary School Fariz Malek, Damaskus, Syrien
 09/2006-06/2010 Damascus High School, Baccalaureate (211/260 = 1,9)

II. Ausbildung

08/2010-06/2012 Studium der Musikwissenschaft, Fachhochschule, Hassaka
 Abschluss der regulären Studien nach 2 Jahren
 07/2009-08/2011 Parallel dazu Ausbildung in einem Floristik-Geschäft, Hassaka

III. Berufliche Laufbahn

09/2011-08/2014 Geschäftsführende Tätigkeit in Floristik-Geschäft, Hassaka

IV. Weiterbildung

Ab 12.03.2015 Deutsch- und Integrationskurs, VHS, Deutsch A 1.1.

V. Sonstige Qualifikationen

Sprachen
 Kurdisch: Muttersprache
 Arabisch: Sehr gut (Schrift und Wort)
 Deutsch: Niveau A 1.1.
 Englisch: Grundkenntnisse

PC-Kenntnisse
 Gute Kenntnisse von Windows und MacOS, Microsoft Office, Photoshop

Berlin, im Februar 2015

MEDICAL CONSULTATION

Medical care and vaccinations

Germany certainly is one of the best countries when it comes to medical care. For asylum seekers like yourself, visits to the doctor, regular medical check-ups, hospital stays as well as vaccinations are free of charge. For these services you are provided „green papers „(one normal for all doctors, one with a „Z“ for *Zahnarzt* (dentist)) at the LaGeSo (Sozial). These papers are valid for one quarter (three months).

Visit to a doctor

- You have the right to be treated by a doctor, when you are acutely ill or you are in pain. Chronic diseases can and should be treated, if this treatment is a necessary process to secure your state of health. You are also entitled to all regular check-ups (*Vorsorgeuntersuchungen*).
- In case of illness, please take the following documents with you to the doctor: the „green paper“(normal or Z for dentist), the information sheet for the doctor and the medication plan, that the doctor can fill in as needed. The information sheet for the doctor and the medication plan are attached in this chapter of the folder.
- **IMPORTANT!** You are only provided ONE green paper each (doctor and dentist) per quarter. Therefore, it is necessary that the specialist doctor (*Facharzt*) you leave this paper with provides you with a transfer form (*Überweisungsschein*) to the general practitioner (GP, *Allgemeinmediziner*). The GP also is your gateway to the pediatrician, as he will give you the relevant transfer form (*Überweisungsschein Kinderarzt*).
- In case of an emergency, there is no green paper needed.
- Note that there are regular check-ups for children for free. These start with birth (U1) and finish once your child is in school (U9). You are free to benefit from them as they are voluntary. We recommend that you participate in the regular U check-ups for your kid/s.
- TIPS:
 - Doctors in Germany are busy and let you wait and wait. Get the help from a volunteer of FREEDOMUS to ensure you get an appointment soon.
 - In order to best explain your problem, make sure you are recommended a doctor who speaks your language, or ask us to provide you with a person helping you.



Vaccinations

Vaccinations are absolutely essential and can save lives! They protect you and your kids from bad diseases and are completely harmless. All vaccinations are voluntary in Germany. Certain vaccinations are, however, strongly recommended, such as the combined measles, mumps and rubella vaccination.¹

Vaccination Pass (yellow *Impfpass*):

- Your reception facility / *Heim* will provide you with an *Impfpass* or Vaccination Pass. If this is not the case, please ask any doctor for one.
- All vaccinations you receive are documented directly in the *Impfpass*, so that at any time you have proof of what you have been vaccinated against.
- **IMPORTANT!** Do not retrospectively get vaccinations documented, as you are then considered not vaccinated.

Calendar of vaccinations:

- There is a simple calendar which shows you at what age and under what circumstances it is best to vaccinate you and your kid/s. Please consult a doctor.
- As infectious diseases are especially critical for babies and little children, first vaccinations should take place within the first three months. As a general rule, children should have received all relevant vaccinations once they are 14 years of age.

Where can you go for vaccinations?

- Any doctor can vaccinate you. The standard vaccinations for children are generally provided by the pediatrician as part of the check-ups (*U Untersuchungen*, see above).
- If you are unsure, whether you have been vaccinated before, please consult your doctor.
- **IMPORTANT!** Every vaccination counts! A safe protection only exists, if you are fully vaccinated and ensure that refresher are given regularly.

Please speak to any volunteer of FREEDOMUS if you have questions!

¹ In 2014, Germany was affected by the largest outbreak of measles in many years.

Dear Asylum-Applicant,

You have two green medical service forms.

One of these forms entitles you to see a doctor in Germany in case of acute illness or pain. Preventive check-ups or vaccinations are also possible.

Please make sure to mind the following important points:

You receive a green form four times per year.

Each form is then valid for the following months: January – March, April – June, July – September, October – December.

If you go to a doctor`s office, you have to take this form with you and submit it to the assistants. In case it is a General Practitioner (*German: Arzt für Allgemeinmedizin*), you will have to return to this doctor each time you need medical care in the future and ask for a referral (*German: "Überweisung"*) in the event you want to consult another doctor (e.g., a specialist).

If you want to go to a doctor with your children, please see a paediatrician for child and adolescent medicine (*German: Kinder-und Jugendarzt*) and submit your green form there. If other specialists should be necessary, the paediatrician can refer you to such a specialist. Adolescents up to the age of 18 can also be treated by a paediatrician.

In case you go directly to a specialist (e.g. a dermatologist, Ear-Nose-Throat, gynecologist.....) with your green form, it is very important that you ask for another form there called "*Überweisung Allgemeinmedizin*" (referral to a General Practitioner/GP) so that you can see a GP in the event of a "general" illness.

If you have any medical records (e.g., vaccination record), please take them along when you see a doctor.

In the event you have to go to the First Aid or Emergency section of a hospital: Please make sure to take your residence title (*German: "Aufenthaltsgestattung"*) along with your ID and green form !

The hospital will make a copy of your green form – please take the original form back with you.

The other green form with the letter „Z“ entitles you to see a dentist (*German: "Zahnarzt"*).

Please show this notice to the attending doctor.

Kind regards

Sehr geehrte Frau Kollegin, sehr geehrter Herr Kollege,

vielen Dank, dass Sie die Mühe der Sprachbarrieren und den bürokratischen Aufwand auf sich nehmen, um diesen Asylbewerber zu behandeln.

Asylbewerber erhalten grundsätzlich nur diesen einen grünen Schein pro Quartal. In manchen Bundesländern (z.B. Berlin) erhalten sie den Schein automatisch beim Termin auf dem Amt, in anderen müssen Asylbewerber darlegen, weshalb sie einen Arzt aufsuchen möchten.

Wenn Sie fachärztlich tätig sind, bitten wir Sie deshalb, dem Asylbewerber eine Überweisung zum Allgemeinmediziner auszustellen, da er sonst das gesamte Quartal nicht mehr behandelt werden kann.

Alle Personen unter 18 sollten bitte eine Überweisung zum Kinder- und Jugendarzt erhalten.

Die Abrechnung erfolgt extrabudgetär über die KV zu Lasten der AOK (Berlin), diese bekommt die Kosten von staatlicher Seite erstattet. Der Schein muss per Hand eingepflegt werden, Buchstabe „A“ für Asylbewerber.

Noch ein paar Informationen:

Nach dem §4 des Asylbewerberleistungsgesetz (AsylbLG) besteht Behandlungsanspruch, wenn eine Erkrankung entweder akut oder schmerzhaft ist. Dies gilt auch für chronische Erkrankungen, wenn die Unterlassung der Behandlung dazu führen könnte, dass die Erkrankung akut wird und der Patient dadurch gefährdet wird (zum Beispiel eine Hypertonie, Diabetes).

Es besteht -auch ohne Erkrankung- Anspruch auf alle medizinisch gebotenen Vorsorgeuntersuchungen (orientiert an den gesetzlichen Krankenkassen) und allen amtlich empfohlenen Schutzimpfungen.

Wir empfehlen insbesondere den Impfstatus Masern-Mumps-Röteln zu überprüfen und gegebenenfalls zu komplettieren.

Schwangere haben den gleichen Anspruch wie gesetzliche Versicherte (alle Vorsorgeuntersuchungen, Entbindung, Hebammenhilfe, etc.).

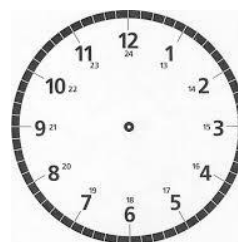
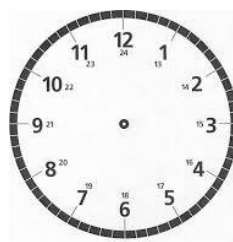
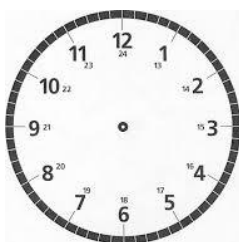
Mr / Mrs / Child _____

is resident in the accomodation _____

Medication

The medicine _____

- ☐ should be taken if necessary.
- ☐ should be taken _____x per day at maximum.
- ☐ should be taken daily at the following times:



Duration of the medication (date) : _____

Follow up visit with a doctor

- ☐ is not necessary.
 - ☐ is necessary, if the troubles did not improve / are not gone in _____ days.
 - ☐ is necessary approximately (date)_____ .
 - ☐ An appointment with a registered doctor is necessary.
- ☐ **Health insurance certificate** exists. (*Krankenschein*)
- ☐ **Dentist health insurance certificate** exists. (*Zahnschein*)

SCHOOL AND KINDERGARTEN



School and Kindergarten/Pre School for the Children

A warm welcome to you and your children in Germany! Here you have the possibility to put your child in a professional child care from early age onwards. From age 6 there is compulsory schooling in Germany and it lasts until age 15.

Kindergarten/Nursery School/Pre-School

In general it's possible from **before** the age of 6 to put your child into a Kindergarten ("Kita"). This is a wonderful opportunity for your child to meet other children, to play and to be looked after in a professional manner. In a Kita children will also eat together in case they stay from morning until afternoon.

In order for your child to visit a Kita you need to fill in an application ("Kita – Gutschein") that you will get at the Youth Welfare Service ("Jugendamt"). We are more than happy to support you to find the right office. It's also necessary to find a Kita that is willing and able to take on your child. Spaces in Kitas are very sought after. Around the Elisabethhaus the following Kitas have experience in dealing with refugee children: Sophienkita (Sophienstraße), Pre School at Berlin Metropolitan School (Linienstraße) and Herz Jesu Kita (Schönhauser Allee). Mr. Christian Grosser is responsible to set up the contract between you and the Kita.

Your child can – depending on the contract – visit the Kita from 8:00 am to 16:00.

Schule

In Germany, any child between 6 and 15 years – also a refugee child – is obliged to attend school. This means that after your arrival it's necessary to swiftly register your child with a school. There is a distinction between Primary School (in Berlin a duration of 6 years) and Secondary School ("Gymnasium", "Oberschule"). In Berlin there are only all-day schools which means that children will stay at school from 8:00am until 16:00pm.

In different districts of Berlin schools offer so called "welcome classes" for refugee children. These classes help introduce the German school system and the German language in a relaxed and non-threatening way.

If you have any questions, please talk to us!



Anmeldung zur Förderung von Kindern¹⁰⁵ in Tageseinrichtungen (Krippe, Kindergarten) und Kindertagespflege



Nur vom Jugendamt auszufüllen!

Eingangsdatum: _____

Bezirksamt Spandau von Berlin/Abteilung Jugend, Bildung, Kultur und Sport
Sachb.: Frau/Herr _____ Telefon: _____ Aktenzeichen: JuBiKuS 3 - 41

Von der/den antragstellenden Person/en auszufüllen

Hinweis: Bitte lesen Sie die beigelegten Erläuterungen!

Die Anmeldung muss i.d.R. bis spätestens 2 Monate vor Beginn der gewünschten Förderung erfolgen!

Kreuzen Sie Zutreffendes bitte an ☒ und füllen Sie den Bogen bitte deutlich aus. **Bitte senden Sie das ausgefüllte und unterschriebene Formular möglichst umgehend an Ihr zuständiges Jugendamt (in der Regel das Wohnsitzjugendamt).** Sollten sich in der Zeit zwischen Anmeldung und Abschluss eines Betreuungs- oder Tagespflegevertrages Änderungen insbesondere in Ihrer Familien- oder Arbeitssituation ergeben, so müssen Sie dies dem Jugendamt unverzüglich mitteilen.

A. Fragen zu Anspruch/Bedarf des Kindes und zur Voraussetzung für Personalzuschläge

Bitte berücksichtigen Sie ggf. bei der Beantragung eines Platzes eine Eingewöhnungszeit (bis zu 4 Wochen).

1.1 Ich/Wir beantrage(n) zum _____ einen Platz in einer Tageseinrichtung oder Tagespflegestelle.

(Hinweis: ein Anspruch auf den Nachweis eines Platzes in einer Tagespflegestelle besteht nicht. Wenn Sie eine Betreuung in einer Tagespflegestelle wünschen, wenden Sie sich bitte mit dem Bescheid an die dafür zuständige Stelle im Jugendamt.)

für das Kind

Name _____ Vorname _____ Geburtsdatum _____ ☐ männlich
Staatsangehörigkeit _____ ☐ weiblich
Wohnanschrift des Kindes _____

1.2 ☐ Das Kind wird in einer Einrichtung über Tag und Nacht (Heimerziehung nach § 34 SGB VIII) betreut.

1.3 Angaben zu den Eltern/Antragstellern

Mutter

Inhaberin der Personensorge ☐

(Hinweis: Wenn Sie als Eltern getrennt leben und gemeinsam sorgeberechtigt sind, einigen Sie sich bitte auf einen für das Verfahren Empfangsbevollmächtigten.)

Mutter Empfangsbevollmächtigte ☐

Vater

Inhaber der Personensorge ☐

Vater Empfangsbevollmächtigter ☐

Name _____

Name _____

Geburtsname _____

Geburtsname _____

Vorname: _____ Geburtsdatum _____

Vorname: _____ Geburtsdatum _____

Meldeanschrift wie Anschrift des Kindes ☐ oder

Meldeanschrift wie Anschrift des Kindes ☐ oder

Straße/Nr.: _____

Straße/Nr.: _____

1 _____ Berlin Telefon tagsüber: _____

1 _____ Berlin Telefon tagsüber: _____

Mindestens ein Elternteil (Mutter/Vater oder Lebenspartner/in), der mit dem Kind zusammenlebt, stammt aus dem Ausland. (Die aktuelle Staatsangehörigkeit ist hierbei nicht maßgeblich!). ☐ Ja ☐ Nein

Name

Vorname

Telefon
tagsüber:

Anschrift

☐

Empfangsbevollmächtigte/r

1.4 Die Anmeldung konnte nur kurzfristig erfolgen,

☐

wegen unmittelbarer Arbeits-/Ausbildungsaufnahme o.ä. Tätigkeiten nach Punkt 3.1

☐

weil das Kind neugeboren ist

☐

wegen Zuzugs nach Berlin

☐

wegen Teilnahme an einem Integrationskurs

Sonstige Gründe (in Stichworten):

1.5 Ich/Wir benötige(n) folgenden Betreuungsumfang:

Hinweis:

Kinder, die das erste Lebensjahr vollendet haben oder auf Dauer bei einer Pflegeperson leben, haben einen Anspruch auf eine **Halbtagsförderung** (mindestens 4 bis höchstens 5 Stunden täglich).

Kinder in den letzten drei Jahren vor Beginn der regelmäßigen Schulpflicht (Beginn ab 01.08. des Jahres, in dem das Kind drei Jahre alt wird) haben einen Anspruch auf eine **Teilzeitförderung** (über 5 bis höchstens 7 Stunden täglich). Gleiches gilt für Kinder, die in einer Einrichtung der Obdachlosenhilfe oder einer anderen Not-/Sammelunterkunft leben, sowie für Kinder die das zweite Lebensjahr vollendet haben und eine Förderung für die sprachliche Integration erforderlich ist. Benötigen Sie einen höheren Betreuungsumfang müssen Sie den Bedarf nachweisen.

Bitte berücksichtigen Sie arbeitsbedingte Wegezeiten. Bei regelmäßig wechselnden Betreuungszeiten wird der Betreuungsumfang auf Grund Ihrer Angaben in Nr. 3.5 ermittelt [s. Erläuterungen Nr. 4.]

☐

halbtags (mindestens 4 bis höchstens 5 Stunden täglich)

☐

ganztags (über 7 bis höchstens 9 Stunden täglich)

☐

teilzeit (über 5 bis höchstens 7 Stunden täglich)

☐

ganztags erweitert (über 9 Stunden)

1.6 Ich/Wir benötige(n) folgende Betreuungszeit:

ab

Uhr

bis

Uhr

(Wenn Sie in Schichten arbeiten, geben Sie bitte den frühesten Betreuungsbeginn und das späteste Betreuungsende an!)

2. Angaben, die für eventuelle Personalzuschläge erforderlich sind

2.1 Wird in der Familie überwiegend deutsch gesprochen?

☐

Ja

☐

Nein

2.2 Ist das Kind behindert?

☐

Ja

☐

Nein

Wenn ja, geben Sie bitte an, ob eine der folgenden Zuordnungen besteht und fügen Sie die entsprechenden Unterlagen in Kopie bei oder geben Sie das entsprechende Aktenzeichen beim Sozialpädagogischen Dienst/Behindertenhilfe Ihres Jugendamtes an.

Zum Verfahren der Feststellung des behinderungsbedingten Personalzuschlags lesen Sie bitte die Erläuterungen unter Punkt 3.

Zuordnung zu §§ 53/54 SGB XII

☐

Ja

☐

Nein

Wenn Ja, bitte zutreffende Behinderung ankreuzen. Mehrfachnennungen sind möglich.

auf Grund einer körperlichen Behinderung oder von einer solchen bedroht

☐

auf Grund einer geistigen Behinderung oder von einer solchen bedroht

☐

Zuordnung zu § 35 a SGB VIII

☐

Ja

☐

Nein

Aktenzeichen beim Sozialpädagogischen Dienst/Behindertenhilfe

2.3 Leben Sie mit dem Kind in einer Einrichtung der Obdachlosenhilfe oder einer anderen Not-/Sammelunterkunft?

☐

Ja

☐

Nein

B. Angaben zur Feststellung eines Bedarfs aus pädagogischen, sozialen oder familiären Gründen

Hinweis: Die Fragen zu B brauchen Sie nur beantworten, wenn Ihr Kind noch nicht das erste Lebensjahr vollendet hat oder Ihr benötigter Betreuungsumfang höher ist als der unter **Nr. 1.5** genannte Anspruch. **Bitte vergessen Sie nicht die Unterschrift auf Seite 3!**

3.1 Arbeits-/Ausbildungsverhältnis der Eltern bzw. Pflegeperson/en, die mit dem Kind zusammenleben

Ich befinde mich bereits <u>oder</u> ab Betreuungsbeginn des Kindes in	Mutter/Pflegeperson	Vater/Pflegeperson
einem Arbeits- oder Ausbildungsverhältnis	<input type="checkbox"/> Arbeits- verhältnis <input type="checkbox"/> Ausbildungs- verhältnis	<input type="checkbox"/> Arbeits- verhältnis <input type="checkbox"/> Ausbildungs- verhältnis
einer selbständigen/freiberuflichen Tätigkeit	<input type="checkbox"/> selbständig/freiberuflich tätig	<input type="checkbox"/> selbständig/freiberuflich tätig
einer schulischen oder beruflichen Ausbildung	<input type="checkbox"/> schulische Ausbildung <input type="checkbox"/> berufliche Ausbildung	<input type="checkbox"/> schulische Ausbildung <input type="checkbox"/> berufliche Ausbildung
einem Studium oder einer Umschulung	<input type="checkbox"/> Studium <input type="checkbox"/> Umschulung	<input type="checkbox"/> Studium <input type="checkbox"/> Umschulung
einer beruflichen Fort- und Weiterbildung	<input type="checkbox"/> berufliche Fort- und Weiterbildung	<input type="checkbox"/> berufliche Fort- und Weiterbildung

	Mutter/Pflegeperson	Vater/Pflegeperson
einer Maßnahme zur Eingliederung in Arbeit nach dem SGB II (über das Jobcenter)	<input type="checkbox"/> Maßn. zur Eingliederung in Arbeit nach dem SGB II	<input type="checkbox"/> Maßn. zur Eingliederung in Arbeit nach dem SGB II
einer sonstigen Maßnahme zur Förderung in Arbeit	<input type="checkbox"/> sonstigen Maßnahme zur Förderung in Arbeit	<input type="checkbox"/> sonstigen Maßnahme zur Förderung in Arbeit
einem Integrationskurs auf Grundlage des Zuwanderungsgesetzes oder einem freiwilligen, gleichwertigen Sprachkurs	<input type="checkbox"/> Integrationskurs <input type="checkbox"/> freiwilliger Sprachkurs	<input type="checkbox"/> Integrationskurs <input type="checkbox"/> freiwilliger Sprachkurs

3.2 Ich bin arbeitsuchend gemeldet. ☐ Ja ☐ Nein ☐ Ja ☐ Nein

3.3 Ich arbeite im Schichtdienst. ☐ Ja ☐ Nein ☐ Ja ☐ Nein

3.4 Dauer der bedarfsbegründenden Tätigkeit (Arbeit, Ausbildung, Studium etc.) von _____ bis _____ Uhr von _____ bis _____ Uhr
bedarfsbegründende Tätigkeit in Stunden _____ Stunden _____ Stunden

Wegezeiten - insgesamt - (täglich)	_____ Stunden	_____ Stunden
------------------------------------	---------------	---------------

3.5 Bei regelmäßig wechselnden Betreuungsbedarfen (Ermittlung des monatlichen Durchschnittswertes)

Soweit Sie regelmäßig wechselnde Betreuungszeiten benötigen, wird zunächst pauschal eine Halbtagsförderung am Vormittag (7.30 Uhr bis 12.30 Uhr) für fünf Tage die Woche zuerkannt. Um den Bedarf, der darüber hinausgeht, abdecken zu können, wird der entsprechende Mehrbedarf für eine Teilzeit-, Ganztags- oder erweiterte Ganztagsförderung auf der Grundlage Ihrer Angaben berechnet. Bitte geben Sie hierfür an, wie viele Stunden Sie durchschnittlich im Monat (vier Wochen) **über diese genannten Zeiten der Halbtagsförderung hinaus** arbeiten (gerundet auf volle Stunden). Sollte eine solche Angabe nicht ohne Weiteres möglich sein, wenden Sie sich bitte an Ihr zuständiges Jugendamt.

	Mutter/Pflegeperson	Vater/Pflegeperson
Umfang der über eine Halbtagsförderung von 7.30 Uhr bis 12.30 Uhr hinausgehenden monatlichen Arbeitszeit	_____ in Stunden	_____ in Stunden

Bitte beachten Sie, dass das Jugendamt auch hierzu Nachweise verlangen kann.

3.6 Liegen weitere pädagogische, soziale oder familiäre Gründe für den von Ihnen gewünschten Bedarf vor?

Falls ja, Angaben bitte in Stichworten

Ich versichere / Wir versichern, dass die vorstehenden Angaben richtig und vollständig sind.

Die Daten werden auf Grund von § 7 des Gesetzes zur Förderung von Kindern in Tageseinrichtungen und Kindertagespflege (Kindertagesförderungsgesetz – KitaFöG) in Verbindung mit den hierzu durch Rechtsverordnung geregelten, maßgeblichen Vorschriften erhoben. Danach

- sind alle für die beantragte Leistung erheblichen Tatsachen anzugeben, Mitwirkungspflichten gemäß §§ 60, 61 und §§ 65, 66, 67 SGB I,
- kann das Jugendamt Nachweise über die Richtigkeit der Angaben verlangen und die Bearbeitung der Anmeldung solange zurückstellen, bis unvollständige oder unrichtige Angaben vervollständigt oder korrigiert wurden,
- dürfen die vorstehenden Angaben von den zuständigen Stellen des Jugendamtes zu Zwecken des Platznachweises und der Planung erhoben, verarbeitet und genutzt werden. Für Planungszwecke und für statistische Auswertungen sind die erhobenen Daten zu anonymisieren.

Datum
der Antragstellung

(Antragsteller/in) *

(Antragsteller/in) *

* Die Anmeldung (der Antrag) ist von allen Antragstellern zu unterschreiben.

Soweit nicht die Personensorgeberechtigten oder eine gemäß § 1688 BGB berechnigte Pflegeperson, sondern andere Erziehungsberechtigte Antragsteller sind, ist regelmäßig das Einverständnis der Personensorgeberechtigten erforderlich.

Hinweis: Wir empfehlen Ihnen, sich von diesem Antrag eine Kopie für Ihre eigenen Unterlagen herzustellen.





FREEDOMUS e.V.
Leipziger Straße 58
10117 Berlin

Telefon/WhatsApp: 0162-9882764 (Ulrike Meier)
Mail: wordpress@freedomus.berlin
www.freedomus.berlin
<https://www.facebook.com/freedomus.berlin>