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# **Guidebook Rise Up**

**„Career Development Strategies” for  
Migrant Women” For Adult Women –  
Forced Migrants From Ukraine in**

**Germany**



**Co-funded by  
the European Union**



**Women's Initiative  
for New Growth and Skills  
Empowering Migrant Careers**

Project 2024-1-DE02-KA220-ADU-000247718

# Consortium WINGS



**PRAGUE CITY  
UNIVERSITY**

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# INTRODUCTION

## 1.1. Project WINGS and the Importance of Supporting Women-Forced Migrants

Migration is not a new phenomenon in the modern world, but the war against Ukraine initiated by Russia in 2022 has transformed it into an unprecedented global challenge. According to the UN Refugees Operational Data Portal (UNHCR), more than 9.855 million Ukrainians are forced to leave their homes and be migrants because of war in 2024. Among these individuals, 3.555 million have been displaced internally within Ukraine<sup>1</sup>, while 6,3 million have sought refuge abroad, including 5.9 million in Europe<sup>2</sup>.

A striking characteristic of this forced migration is that 80% of the displaced individuals are women with children. These women, upon arriving in host countries, face numerous challenges including language barriers, difficulties in securing employment, social isolation, legal and administrative hurdles, and restricted access to education and training opportunities. As both caregivers and breadwinners, many of these women have lost their previous jobs and experienced a sharp decline in their social and economic status, further complicating their efforts to rebuild their lives.

The ERASMUS + program K2 project, titled “WINGS: Women's Initiative for New Growth and Skills – Empowering Migrant Careers”, Project Number 2024-1-DE02-KA220-ADU-000247718, implementation period 2024-2026 (WINGS) was conceived in response to these pressing challenges. Its mission is to empower women who have fled the conflict in Ukraine by providing them with the tools, resources, and support needed to rebuild their careers in their host countries. By equipping these women with new skills and fostering financial independence, the project seeks to alleviate the socio-psychological consequences of displacement and unemployment.

The WINGS project pursues this mission through a multifaceted approach:

- Development of resources. A Guidebook titled “Rise Up: Career Development Strategies for Migrant Women” provides accessible, actionable advice tailored to the unique challenges faced by women-forced migrants in navigating the labor market of their host countries.
- Comprehensive Integration Learning Program (CILP). This program offers skill-building opportunities designed to help participants transition effectively into new work environments.
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The WINGS project is crucial not only for the immediate support it provides to women-forced migrants but also for its long-term impact on their integration and success. By empowering these women to overcome professional exclusion and restart their careers with confidence, the project contributes to fostering social cohesion and promoting inclusive economic growth in host communities.

### **WINGS objectives:**

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<sup>1</sup> UN Refugees Operational Data Portal. (2024). URL: <https://data.unhcr.org/en/country/ukr>

<sup>2</sup> UKRAINE SITUATION REGIONAL REFUGEE RESPONSE PLAN (2024). UNHCR. Geneva, Switzerland, January 2024. URL: <https://data.unhcr.org/en/documents/details/105903>

- To raise society's awareness about the challenges faced by women-forced migrants and promote understanding and empathy within host communities,
- To empower women-forced migrants to build financial independence and self-sufficiency,
- To build a network of support and connections with other forced migrant women and professionals in the field, creating opportunities for collaboration and mentorship,
- To create a comprehensive and accessible e-book that highlights the peculiarities of the labor market and employment in the labor market of the host country, including a collection of various,
- To create a comprehensive and accessible e-book that highlights the peculiarities of the labor market and employment in the labor market of the host country, including a collection of various,
- To bring stakeholders (together migrant women, representatives of local authorities, supporting organizations, and other stakeholders) to discuss challenges and propose solutions related to women's career restart and integration

The WINGS project involves partner organizations from countries experiencing large number of Ukrainian refugees: Czechia (400 000 forced-migrated Ukrainians), Poland (1 100 000 forced-migrated Ukrainians), Germany (1 190 255 forced-migrated Ukrainians)<sup>3</sup>, Türkiye (46,000 forced-migrated Ukrainians)<sup>4</sup>. Ukraine witnesses 3.555 million displaced internally within Ukraine<sup>5</sup>. WINGS partner organizations include:

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<sup>3</sup> Ukraine: Over 6 Million Refugees Spread Across Europe (2024). UN Regional Information Centre for Western Europe. URL: <https://unric.org/en/ukraine-over-6-million-refugees-spread-across-europe/>

<sup>4</sup> Sude Akgundogdu, Collin Trissel (2024) Turkey's Growing Ukrainian and Russian Communities. URL: <https://www.washingtoninstitute.org/policy-analysis/turkeys-growing-ukrainian-and-russian-communities>

<sup>5</sup> UN Refugees Operational Data Portal. (2024). URL: <https://data.unhcr.org/en/country/ukr>



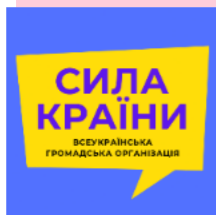
**HOCHSCHULE WISMAR** (HSW, Higher education institution, Germany) is a German university with over a century of academic excellence in engineering, technology, business, and design. Serving 8,900 students, HSW is a leader in e-learning and international collaboration. Its expertise in Erasmus+ projects, migrant integration, and entrepreneurship fosters innovation and empowers individuals to succeed in education, careers, and research.

[www.hs-wismar.de](http://www.hs-wismar.de)



**Fundacja Marki Polskiej im. prof. Witolda Kieżuna** (FMP, Foundation, Poland) champions skill development, inclusion, and sustainability. It supports civil society growth, promotes EU values, and addresses social challenges like unemployment and exclusion, particularly for migrants. With expertise in Erasmus+ projects, education, and labor market integration, FMP fosters collaboration and empowers individuals, including Ukrainian refugees, through lifelong learning and innovative solutions.

[www.fmarkipolskiej.pl](http://www.fmarkipolskiej.pl)



**SYLA KRAINY** (NGO SK, NGO, Ukraine) founded in 2011, is dedicated to fostering inclusion, protecting socio-economic rights, and supporting vulnerable groups, including migrants and people with disabilities. With expertise in legal aid, education, and labor market adaptation, NGO SK has led impactful projects promoting equality, women's empowerment, and career development for displaced individuals across Ukraine and Europe.

[www.syla-krayini.com.ua](http://www.syla-krayini.com.ua)



**Prague City Vysoka Skola s.r.o.** (PCU, Higher education institution, Czechia), founded in 2004, offers British-accredited education in English across diverse disciplines, emphasizing sustainability, inclusion, and innovation. With strong international partnerships, PCU supports displaced Ukrainian students, provides scholarships, and fosters integration through research, social programs, and trauma-informed workshops. Its expertise in education, business, and media makes it a valuable partner for initiatives promoting societal and economic inclusion.

[www.praguecityuniversity.cz](http://www.praguecityuniversity.cz)



**Akademi Kùltür ve Eđitim Derneđi (AKED, NGO, Türkiye),** (AKED, NGO, Türkiye), founded in 2013 in Kastamonu, promotes education, culture, and sports through local and international projects. With expertise in Erasmus+ initiatives and social responsibility campaigns, AKED empowers youth, fosters inclusion, and enhances professional skills. Its multidisciplinary team excels in project coordination, offering innovative solutions to societal challenges and building partnerships across national and international arenas.

[www.aked.biz](http://www.aked.biz)

The WINGS project serves as a powerful response to the challenges faced by women forced to migrate due to the war in Ukraine. By providing career development resources, skill-building opportunities, and fostering collaboration among key stakeholders, the project empowers these women to rebuild their lives, achieve financial independence, and integrate successfully into their host communities. Through its multifaceted approach and international partnerships, WINGS not only addresses immediate needs but also contributes to long-term social cohesion and inclusive economic growth across Europe and beyond.

One of the key elements of the WINGS project to achieve its goals – is the Guidebook “Rise Up: Career Development Strategies for Migrant Women”.

## 1.2. Purpose of the Guidebook

The Guidebook, “Rise Up: Career Development Strategies for Migrant Women,” is crafted with the heartfelt intention of being a supportive, empowering, and practical resource for adult women forced to migrate from Ukraine. Recognizing the immense challenges these women face in rebuilding their lives in host countries, this guide offers a roadmap to help them navigate new and often complex environments with confidence, clarity, and optimism.

Its purpose is to serve as both a comprehensive guide and a source of inspiration, equipping women with the tools and knowledge needed to overcome barriers such as language limitations, legal uncertainties, cultural differences, and professional disruptions. At the same time, it aims to instill a sense of empowerment, helping these women see the opportunities available to them and take actionable steps toward building a secure and fulfilling future.

Drawing on the expertise and collaborative efforts of the WINGS project, this guidebook is thoughtfully structured around the key areas critical to career development and personal growth in Germany. These include:

- Understanding labor markets. Learn about the labor market dynamics in host countries, identify promising industries, and explore opportunities tailored to women forced to migrate.
- Understanding labor markets. Learn about the labor market dynamics in host countries, identify promising industries, and explore opportunities tailored to women forced to migrate.
- Leveraging support networks. Access a curated list of local and international organizations offering career development programs, mentoring, and community support to empower women during this transition.
- Mastering the job application process. Step-by-step guidance on creating standout resumes and cover letters, acting job interviews, and using online job portals effectively.
- Mastering the job application process. Step-by-step guidance on creating standout resumes and cover letters, acting job interviews, and using online job portals effectively.
- Starting a business. Tools, tips, and resources for women exploring entrepreneurship and self-employment, including ways to assess entrepreneurial potential and access funding and support.

The guidebook is written in an approachable style to ensure that its wealth of information feels accessible and relatable. It is thoughtfully organized to allow readers to easily find and focus on the topics most relevant to their current needs.

Beyond its practical applications, the guidebook also seeks to foster a sense of community and belonging. Through this guide, women will find not only actionable strategies but also the support and inspiration to rise up, rebuild their lives, and thrive in their new environments.

## 2. LABOUR MARKET TRENDS AND OPPORTUNITIES

### 2.1 Understanding the Labour Market in Germany

Economic activity in Germany is expected to decline by 0.1% in 2024. High uncertainty has been weighing on consumption and investment, and the trade outlook has worsened as global demand for industrial goods weakened. Going forward, domestic demand is set to pick up, driven by increases in real wages. This is expected to support a recovery in GDP growth to 0.7% in 2025 and 1.3% in 2026. The government deficit is projected to decrease and the government debt ratio to stabilise around 63% of GDP as shown in Table 1<sup>6</sup>.

Table 1: Projection of Economic Activity in Germany, compared to 2024

Indicators	2024	2025	2026
GDP growth (% , yoy)	-0,1	0,7	1,3
Inflation (% , yoy)	2,4	2,1	1,9
Unemployment (%)	3,3	3,3	3,4
General government balance (% of GDP)	-2,2	-2,0	-1,8
Gross public debt (% of GDP)	63,0	63,2	62,8
Current account balance (% of GDP)	7,1	6,8	6,5

**Economic growth is set to resume gradually:** The German economy continues facing headwinds throughout 2024. Weak domestic and foreign demand for manufacturing goods, combined with high uncertainty, impacted investment in equipment. In addition, the construction sector was dragged down by labour shortages and weak domestic demand. Amidst low consumer sentiment, the saving rate increased. Private consumption thus did not support economic growth, despite an increase in real disposable income. Together with a further increase in government consumption, this is estimated to have lifted real GDP by 0.2% compared to the previous quarter. Real GDP is expected to contract by 0.1% in 2024. Following a decline of 0.3% in 2023, 2024 is the second year in a row with negative growth.

With an expected further easing of inflation, real household income is set to continue to recover. Easing of monetary policy and the associated lower financing costs are projected to support a recovery in investment over the forecast horizon. Construction is set to resume growth in early 2025, underpinned by recovering demand for housing and infrastructure, as already signalled by rebounding orders as well as mortgage loans. In response to the increase in tax incentives for investment in 2025 announced in July 2024, investment in equipment is expected to rebound. Overall, domestic demand is forecast to become again

<sup>6</sup> European Commission, Economy and Finance. (15 November 2024). Economic Forecast for Germany. [https://economy-finance.ec.europa.eu/economic-surveillance-eu-economies/germany/economic-forecast-germany\\_en](https://economy-finance.ec.europa.eu/economic-surveillance-eu-economies/germany/economic-forecast-germany_en)

the main driver of economic growth in 2025 and 2026. As energy costs are expected to remain significantly above pre-pandemic levels, they are set to continue weighing on the cost-competitiveness of energy-intensive industries. The contribution to growth from net exports is thus projected to be slightly negative in 2025 and broadly neutral in 2026, despite improvement in demand from Germany's main trading partners. The current account surplus is expected to remain elevated, but still below pre-pandemic levels. Overall, growth is forecast to increase to 0.7% in 2025 and to 1.3% in 2026.

**Economic stagnation leaves its mark on the labour market:** From January to September 2024, the labour market deteriorated slightly as economic output stagnated. Labour demand weakened and the number of vacancies fell by 23% y-o-y to 1.3 million in 2024-Q2. Germany's seasonally adjusted unemployment rate increased to 6.2% in January 2025 from 6.1% in the previous month, in line with market expectations. The number of unemployed individuals rose by 11,000 to 2.88 million<sup>7</sup>. The deterioration of the labour market is expected to be contained as economic growth resumes and ageing continues to weigh on labour supply. Nominal wage growth has been decelerating, but as inflation fell more, real compensation increased by 2.3% y-o-y in 2024-Q2. In January 2025, the minimal wage per hour is 12,82 EUR, average wage per month is 3.770,00 EUR<sup>8</sup>.

Types of Working Contracts in Germany: There is a diverse range of roles in the German job market. International applicants are especially welcomed for roles in which there is a huge demand for workers. This includes nurses, doctors, engineers, mechanical technicians and IT professionals. Along with the range of roles, there are also a range of contracts:

- **Permanent Labor Contract:** A permanent employment contract (unbefristeter Arbeitsvertrag) means the role has no fixed end, but is offered on a long-term basis. A permanent job role is ideal for those who are looking for job security and want to live in Germany for the long term.
- **Fixed-term Labor Contract:** A fixed term contract (befristeter Arbeitsvertrag) in Germany is usually offered for a role in which an individual is only required for a certain time frame. This may be due to the nature of the role or to cover someone who is on leave.
- **Minijob Contract:** Minijob contracts are low-paid, low-skilled, part-time roles that have a salary of up to €450 per month. In a minijob contract, the employer pays just some or none of the health insurance contribution, which is subsidized by the government. These are also common roles for those students looking for a working contract in Germany.
- **Contract with a recruitment agency:** Some employers work with third-party recruitment agencies to find staff. In many short-term, temporary roles, individuals are actually contracted by the recruitment company.
- **Freelancer Contracts:** Freelancing is commonplace and means you can offer your professional services to a range of businesses. Freelance work is less secure, but more flexible. Freelancing involves being responsible for your own tax and health insurance contributions.

## 2.2. Promising Industries and Job Opportunities for Women-Forced Migrants

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<sup>7</sup> Trading Economics. (February 2024). Germany Unemployment Rate. <https://tradingeconomics.com/germany/unemployment-rate>

<sup>8</sup> Expatrio. (10 June 2024). Types of Employment on Germany. <https://www.expatrio.com/about-germany/types-employment-germany>

Around 60% of Ukrainian refugees who arrived in Germany by October 2023 are female<sup>9</sup>.

Employment ratio among Ukrainian women is 16 percent. Ukrainian formal female workers are more likely to be employed in jobs requiring high skills: 22 percent work as specialists or experts. Almost one-third of employees work in people-related service jobs, followed by production jobs (24%), other economic service jobs (21%), commercial and business service jobs (17%), and IT/science jobs (5%). Looking at the occupational change for Ukrainians since December 2021, there has been a shift of Ukrainians working in jobs at helper level (23 percent as of December 2021, 37,2 percent June 2022 and 40 percent September 2022), while the share of Ukrainians working at specialist or expert level has been slightly decreasing from 32 percent in December 2021 to 25 percent and 23 percent in June and September 2022 respectively. This could be explained by the fact that, given the wish to integrate quickly in the labor market despite hurdles like skills recognition, refugees from Ukraine may be taking up more low-level jobs than before<sup>10</sup>.

The Federal Government provides an overview of the current labor market situation for Ukrainian women migrants in Germany<sup>11</sup>:

1. **Green jobs** that are the basis for a successful energy transition and promote climate and environmental protection. People who have a qualification in engineering or technical professions as well as those with a link to the manufacturing and construction industry are particularly in demand in the green economy. These professions include:

- Craftspeople (e.g. electronic technicians for energy and building technology, heating engineering, mechatronics, system mechanics and sanitary, heating and air-conditioning technology);
- Engineers (e.g. energy consultants, environmental engineers, design engineers/developers, automotive engineers, automation engineering);
- IT specialists (e.g. software developers, data scientists);

These professions are part of the economic sectors of Energy and electrical engineering (e.g. wind power, photovoltaics, solar power technology/installation); Mechanical engineering; Technical equipment and installations; Construction industry; Automotive industry (e.g. electric mobility); Agriculture and farming; and Horticulture.

2. **The nursing profession:** With increasing life expectancy and an ageing society, combined with the decreasing number of young people beginning their professional career, the demand for professional nursing as well as basic medical care is rising. Germany does have a stable healthcare system; nevertheless, nursing professionals remain to be in high demand and their contribution is more important than ever. Hospitals, long-term care facilities and other healthcare facilities are always on the lookout for nurses with various levels of qualification in order to meet the increasing demand in the healthcare and nursing professions. This demand is predicted to increase in the following years. International nurses have long been an important pillar in German hospitals and care facilities. As a result, there are an increasing number of multicultural teams working in German healthcare facilities. A nurse cares for people of all ages and supports them in every phase of their life. In Germany, the title “Pflegefachfrau/-mann” or “Pflegefachperson” is now used for nurses, which includes health and nursing care, paediatric nursing and geriatric nursing. Nurses may work in Inpatient acute care (e.g.

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<sup>9</sup> Heiermann, P. & Atanisev, K. (2024). The Application of the Temporary Protection Directive to Refugees from Ukraine in Germany (EMN Germany Paper 1/2024). Nuremberg. Federal Office for Migration and Refugees. <https://doi.org/10.48570/bamf.fz.emndp.01/2024.en.2024.rlschutzukr.1.0>

<sup>10</sup> Maddalena Honorati; Mauro Testaverde; Totino, Elisa. (2024). Labor Market Integration of Refugees in Germany: New Lessons After the Ukrainian Crisis (English). Social Protection and Jobs Discussion Paper ; No. 2404 Washington, D.C. : World Bank Group. <http://documents.worldbank.org/curated/en/099016304302411714>

<sup>11</sup> The Federal Government. <https://www.make-it-in-germany.com/en/working-in-germany/professions-in-demand>

hospital); Inpatient long-term care (e.g. nursing home); Ambulatory care (home care for private individuals); Medical rehabilitation (outpatient and inpatient); and Palliative care (outpatient and inpatient). Tasks in the nursing field include independent observation, guidance, support and care of patients, both inpatient and outpatient treatment. Additionally, a nurse may also document and evaluate nursing measures, as well as carry out medical instructions and assist with medical interventions. However, that will depend on the nurse's individual specialisation and qualification. A nurse is also expected to be an expert contact for the patient's family. Basic care activities make up a large part of the daily work of nurses in Germany. This is not the responsibility of family members or exclusively of nursing assistants, but to a large extent also of nurses. Basic care activities include personal hygiene, nutrition, mobility, promotion of independence and preventive measures (prophylaxis).

3. **Physicians:** The Federal Republic of Germany is dependent on young medical professionals, namely doctors. With over 6 million employees, the public health service is also a crucial resource for employment; the number of employees has been increasing steadily for years. As of right now, over 428,000 doctors make sure that patients are well cared for. The demand will continue to grow in the years to come – especially since many physicians in hospitals will be retiring. When it comes to local doctors, general practitioners as well as family doctors are in demand. Many doctors can no longer find a successor to take over their practice, namely in Eastern Germany and in rural areas. At the same time, the number of international doctors working in Germany has more than doubled within the last decade. Each year, many doctors from abroad apply to have their foreign qualification recognised as an equivalent to a German qualification. Doctors are often second only to nurses in the list of occupations with the highest number of applications. As a doctor in Germany, there are a wide range of career opportunities available. For instance, an employee can work in hospitals, clinics, healthcare centres, geriatric care services or home care services, also independently as a local doctor in own medical facility. In addition, there are other professional fields such as in medical research and teaching, in public health departments, health insurance companies or in the private sector, e.g. as a scientist in medical technology or the pharmaceutical industry. Out of all academic fields in Germany, doctors earn the highest salaries.
4. **Engineers:** The engineering sector offers many career paths to participate in Industry 4.0 and energy transition in Germany. Germany is famous for its engineering expertise and the quality of its machines and plants, electrotechnical products and cars. The use of digital technologies leads to diverse new perspectives and business models for companies and their employees, especially for engineers. The field of research and development (R&D) currently has a great number of vacant jobs in higher positions for engineers. The following occupations are also particularly in demand: Automation technology; Supervision of construction planning and architecture; Automotive industry, including electromobility and autonomous driving; Renewable energies and environmental protection; Artificial intelligence (AI). An engineer can work in various fields, for example in technical production planning and management, in quality assurance, in construction or in machine and model construction. Many well-qualified engineers work in leadership positions.
5. **IT specialists:** Digital applications and intelligent technology define our day-to-day lives. Tools are printed with 3D printers, languages can be learnt with apps and robots have taken on many tasks. IT specialists in Germany are more in demand than ever. In 2023, around 149,000 job positions in the IT sector remained vacant. Experienced or qualified IT specialists can therefore hope for attractive jobs in small and medium-sized enterprises, in the manufacturing industry or in large international companies. Specialists in the following fields are particularly in demand: A) Software development: a software developer designs and implements software using the appropriate programming language. Work is user-oriented and focuses on programming complete applications or individual building blocks. B) Application support: IT specialists maintain and provide support for software and hardware, such as SAP or SharePoint. Working in application support is a central point of contact for the company's products. C) IT security: an IT

security expert is responsible for the protection of the company's data. Continuous further training to stay up to date as well as working on novel solutions for software systems are part of the field of responsibility. D) Data science: a data scientist analyses large quantities of data and deduces the appropriate solutions. Various methods in information technology and mathematics are used.

6. **Scientists:** Germany has a demand for a variety of occupational fields in natural sciences such as pharmaceuticals, chemistry or energy and environment technology, the car industry and its mechanical and process plant engineering. Germany has a plethora of jobs for scientists and mathematicians. Aside from the usual positions in research, teaching and management, scientists and mathematicians also work in the IT sector, in marketing and sales, in the fields of administration and law, and in the financial sector. The industries that are mostly looking for scientists and mathematicians are the following: Chemistry; Research and Development; Pharmaceuticals; Financial analysis; Architecture/Engineering; Energy engineering and electrical engineering.

7. **Craftspeople:** German crafts and trades stand for customer-friendliness, high-quality products and practical solutions. The skilled crafts and trades are directed towards private individuals as well as the manufacturing industry, commerce and the state sector. They include the following areas: Construction and development; Metal and electronics; Wood and plastics; Industrial cleaning; Artisanal food production; Healthcare and personal hygiene; Clothing, textile and leather; and Graphic design. Qualified professionals are needed in crafts and trades:

- A floor layer is part of projects from the beginning to the end, i.e. from customer consultations to preparation of the ground, laying of the floor itself and, if required, further surface finishing. A master craftsman or master craftswoman qualification in the field of parquet laying can be obtained.
- Electrical engineers with a specialisation in energy technology: in this profession, the involvement from the moment of design/planning and production/installation of the electronic systems up until the final handover and after-sales support is needed. Vacant positions are mainly found in automation engineering, electric utility, mechanical engineering and plant construction as well as vehicle construction.
- Automotive mechatronics engineer is responsible for the maintenance of motor vehicles such as cars, motorbikes, etc. The systems are inspected, measurements (e.g. of exhaust gases) are carried out, accessories are repaired and installed. Automotive mechatronics engineers can also work in the field of electromobility.

8. **Careers in transport** (professional driver of trains, HGVs or ships):

- Logistics is one of the country's largest economic sectors. Several thousand transport requests are met daily in Germany. The majority of goods are currently transported by heavy goods vehicle (HGV). Next comes rail transport, followed by maritime shipping and inland navigation. The German economy is highly dependent on qualified drivers for all transport routes – but not only for transporting freight.
- Passenger transport is also of great importance for the German economy and society. The number of people using local public transport has never been as high as it is today. Germany's transport transition – the shift towards a decarbonised transport system – is alone expected to result in a one-third increase in the use of buses and trains in local public transport by 2030. We need qualified staff to operate these vehicles.

9. **Other professions in demand:** other professions in demand in the fields of medicine and health, medical engineering, hospitality and catering, as well as education: A) **Medical professions:** Dental assistant; Medical assistant; Veterinary assistant; Physiotherapist; Occupational therapist; Pharmacist, pharmacologist; Medical technical

professions in radiology: e.g. radiologic technologists; Surgical technologist, anaesthesiologist assistant; Paramedic, emergency medical technician, and Podiatrist; B) **Professions in medical engineering**: Dental technician; Hearing aid acoustician; Optician; Orthopaedic technician; C) **Hotel and catering industry**: Hotel industry expert; Restaurant expert/specialist; Systems catering expert; Restaurant and event catering expert; Cook; D) **Professions in education**: Educator; Social education worker and social worker; Teacher (selected subjects and types of school)<sup>12</sup>.

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<sup>12</sup> Kosyakova, Yuliya & Brücker, Herbert, 2024. "On the labor market integration of refugees from Ukraine: A simulation study," IAB-Forschungsbericht 202409 (en), Institut für Arbeitsmarkt- und Berufsforschung (IAB), Nürnberg [Institute for Employment Research, Nuremberg, Germany]. Handle: RePEc:iab:iabfob:202409(en) DOI: 10.48720/IAB.FB.2409EN.

# 3. LEGAL REGULATIONS AND EMPLOYMENT REQUIREMENTS

## 3.1. Obtaining a Work Permit and Legal Documentation

Ukrainian state persons have a residence permit under Section 24 (1) of the Residence Act (Aufenthaltsgesetz). Residence permits under Section 24 (1) of the Residence Act that are valid on 1 February 2025 will remain valid until 4 March 2026 without being extended individually. This means that they will continue to have unrestricted access to the labour market and training system. For the period after 4 March 2025, the following applies: Residence permits in accordance with Section 24 (1) of the Residence Act (Aufenthaltsgesetz) that are valid on 1 February 2025 will continue to be valid until 4 March 2026.

As soon as a provisional residence document is issued in accordance with Section 24 (1) of the Residence Act, Ukrainian state persons are entitled to work. This provisional residence document issued by the foreigners' authority must contain the text "gainful employment permitted" ("Erwerbstätigkeit erlaubt").

Ukrainian state persons can then undertake, in principle, any kind of employment in Germany or begin vocational training. Please note that there are access restrictions for some professions under professional law (e.g. doctors, teachers, educators; more information can be found at question 2.2). Ukrainian state persons can also work for a temporary agency.

Ukrainian state persons are also able to start their own business or work as a freelancer. Every industry has specific requirements that need to be taken into account when starting a business. These may include professional law regulations, special licences and insurance law issues.

The Federal Employment Agency (Bundesagentur für Arbeit) helps people to find a job and provides advice on all related issues. Local employment agencies (Agentur für Arbeit) can be found in many towns and cities. The employment agency (Agentur für Arbeit) will discuss with a particular Ukrainian state person, based on his/her qualifications and professional experience, which measures may be most useful in helping him/her to find a suitable job.

If Ukrainian state persons want to work in their trained profession in Germany, recognition of their professional qualification acquired outside Germany is only required for **regulated** professions. This includes, for example, the professions of doctor, architect or teacher.

Ukrainian state persons can work in **non-regulated** professions without having their qualifications recognised. Recognition of professional qualifications or an evaluation of the qualification certificates can still be helpful in finding a job that matches Ukrainian state persons' skills and is paid in line with your qualifications.

The employment agency or job centre responsible for Ukrainian state persons can give them some initial advice and information about the recognition procedure.

Further free, impartial advice on the recognition of Ukrainian state persons' foreign qualifications can be obtained from the counselling centres of the funding programme "IQ Integration through Qualification". The nearest counselling centre can be found here: <https://www.netzwerk-iq.de/en/>. The counselling centres also support Ukrainian state persons in their search for a qualification measure if the recognition procedure shows that they have to complete a qualification measure to compensate for identified differences in their qualification.

Further information on having professional qualifications recognised can be found online on the website <https://www.anerkennung-in-deutschland.de/html/en/index.php>.

Information about evaluation of a university degree is available (in Ukrainian) from the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen, ZAB): <https://zab.kmk.org/en/statement-comparability><sup>13</sup>.

In principle, the recognition of qualifications acquired abroad is mandatory for access to regulated professions, but can also improve the prospects of finding a job in non-regulated professions. The Federal Ministry of Education and Research (BMBF) is responsible for recognition issues, while the relevant ministries are responsible for individual professions. As part of the 'Key points on the immigration of skilled workers from third countries' adopted by the Cabinet on 30 November 2022<sup>60</sup>, the Federal Government's aim was to speed up and digitalise recognition procedures and standardise the requirements for documents and notifications. The Act on the Further Development of Skilled Immigration was passed on 7 July and gradually came into force from November 2023.

The Jobcenters currently consider and promote the qualifications of Ukrainian refugees and beneficiaries of protection entitled to benefits by referring them to the 'Integration through Qualification' funding programme or corresponding offers by the federal states and by covering the costs of recognition procedures from the placement budget.

On 18 October 2023, the BMAS (responsible for vocational language courses), together with the BA (Bundesagentur für Arbeit), presented an action plan 'Turbo for the labour market integration of refugees, which aims to accelerate and sustainably integrate refugees into the labour market. At the presentation of the action plan, particular emphasis was placed on the high number of over 100,000 Ukrainians who have already completed the integration courses and are therefore generally available for the labour market.

Graduates of integration courses are to be invited and advised by the Jobcenter for six months with an increased contact density. So-called 'matching campaigns' are also intended to bring refugees and employers together more effectively. Companies are encouraged to employ more refugees, even those without good German language skills, and to provide them with further qualifications while they work. To support the implementation of the Jobturbo for refugees, a special representative of the Federal Government for the labour market integration of refugees was initially appointed for a limited period until 31 July 2024. The uncertainty surrounding the residence status of Ukrainian refugees from March 2025 onwards ultimately leads to an obstacle in the integration of Ukrainian refugees into the labour market, as employers have no medium-term planning security when hiring Ukrainian refugees. In addition, after the

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<sup>13</sup> Federal Ministry of Labor and Social Affairs. (1 January 2024). Frequently asked questions for Ukrainian refugees. <https://www.bmas.de/EN/Europe-and-the-World/Europe/FAQ-Ukrainian-refugees/faq-art-en.html>

Directive expires in March 2025, Ukrainian beneficiaries could - if a transition to a longer-term residence permit is not possible for those affected and an asylum application remains the only option - be subject to a renewed change of legal status to the AsylbLG, as a result of which previous social benefits and measures for activation and integration into the labour market are no longer available from the Jobcenter<sup>14</sup>.

## 3.2. Understanding Labor Rights and Employment Laws

The **hiring procedure** in Germany is efficient, fair and transparent. Most jobs are advertised externally and can be found on company websites, social media, job listing pages or at a job center.

When Ukrainian state person applies for a role, they will need to provide a cover letter, CV and a copy of relevant qualifications. It's important to check if qualifications are recognized in Germany. They can use the German government's own website, Recognition in Germany (<https://www.anerkennung-in-deutschland.de/html/en/index.php>), to check qualifications.

Large companies may outsource hiring to recruitment agencies. Some companies use Assessment Centers, where groups of candidates undertake a number of activities, allowing employers to assess suitability to the role.

Employers make a shortlist of applicants and invite those to attend an interview, before choosing who to offer the job to. For the interview Ukrainian state persons may need other documents, including proof of previous or current employment. This can be in the form of a Certificate of Employment or possibly an employment reference, if previous role was outside of Germany. Upon being offered a job, they will be given a contract.

**A job in Germany without speaking German:** it's rare that you will find a role in which you are not expected to speak German, although a fair amount of English-speaking roles with basic German skills are available in major German cities, such as Berlin and Munich.

**Working Hours & Days:** The defined working week is Monday to Saturday, whilst the standard working week in Germany for most industries is from Monday to Friday.

How many hours is **full time in Germany:** A standard full-time employment contract will mean working for 36 to 40 hours a week on average.

The **working hours in Germany:** Typical **office hours** are 9-5 Monday-Thursday and 9-4 Monday-Friday. According to the German labor law, working hours cannot exceed eight hours in one day or 48 hours in one week. It is not allowed to work for more than eight hours per day from Monday to Saturday. However, an extension of the working day to up to ten hours is possible if you do not exceed eight hours per working day on average within half a year. In addition, exceptions are permitted in certain sectors. There must be a break of at least 11 hours between the end of work

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<sup>14</sup> Heiermann, P. & Atanisev, K. (2024). The Application of the Temporary Protection Directive to Refugees from Ukraine in Germany (EMN Germany Paper 1/2024). Nuremberg. Federal Office for Migration and Refugees. <https://doi.org/10.48570/bamf.fz.emndp.01/2024.en.2024.rlschutzukr.1.0>

on one day and the start of work on the following day. **Flexible working hours** and working from home are becoming increasingly popular, especially for those with young children. Under the German law, employers are not required to offer this, but many will be prepared to come to an agreement. Also on the increase in Germany is the concept of **Trusted Working Time**, a flexible model of employment in which working hours are not monitored by managers. Instead, employees are trusted to work their hours as flexibly as the office allows.

A lunch break of at least 30 minutes is both mandatory and unpaid in Germany.

**Salary & Taxes:** The average German salary is €3,770 per month (around €45,000 per year) for a full-time, permanent role. The salary for a job paid at minimum wage, on a full-time basis is €1,500 per month. Doctors, lawyers, CEOs and engineers are amongst the country's highest earners. Since salaries can differ from job positions and even among different cities, at [GEHALT.de](https://www.gehalt.de) you can check current salary data for your desired position.

German employees are taxed at source and pay income tax on all earnings over €9,169 per year. Income tax starts at 14%, rising to 45% for the very highest earners. Those who are employed and those who are self-employed need to submit a yearly tax report called a Steuererklärung. More about the German Tax System is here: <https://www.expatrio.com/about-germany/german-tax-system>.

**Holidays and Vacation Time:** In Germany, full employment also comes with an annual leave entitlement, some of the highest in the world in fact. On average workers are granted 30 days of annual leave per year, with a legal minimum of 24. This is a paid vacation leave, which does not affect monthly salaries. Germany also has ten public holidays each year which workers enjoy in addition to their annual leave entitlement. This includes national holidays and religious celebrations. More about festivities and public holidays is here: <https://www.expatrio.com/about-germany/german-holidays-and-celebrations>.

How much **vacation** do German workers get: German workers have an entitlement of annual leave of at least 24 days a year, with an average of 30.

**Sickness & Work:** If you are too sick, either physically or mentally, to attend work, you should let your employer know at the earliest convenience. Workers are protected under the German law to be paid in full for up to six weeks, usually only once within a one-year period. In Germany, those that suffer from long-term sickness that lasts over six weeks can apply for statutory sickness payment, which is paid at 70% of your normal salary, up to a maximum of 78 weeks. This sickness benefit is covered by the health insurance, and should apply whether you have a private or public health insurance provider.

How many **sick days** do you get in Germany: German workers receive full pay for up to six weeks. Workers are paid a statutory sickness payment for a further 78 weeks of 70% of their salary.

**Other Benefits for Employees:** Women must take the Maternity Leave from six weeks before their baby is due until eight weeks after it is born. During this time, the employer needs to pay the employee in full. Both mothers and fathers are able to take the Parental Leave of up to three years. Employers do not need to pay workers during this time. Parents are entitled to parental work benefits from the state that

usually account to 67% of their normal salary. Employees' rights in Germany such as the Parental Leave are protected by law.

German workers are also free to work without discrimination, a right which is protected by law<sup>15</sup>.

There is a general statutory **minimum wage in Germany**. Since 1 January 2024 the gross minimum wage has been 12.41 euros per hour. From 1 January 2024 the gross minimum wage will be 12.82 euros per hour. The minimum wage generally also applies to internships, except for mandatory internships as well as voluntary internships accompanying professional training or studies and orientation internships of up to three months' duration. The general minimum wage applies to all workers. There are only exceptions for those under 18 years of age who have not completed vocational training and for those who had been unemployed for a long time in the first six months of employment.

If regular monthly remuneration does not exceed a level of 538 euros (Geringfügigkeitsgrenze), this is known as a "mini-job". If the employment is limited to three months or seventy working days per year from the beginning and – if the monthly remuneration exceeds 538 euros – is not of a professional nature, this is considered short-term employment. Both of these cases are regarded as “marginal employment” (geringfügige Beschäftigung). The level for marginal employment (Geringfügigkeitsgrenze) will rise with the general statutory minimum wage. A worker in marginal employment is insured against accidents at work and occupational diseases in the statutory accident insurance scheme. However, such employees are not covered by the statutory health insurance system, long-term care insurance system or the unemployment insurance system. Workers with so-called “mini-jobs” are generally subject to pension insurance, making pension contributions amounting to 3.6 per cent of their salary (13.6 per cent if they are employed in a private household). It is possible to apply for an exemption from compulsory pension insurance. The application must be given to the employer.

In terms of labour law, Ukrainian state persons have the same rights as those in full-time employment. For example, employees are entitled to the statutory minimum wage, paid annual leave, and continued payment of wages in the event of illness and on public holidays, as well as maternity benefit top-up payments.

An employment relationship in which employees earn a gross monthly wage between 538.01 and 2,000 euros is a so-called midi-job. Midi-jobs are subject to social security contributions, which means that employees and employers pay contributions to health and long-term care insurance and to unemployment and pension insurance.

The employee's contribution is zero percent at the beginning of the transitional period and increases up to the midi-job ceiling to the regular employee's contribution. Although these contributions are reduced compared to other employees, employees are in principle entitled to full benefits from health, long-term care, unemployment and pension insurance in accordance with your gross pay.

Temporary agency work means that as an employee you have got an employment contract with an employer. This employer then hires an employee out to a third

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<sup>15</sup> Expatrio. (10 June 2024). Types of Employment on Germany. <https://www.expatrio.com/about-germany/types-employment-germany>

company to perform work. Such work is temporary agency work if this employee is integrated into the organisation of the third company and is subject to its instructions. Employees who are hired out to third companies to perform work are called temporary agency workers. The employer with whom the temporary agency worker has an employment contract is known as a temporary work agency or staffing agency. This agency has the duties of an employer such as paying wages and granting paid leave. The temporary work agency needs a permit to hire out staff, which is issued by the Federal Employment Agency (Bundesagentur für Arbeit). The Federal Employment Agency monitors the temporary work agencies on a regular basis, checking whether they pay wage taxes and social insurance contributions. The Federal Employment Agency also checks for compliance with labour law.

The third company where the work is actually performed is the user enterprise. Temporary agency workers have the same workers' rights as other employees, for example, protection against unfair dismissal and rights under the Part-time and Fixed-term Employment Act (Teilzeit- und Befristungsgesetz). Temporary agency workers receive at least a sector-specific minimum wage.

Temporary agency work is also called temporary staffing or labour hire. It is characterised by a triangular relationship between the temporary work agency, the user enterprise and the temporary agency worker.

Important information concerning Ukrainian state persons' rights as a worker in Germany on the website "Fair Integration" (<https://www.faire-integration.de/en/topic/2.welcome.html>). In case of a concrete problem, e.g. if Ukrainian state person believes that the employer is not paying you a sufficient wage, "Fair Integration" counselling centre can be contacted. Their advice is free of charge and available in many languages, including Ukrainian and Russian at some of the centres. Here is an overview of the counseling centres: <https://www.faire-integration.de/en/topic/46.advice-centres.html>.

Please note, especially if Ukrainian state persons are not (yet) very familiar with the German labour market: A lack of language skills or knowledge of the law, together with uncertainties about access to the labour market and the provisions of residence law, can sometimes lead to people ending up in exploitative work situations. Useful information about Ukrainian state persons' rights on the website of the Service Centre Against Forced Labour: <https://www.servicestelle-gegen-zwangsarbeit.de/en/>. In addition, the Berlin Advisory Centre for Migration and Decent Work (BEMA) has produced leaflets on labour rights for Ukrainian refugees in Ukrainian, Russian, English and German: <https://bema.berlin/en/flyer-und-materialen/#linkicon>.

People who work must be safe, and work is not allowed to put people's health at risk. In Germany, employers are required to protect their employees effectively from risks and damage to their health. This binding principle is enshrined in the Safety and Health at Work Act (Arbeitsschutzgesetz) and other occupational safety and health ordinances. An overview of the occupational safety and health system in Germany and the corresponding legal regulations can be found at: "Occupational Safety and Health" (<https://www.bmas.de/EN/Labour/Occupational-Safety-and-Health/occupational-safety-and-health.html>).

Ukrainian state persons can turn to:

- Employers, who are legally obliged to ensure effective safety and health measures;

- Workers' representatives (works council, trade union);
- Company physicians<sup>16</sup>.

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<sup>16</sup> Federal Ministry of Labor and Social Affairs. (1 January 2024). Frequently asked questions for Ukrainian refugees. <https://www.bmas.de/EN/Europe-and-the-World/Europe/FAQ-Ukrainian-refugees/faq-art-en.html>

# 4. SUPPORT NETWORKS AND ORGANIZATIONS

## 4.1. Local and international support organizations

### 1. Association based Organization “ Dachverband der Migrantinnenorganisationen /DaMigra”

#### Contact information:

- **Phone:** +4934596398400
- **E-mail:** info@damigra.de
- **Website:** <https://www.damigra.de/en/>

The umbrella association of migrant women organizations - DaMigra - has been operating as a nationwide, independent and women-specific umbrella association of migrant women's organizations since 2014. DaMigra is the mouthpiece and representative of more than 70 migrant organizations and campaigns for their interests in politics, the public, the media and business nationwide. The guiding principle and main goal are empowerment, which includes the equal political, social, professional and cultural participation of migrant women in social life in Germany. It is also about the fight against racism, sexism and social injustice. DaMigra is opposed to all kinds of discrimination against people: whether it is because of their social and ethnical background, their gender, colour of their skin, sexual identity, disabilities, age or worldview. DaMigra works on the basis of European and international human rights conventions.

Its services include the topics of:

- Anti-racism feminism
- Protection against violence
- Labour market
- Political participation
- Health
- Escape and asylum
- Anti-discrimination.

## 2. Inter-governmental Organization “International Organization for Migration (IOM)”

### Contact information:

- **Phone:** +49302902245500
- **E-mail:** [info.fap.de@iom.int](mailto:info.fap.de@iom.int)
- **Website:** <https://germany.iom.int/who-we-are>

IOM works to help ensure the orderly and humane management of migration to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

In Germany, the International Organization for Migration (IOM) implements projects mainly in the areas of migrant protection and assistance, as well as advocating for migrants' rights and serving as a liaison office for German funded IOM activities worldwide.

Cross-cutting activities include the promotion of international migration law, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

In Germany, IOM's main activities are based in the area of

- Migrant protection and assistance, including Assisted Voluntary Return and Reintegration,
- Support of vulnerable migrants,
- Services regarding Resettlement and humanitarian admissions as well as
- Immigration assistance.

## Foundation “Brot für die Welt (Bread for the World)”

### Contact information:

- **Phone:** +4930652111189
- **E-mail:** [kontakt@brot-fuer-die-welt.de](mailto:kontakt@brot-fuer-die-welt.de)
- **Website:** <https://www.brot-fuer-die-welt.de/en/bread-for-the-world/cooperation/scholarships-1/special-programme-for-ukrainian-refugees-in-germany/>

Brot für die Welt (Bread for the World) is part of the Protestant Agency for Diakonie and Development (EWDE). Brot für die Welt (Bread for the World) is the globally active development and relief agency of the Protestant Churches in Germany. Brot für die Welt (Bread for the World) has organized the special programme for Ukrainian refugees in Germany, namely “Change!” scholarships in Germany.

Its services include:

- Financial support for the higher education of socially committed people who have studied in Ukraine and who fled to Germany because of the war
- An intensive study accompanying programme during the scholarship is offered.

#### 4. Company "Ingeus GmbH"

##### Contact information:

- **E-mail:** [spandau@ingeus.de](mailto:spandau@ingeus.de)
- **Phone:** +4030521360060
- **Website:** <https://www.ingeus.de/free-integration-support-service-to-refugees-from-ukraine>

Ingeus helps people who want or need to reorient themselves professionally. The mission - worldwide and in Germany – is to support people into lasting employment and for them to gain independence. The programmes are designed to help migrant as well as non-migrants, including unemployed (single) parents, refugees, U25, 50Plus, academics and graduates, to overcome challenges and find suitable work. In workshops or individual coaching, the focus is entirely on Ukrainian state persons' needs and wishes. Owners of so-called AVGS vouchers are offered tailored solutions for government agencies.

Its services include:

- Help people with injury, illness or disability, children and older adults, unemployed people, and those facing hardship or harm.
- Help people to find employment,
- Improve their health and wellbeing, and
- Participate in their community.

#### 5. Company "Alliance4Ukraine Fund"

##### Contact information:

- **E-mail:** [alliance4ukraine@projecttogether.org](mailto:alliance4ukraine@projecttogether.org)
- **Phone:** +4930609877680
- **Website:** <https://alliance4ukraine.org/start-english/>

The company team evaluates financial requests and makes recommendations to the Alliance4Ukraine Advisory Council. The Advisory Council consists of donors as well as experts. The Alliance4Ukraine Advisory Council meets regularly via videoconference and makes the final decisions concerning the distribution of funds.

Its funds are targeted at

- Housing
- Provision and basic goods

- Volunteer coordination
- Mental health care
- Medical care and emergency services in Germany
- Buddy system and accompaniment
- Translations and interpreting
- Legal advice
- Childcare
- Education and language instruction
- Job placement / services
- Anti-discrimination
- Fake news and hate online
- Free press, public relations and PR campaigns
- IT Security
- Protection of vulnerable groups
- Domestic and international transportation
- Humanitarian aid at the border to and in Ukraine.

## 6. Non-profit Organization “The German Psychological Society (DGPs, referred to as the Society)”

### Contact information:

- **E-mail:** referentin@dgps.de
- **Phone:** +493028047717
- **Website:** <https://www.dgps.de/kontakt>

The Society is headquartered in Berlin and currently has over 5,300 members. Membership can be either full or associate.

The Society is dedicated to the following objectives:

- Organizing psychology conferences, typically held every two years.
- Fostering communication within the entire field of psychology.
- Supporting psychological and interdisciplinary research initiatives.

- Promoting publications in the field of psychology.
- Protecting and strengthening the status of psychology at universities, research institutes, and other scientific institutions, as well as in education, occupational fields, and the public sphere.
- Supporting the next generation of scientific psychologists by promoting postgraduate qualifications and encouraging international scientific exchange.
- Contributing to the regulation of training and testing procedures in psychology.
- Collaborating on the continuing education of graduate psychologists, particularly in relation to the scientific aspects of these programs.
- Appointing experts and consultants for research funding and other institutions.
- Preparing statements on scientific issues in psychology.
- Cooperating with psychological organizations, related disciplines, and other scientific societies to advocate for the scientific interests of psychology.
- Participating in international scientific associations and organizations.
- Participating in international scientific associations and organizations.

## 7. Foundation "Ärzte ohne Grenzen e.V."

### Contact information:

- **E-mail:** [spendenservice@aerzte-ohne-grenzen.de](mailto:spendenservice@aerzte-ohne-grenzen.de)
- **Phone:** +4930700130130
- **Website:** [spendenservice@aerzte-ohne-grenzen.de](mailto:spendenservice@aerzte-ohne-grenzen.de)

When large-scale epidemics occur, and when crisis areas are too dangerous for many other organizations, the organisation's medical teams are there to assist those in need. In long-term aid projects our teams fight diseases like tuberculosis, malaria, sleeping sickness, and HIV/AIDS.

The organization offers

- Basic medical care,
- Treat the injured,
- Carry out vaccination campaigns,
- Train local staff and build up medical infrastructure.

## 4.2. Services and Programs Offered by Support Organizations

### 1. Special programme for Ukrainian refugees in Germany

#### Contact information:

- **Website:** <https://www.brot-fuer-die-welt.de/en/bread-for-the-world/cooperation/scholarships-1/special-programme-for-ukrainian-refugees-in-germany/>
- **Person:** Frau Andrea Schirmer-Müller
- **Phone:** +4930652111274
- **E-mail:** andrea.schirmer-mueller@brot-fuer-die-welt.de

Through their volunteer work or their professional role as change agents, the refugees contribute to social justice and ecologically sustainable development in Germany, in their country of origin or in the Global South. Their commitment also helps to promote an inclusive society in Germany.

The Special Programme offers:

- Support to obtain a degree (bachelor's or master's degree; state examination; doctorate in exceptional cases) in Germany
- Empowerment to pursue development, social and charitable work in the refugee community and in German society
- Opportunities for networking between the scholarship holders, Brot für die Welt and various civil society networks.

The Special Programme's financial aid:

- Monthly scholarship to cover living costs, payment of semester fees and, if applicable, tuition fees and health insurance
- Mentoring and support during the scholarship: The study accompanying programme promotes networking and personal development among the scholarship holders. It includes both introductory seminars as well as specialised seminars in development and ecumenism. The scholarship holders are actively involved in the design of the programme. Further information can be obtained from STIPE/Global Learning Unit (<https://www.brot-fuer-die-welt.de/en/bread-for-the-world/cooperation/scholarships/scholarship-accompanying-support-programme/> ).

### 2. Mentor & Protegee-Programm

#### Contact information:

- **Website:** <https://be-an-angel.org/what-we-do/elementor-3332/>

- **Phone:** +49 30 902 98 2870
- **E-mail:** info@be-an-angel.org

The Re:Build Ukraine: Mentor & Protégé Program offers Ukrainian single mothers (Protégées) the opportunity to further their education through one-on-one mentorship with professionals (Mentors) in their desired field, remotely and at times that suit the women's schedules for coaching and instruction. Through this program, they can develop business ideas, improve their English skills, and gain the necessary tools for entrepreneurial activities or building their own businesses. The program is a pilot project, and its structure can be implemented anywhere if successful, with the goal of scalability and open-source accessibility.

Each single mother is paired with a mentor who supports her in achieving her individual goals. Mentors assist in the development and implementation of business ideas and deepen the entrepreneurial knowledge of the protégées. Goals, deadlines, and processes are jointly established to ensure efficient collaboration. The program offers flexible remote learning options through online one-on-one instruction and meetings. It helps the mothers become self-sufficient, independent, and productive members of society. Special attention is given to the specific challenges these women face, such as trauma, language barriers, and the lack of support networks. The program fosters trust and good communication between mentor and protégé and addresses psychological needs. The mentors are thoroughly prepared to provide the best possible support.

### 3. Initial Orientation Course -MiA-Kurs

#### Contact information:

- **Website:** <https://www.bamf.de/DE/Themen/Integration/ZugewanderteTeilnehmende/AngeboteFrauen/Kursprogramm-MiA/kursprogramm-mia-node.html>

Initial orientation course – a so-called MiA course – was set up, where female migrants meet to discuss everyday life issues and improve their German language skills in the process

### 4. Learning the Language (Germany)

#### Contact information:

- **Website:** [https://www.anerkennung-in-deutschland.de/html/en/index.php?gclid=EAlalQobChMI9OaeuP2f-AIVgoxRCh3i8w7CEAAYASAAEgLQWPD\\_BwE](https://www.anerkennung-in-deutschland.de/html/en/index.php?gclid=EAlalQobChMI9OaeuP2f-AIVgoxRCh3i8w7CEAAYASAAEgLQWPD_BwE)

The vhs Learning Portal (<https://www.vhs-lernportal.de/wws/9.php#/wws/home.php>) is a nation-wide learning platform for basic education and German as a second language (up to level B2). The learning area 'German as a second language' is recognised as standard teaching material in the integration courses. The use of the vhs Learning Portal is free of charge for learners and can be used by refugees from Ukraine who want to learn German independently of course offers.

## 5. Recognition of Certificates

### Contact information:

- **Website:** <https://www.brot-fuer-die-welt.de/en/bread-for-the-world/cooperation/scholarships-1/special-programme-for-ukrainian-refugees-in-germany/>

Recognition is not necessary for certain non-regulated occupations, such as motor vehicle, mechatronics technician or office management assistant.

Recognition of certificates is required for regulated professions. Regulated professions are legally protected professions, e.g. in the field of care, health and education. In the procedure for the recognition of foreign professional qualifications, coordination between the Federal Government and the Länder is underway to accelerate and simplify the process further.

The portal 'Recognition in Germany' (Anerkennung in Deutschland) ([https://www.anerkennung-in-deutschland.de/html/en/index.php?gclid=EAlaIQobChMI9OaeuP2f-AIVgoxRCh3i8w7CEAAAYASAAEgLQWPD\\_BwE](https://www.anerkennung-in-deutschland.de/html/en/index.php?gclid=EAlaIQobChMI9OaeuP2f-AIVgoxRCh3i8w7CEAAAYASAAEgLQWPD_BwE)) is the coordinating body for information on the various procedures and regulations for professional recognition. The home page has had all the necessary and important information translated into Ukrainian and Russian, such as a flyer on recognition in Germany.

## 6. New assistance for Ukrainian refugees in Germany from Jobcenter

### Contact information:

- **Website:** [https://visitukraine.today/de/blog/1935/new-assistance-for-ukrainian-refugees-in-germany-from-jobcenter-how-to-get-it?srsltid=AfmBOoq3sNPz1EnVOGYv51t64K\\_FJIRYmAoBI8AtRI2vnUzXGrf2vTKq#new-assistance-for-ukrainians-in-germany-details](https://visitukraine.today/de/blog/1935/new-assistance-for-ukrainian-refugees-in-germany-from-jobcenter-how-to-get-it?srsltid=AfmBOoq3sNPz1EnVOGYv51t64K_FJIRYmAoBI8AtRI2vnUzXGrf2vTKq#new-assistance-for-ukrainians-in-germany-details)
- **E-Mail:** [media@visitukraine.today](mailto:media@visitukraine.today)

The Jobcenter has been offering refugees new opportunities for further training. From now on, refugees from Ukraine can receive the following offers from the Jobcenter as part of the Teilhabe am Arbeitsmarkt program:

- The Jobcenter has been offering refugees new opportunities for further training. From now on, refugees from Ukraine can receive the following offers from the Jobcenter as part of the Teilhabe am Arbeitsmarkt program:
- Ukrainian state persons will receive financial support while learning the necessary basic skills, such as reading, math or IT;
- if Ukrainian state persons need to attend further education courses to complete your studies in your field of study, you will receive additional support in the amount of 150 euros ("Weiterbildungsgeld");
- if Ukrainian state persons participate in programs that help Ukrainian state persons return to their profession for a longer period of time, they will receive an additional "Bürgergeld-Bonus" of 75 euros per month;

- if Ukrainian state persons participate in programs that help Ukrainian state persons return to their profession for a longer period of time, they will receive an additional "Bürgergeld-Bonus" of 75 euros per month;

## 7. Learn German and Prepare for Work for Ukrainians

### Contact information:

- **Website:** <https://www.dgo-deutschland.de/en/coaching/ukrainians>
- **Phone:** +4961316362790; +49613163627980
- **E-Mail:** [kontakt@dgo-deutschland.de](mailto:kontakt@dgo-deutschland.de) ; [integrationskurs@dgo-deutschland.de](mailto:integrationskurs@dgo-deutschland.de)

For the training, Ukrainian state persons will receive

- For the training, Ukrainian state persons will receive
- Advice and coaching also in Ukrainian.
- 100% eligible for funding from the job center or the employment agency.

The training offers:

- Integration courses
- Online coaching (group and individual).

The online coaching includes the topics of

- Lack of childcare
- Health topics
- Questions about the labor market
- How do I apply?
- Where can I find vacancies?
- How can I learn something?
- What funding opportunities are there?

# 5 JOB APPLICATION PROCESS

## 5.1. Crafting an Effective Resume, Cover Letter

### Create a CV (Lebenslauf) that will convince recruiters in Germany

CV (“Lebenslauf” in German) is the most important part of an application<sup>17</sup>. Along with the cover letter, it determines whether you will be invited for an interview. It is worthwhile to familiarize yourself with the standards in Germany and to prepare your CV as well as possible.

General overview of CV writing:

- Maximum length of your CV: 2 pages
- Professional summaries with a short self-introduction are not common on CVs in Germany.
- CVs usually consist of bullet points and should not include any fully written paragraphs (the cover letter in contrast should only include fully written paragraphs).
- In case the job ad specifies that you need to include your salary expectations you can include them in your cover letter.
- Keep it updated to have it ready when needed.
- Use the same layout for your Cover letter and CV.
- Come up with a nice and clearly arranged design: Stick to one font type, 2 font sizes and 1-2 selected colors.
- The Europass CV template (<https://europass.europa.eu/de/create-europass-cv> ) can be used.
- Avoid the use of abbreviations.
- Try to make qualifications (e.g. former employers, university degrees, ...) understandable for someone who does not have any background or knowledge about a home country by including additional information (e.g. company size, location, sector, recognition status of your degree)
- If possible, write it in German and get it proofread by a native speaker

How to structure the contents of your CV

- Personal data: Name, address, age or date of birth, photo (not mandatory)
- Professional experience:

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<sup>17</sup> <https://hallogermany.com>

- In chronological order mentioning the most recent position first
- Include the duration of employment, job title, company name and location for every position mentioned
- Max. 3-5 bullet points with details on every position
- Do you have gaps on your CV? Here is a video where we explain how you can handle them: <https://www.youtube.com/watch?v=ftZIBkckKiGI> .
- Education:
  - In chronological order mentioning the most recent qualification first
  - Include your academic degrees, university name and location and the duration of your studies. If you have information about the recognition of your degree you can also list this here
  - Include your academic degrees, university name and location and the duration of your studies. If you have information about the recognition of your degree you can also list this here
- Additional qualifications
- Awards, scholarships, networks and associations, voluntary activities
- Trainings, programming skills
- Language skills and certificates
- For researchers: List of publications (in this case it is okay to add an additional page to your CV)

Make sure that your CV is ATS-friendly: An applicant tracking system (ATS) is software used by organizations to manage the hiring process. When you submit an application online, the ATS scans your resume and extracts information like skills, job titles and educational background. To increase your chances of passing an ATS scan, you must learn how ATS works so you can make your resume ATS-compliant.

The most ATS-friendly resume format is the chronological format, which lists your work experience in reverse-chronological order. It's easy for ATS to scan because it uses standard headings like "Work Experience" and "Education," avoids complex designs or graphics, and focuses on simple formatting.

Videos on CV preparation:

- CV writing: Generate your German Lebenslauf with this tool: <https://www.youtube.com/watch?v=DFeafYxpzgg&t=1sGenerieren>
- Can I apply in English if the job ad is in German?: <https://www.youtube.com/watch?v=cSP0OJsoVlg&t=1s>
- ATS test: How to test if your CV would perform well in an automatic screening: [https://www.youtube.com/watch?v=oVJ\\_Dj2DqP4&t=3s](https://www.youtube.com/watch?v=oVJ_Dj2DqP4&t=3s)
- Online CV (Lebenslauf):

- <https://www.cvmaker.de>
- <https://zety.de>
- <https://www.onlinelebenslauf.com>
- [https://www.stepstone.de/lebenslauf-erstellen/?&cid=SEA\\_GO\\_DE-DE-FUN21-CVG--B\[A\]\\_c\\_lebenslauf-design---\\_moderner%20lebenslauf\\_CvGen\\_RSA003&loc\\_interest=&loc\\_physical=1004460&gad\\_source=1&gbraid=0AAAAADj\\_ilUxCV3c-JznZqM4WiIPALdet&gclid=CjwKCAiAn9a9BhBtEiwAbKg6fk-NM3x2gghRGKU6u\\_nu9FEroCUWrymyyMLmxbTmna7\\_81b8wibMhBoCBvMQAvD\\_BwE](https://www.stepstone.de/lebenslauf-erstellen/?&cid=SEA_GO_DE-DE-FUN21-CVG--B[A]_c_lebenslauf-design---_moderner%20lebenslauf_CvGen_RSA003&loc_interest=&loc_physical=1004460&gad_source=1&gbraid=0AAAAADj_ilUxCV3c-JznZqM4WiIPALdet&gclid=CjwKCAiAn9a9BhBtEiwAbKg6fk-NM3x2gghRGKU6u_nu9FEroCUWrymyyMLmxbTmna7_81b8wibMhBoCBvMQAvD_BwE)

## How to write the perfect cover letter (Anschreiben)

General overview of Cover Letter (Anschreiben):

- General overview of Cover Letter (Anschreiben):
- If there is a motivation letter requested then you only need 2-3 sentences in the cover letter.
- Cover letters consist of fully written text and should not include any bullet points (the CV in contrast should only include bullet points).
- Check out the website/social media channels to better understand the company you are applying for.
- In case the job ad specifies that you need to include your salary expectations: Get information on kununu.com or glassdoor.de about salary structure.

Formatting and wording of your cover letter:

- Job ads in Germany are very particular and personalized applications are expected: Make sure to match your application with the contents and wording used in the job ad
- Use the same layout for your cover letter and CV (colors, font style, font size)
- Follow formatting standards (there is a DIN letter format in Germany)
- Only use written out text passages, avoid bullet points and the use of abbreviations
- Keep it formal, don't be too emotional
- If possible, write it in German and get it proofread by a native speaker
- How to structure the contents of your cover letter
- Here is an example of a cover letter:
  - Cover letter example Germany
  - Include your address and contact details in the upper part of the cover letter

- Include a subject line with a reference to the position you are applying for
- If a contact person is mentioned address it to him/ her

### **First part: The opening:**

Express your interest for the job opening you would like to apply for. If you have already talked to the recruiter on the phone, met him/her at a job fair or know someone else in the company, a reference to this can be a good start.

Express your motivation to work for this particular company (optional, you can also include this in another part of your cover letter): The corporate website or social media channels usually provide good inspiration for this.

### **Second part: Introducing your skills and your motivation:**

Outline your qualifications and motivation: Why are you the best candidate for the job? Be careful not to simply recount your background. Talk about soft skills that you have and which are particularly relevant to the job.

You can usually find out which qualifications are particularly important to the employer by carefully going through the details in the job ad. However, this is not simply a matter of listing them. Avoid general formulations such as: "I am a motivated and highly dedicated team player..." Instead, give an example from your career to date that shows how you have used your ability to work in a team or that underlines your sense of responsibility.

It is also good to establish a direct link between your past performance and your future goals and to relate your qualifications and skills specifically to the employer and the job you are aiming for. The question to be answered here is: What added value do you bring to the company? For example, according to the motto: "I would like to use my experience in the field of X to help your company achieve goal Z."

### **Third part: The closing:**

Keep in mind: Since the conclusion is the last to be read, it will also be remembered particularly well.

Mention your availability and optionally your salary expectations and/or visa status or other important factors.

Close with a friendly Call-to-action e.g. "If you have any questions, please do not hesitate to contact me at +49xxxxxxx. Apart from that I am looking forward to a personal conversation."

Check out our YouTube channel for more content on job application writing:  
<https://www.youtube.com/channel/UC3kkqGi7a2q6tQWOjQw2TuA>

Have you finished your CV and your Cover letter? There is one last step you should take before submitting your application: Make sure your application documents are ATS-friendly to make it through the first round of screening without being filtered out by automated screening tools. Find out how by reading this article:  
<https://hallogermany.com/blog/cv-ats-friendly>.

## **5.2. Preparing for Job Interviews**

## 5 ways to prepare for a job interview

So you have sent out quite a few applications and now you got a positive reply with an invitation for a job interview? Congratulations! You have every reason to be excited about this opportunity. Now it's important to be well prepared.

Here are 5 things you can do to be ready for your interview:

Take a look at the job ad again. In case you haven't saved it earlier, do save it now because sometimes job ads are taken offline after the period of advertising and you don't have access to it anymore. The job ad will help you to understand what your job will be in case you get the position. Have a close look at the requirements and qualifications they ask for. Can you come up with examples from your previous jobs where you did something similar to this job? And if you didn't, do you at least know what the particular responsibility described entails? You should be the expert for the job that you will have to do already in the interview so that you can impress the interviewers with your in-depth knowledge about the particular role.

Do some research about the company. Visit their website and social media channels and check out recent news reports. What are they working on currently? What are their values? What is their most important product or service? Can you find out anything about the company's history so far? You can also get a feeling of the company's culture, how their office looks like, who is working there, whether they have a dress code, what departments there are, etc. Try to understand the potential employer as well as you can. It might come in handy when you mention the employer's most recent project, an award they won recently, or if you know about their focus areas in different countries.

Outer appearance matters. You should think about the right clothes. In an interview in the start-up context you might not wear business attire, but something more casual. In more traditional sectors you would be underdressed if you don't wear a business outfit. If you are in doubt go for the more formal dress because it's better to be overdressed than underdressed. This applies to online interviews as well. For them, another factor comes in that you don't have when you are being interviewed in person: The right environment. Make sure you have a stable internet connection and some neutral background (not your messy bed or your kitchen sink with the leftovers from your last meal). Try to find a spot where it's not noisy, cars in the background can be as disturbing as children screaming.

Know your salary expectations. If you have not stated any salary expectations in your application, it could well be that this topic will be addressed in the interview. Even if you have already stated your salary expectations, it is important to be able to justify them in an interview. Here you will find everything you need to know about salary negotiations.

Prepare answers to questions and practice, practice, practice. Ask yourself what you would want to know if you were sitting on the other side. You can also brainstorm with some friends or family members what questions they can come up with. Practice. Do a mock interview with them and make them ask you the most difficult questions, e.g. about qualifications or experience you are missing or about a very short employment period with a company where you had problems with your colleagues or the boss. Can you explain why you think you are the most suitable person for the job despite the fact that you only fulfill 60% of the criteria mentioned in the job ad? Try to be so well-prepared that you are not confronted with any question in the interview that you didn't already think about and you have already come up with the answer in advance. It will also make you feel calmer when you go into the interview.

There are many questions that can be asked in interviews, but just to give you some ideas, we have put together a shortlist of common interview questions:

- Why are you interested in working for us/working in this particular position?
- Which are the most relevant skills that you bring to this position?
- Can you give me an example of a project where you worked under tight deadlines (time, money, resources)? How did you deal with it?
- Can you give me an example of a successful project you handled? What did make it successful and what was your contribution?
- Can you give me an example of a working situation where you did not deliver? What did you learn from this experience?
- Let's assume you would start in this role. What would you do on your first day at work?
- What factors are important to keep you satisfied in a position?
- What type of leadership works best for you?
- What are your salary expectations?
- What are your strengths/weaknesses?
- How can you be motivated? How do you motivate others?
- How can a leader fail?
- Can you describe a situation in which you learned a lot?
- How would you deliver bad news to your team?
- Do you have a role model, someone you admire?
- What do you think is the best way to resolve a conflict at work?
- How do you organize projects and tasks?
- How did you handle a situation in which you had to make an unpopular decision?
- What are you passionate about?
- What salary do you expect?
- Do you have any questions for us (apart from administrative points)?

This list is not comprehensive, of course, and there can be very specific questions about your expertise in case the job requires particular knowledge. We hope these points help you to prepare for the interview and we wish you all the best!

Tips and tricks on how to navigate work and life in Germany (know-how for internationals): <https://hallogermany.com/blog/tag/Interview+preparation>

## 5.3. Navigating Online Job Portals and Platforms

Best websites to find jobs in Germany<sup>18</sup>:

Are you wondering which websites you can use to search for jobs in Germany? Whether you're a student, graduate, or senior - there are many websites that might be of interest to you. It is well worth looking not only on the large platforms like Indeed and Stepstone where there are a lot of applicants. In Germany, there are many specialized job platforms with job offers for certain occupational groups or industries.

Let's start with some general advice on how you can start your career in Germany:

- Good preparation and networking are key success factors!
- Recruitment and networking in Germany take time: Start looking into the different options BEFORE you are desperately looking for a job
- Attend conferences and events with speakers and participants in your field of interest
- Subscribe to newsletters with your specific interests
- Note down deadlines for trainee or young professional programs
- Keep track of your applications: In many cases, the job advertisement is put offline when the application deadline has passed. Save job descriptions you are interested in and note down which jobs you applied for and when. This really pays off when you are invited for a job interview and want to prepare yourself!

Make sure your social media profile is always up to date

- A lot of employers in Germany use LinkedIn or Xing to recruit talents.
- Job advertisements are often shared in personal networks and online: Follow employers, influencers or recruiters that interest you on social media channels.
- Join groups with areas of interest to you e.g. career groups, sector specific groups.
- Take a look at our article on what to write in LinkedIn messages: <https://hallogermany.com/blog/linkedin-messages-what-to-write>.

Start learning German as early as possible: It is true that on average Germans have a good command of English, but the working language of most companies is still German. That's why knowledge of German will increase your job chances considerably! You're not convinced yet? Check out this article by ProRecognition (<https://prorecognition.in/6-reasons-to-learn-german-before-starting-your-job-search/>) which names six reasons to learn German before starting your job search. We have also compiled a list of tips for learning German for you: <https://hallogermany.com/blog/learning-german-tips> .

Check out local or sector-specific job platforms:

As already explained, there are a large number of job platforms in Germany. In this list we are continuously collecting websites that might be interesting for you. In addition to LinkedIn and Xing, there are a lot of websites that could be interesting.

Here is an extensive list of other boards that might be interesting for you:

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<sup>18</sup> <https://hallogermany.com/blog/job-platforms-websites>

General platforms:

- [www.stepstone.de](http://www.stepstone.de)
- [www.linkedin.com](http://www.linkedin.com)
- [www.xing.com](http://www.xing.com)
- [www.glassdoor.com](http://www.glassdoor.com)
- [www.monster.de](http://www.monster.de)
- [www.indeed.de](http://www.indeed.de)

Internships, working students, jobs for graduates:

- [www.absolventa.de](http://www.absolventa.de)
- [www.jobteaser.com](http://www.jobteaser.com)
- Local university portals: Many universities in Germany have a freely accessible job portal on which local companies often advertise jobs targeting students with specific study backgrounds e.g. Technical university Berlin or Technical university Munich

Start-ups:

- [www.gruenderszene.de](http://www.gruenderszene.de)
- [www.angel.co](http://www.angel.co)
- [www.arbeitnow.com](http://www.arbeitnow.com)
- [www.germanystartupjobs.com](http://www.germanystartupjobs.com)
- [www.berlinstartupjobs.com](http://www.berlinstartupjobs.com)

Software development / Tech jobs

- [www.wellfound.com](http://www.wellfound.com) (früher AngelList)
- <https://jobs.joinimagine.com/jobs>
- [www.honeypot.io](http://www.honeypot.io)

Social / sustainability sector:

- [www.goodjobs.eu](http://www.goodjobs.eu)
- [www.idealist.org](http://www.idealist.org)

Creative:

- [www.dasauge.de](http://www.dasauge.de) (nur auf Deutsch)

Non-profit and public sector:

- <https://gesinesjobtipps.de/> (nur auf Deutsch)

Mittelstand / medium sized companies:

- [www.mittelstandsjob.de](http://www.mittelstandsjob.de)
- [www.mittelstandskarriere.de](http://www.mittelstandskarriere.de)

City-specific: Many cities or federal states have their own business development agencies that support local companies in their search for talent e.g.:

- Talent Berlin: [www.talent.berlin](http://www.talent.berlin)
- JoYo Hamburg: [www.yojo.de](http://www.yojo.de)

# 6. EDUCATION FOR ADULT WOMEN FORCED-MIGRANTS

## 6.1. Formal Education Opportunities and Programms

### Higher Education Studies and Research<sup>19</sup>:

The National Academic Contact Point Ukraine of the German Academic Exchange Service (DAAD) provides consolidated information and offers of support for students and researchers at [www.daad-ukraine.org/en/](http://www.daad-ukraine.org/en/).

The Contact Point website compiles information for students and researchers about residence, admission to university, studies, research and life in Germany. Information is available in German and English. Information in Ukrainian is currently being added. The website is meant to provide Ukrainian students with orientation in Germany's higher education system. It is also a platform for Germany's higher education and research community to compile and structure announcements about the many support offers available. Based on the DAAD's advisory services, the National Academic Contact Point Ukraine also offers targeted answers to individual enquiries. See here for the contact form: [www.daad-ukraine.org](http://www.daad-ukraine.org)

The Federal Office for Migration and Refugees has information about the possibilities of staying in Germany for the purpose of study: [www.bamf.de](http://www.bamf.de)

Since 27 April 2022, young refugees from Ukraine have been able to take advantage of government-funded German language courses through the 'Garantie fonds Hochschule' (Guarantee Fund for Higher Education) provided they have a residence title under Section 24 of the Residence Act. The programme is now also open to young refugees from other countries who have this residence title. The 'Guarantee Fund for Higher Education' supports young people up to the age of 30 who wish to take up or continue a degree course in Germany. Support is based on the integration language courses and provided in the form of tailored educational counselling and a scholarship. In addition to costs for living expenses and accommodation, the programme supports participation in:

- Intensive German language courses with the aim of completing the course at level C1,
- Intensive English language courses without prior knowledge of English with the aim of completing the course at level B1/B2,
- Subject-specific preparatory courses for Studienkolleg and university studies,
- Special courses and
- Studienkolleg courses.

Interested persons can contact the educational counselling centres of the Guarantee Fund (Bildungsberatungsstellen Garantiefonds Hochschule, GF-H, <https://bildungsberatung-gfh.de>). Here you will receive qualified advice on all questions regarding the admission, continuation and recognition of your studies. An individual education plan will be drawn

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<sup>19</sup> <https://www.germany4ukraine.de/hilfeportal-en/education-and-research/studies-research>

up together with you. You can make an appointment online or directly at one of the regional educational counselling centres Contact List GF-H counselling centres. Admission to the programme is only possible in connection with counselling and educational planning.

Studying in general is free of charge, except a small fee of less than 150€ per semester for membership in student union, library use and similar. You will have to cater for your daily needs and costs the same way as back in Ukraine. There is, once you are enrolled as visiting student or student, subsidized student accommodation and student canteen available. Rooms start from 230 € per month. More details and some pictures are found here: [www.stw-rw.de/de/studentisches-wohnen/wohnheime/wismar.html](http://www.stw-rw.de/de/studentisches-wohnen/wohnheime/wismar.html)

There is a limited contingent of free rooms available. They are assigned with the conformation of a specific arrival date.

Sharing of rental flats with a group of fellow students is also quite popular and might reduce costs a little bit.

Student jobs at our University or elsewhere in town or companies are available to earn some money. A funding can not be promised straight away, as it relies on different programmes and individual application, but in general are opportunities available.

## Vocational Education<sup>20</sup> :

In-company training (also known as 'dual training') is the most common form of vocational training in Germany. Training is provided both in a company and at a part-time vocational school. There are more than 320 training occupations.

The BerufeNavi internet portal provides support to young people on their path towards training. BerufeNavi offers a high-quality compilation of verified links to online information about career orientation and finding a training place. An introduction to the site and a user's guide in Ukrainian and Russian is here: [www.berufenavi.de](http://www.berufenavi.de)

The Federal Institute for Vocational Education and Training (BIBB) has dedicated a web page to information for Ukrainian refugees (in German): BIBB / Schwerpunkt: Ukraine, <https://www.bibb.de/de/155561.php>

The Federal Ministry of Labour and Social Affairs provides information about work and social benefits: [www.bmas.de](http://www.bmas.de)

The local employment office can help you find suitable job opportunities: [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

## 6.2. Non-formal education and Lifelong learning

Further training is offered and implemented by various protagonists, e.g. directly by the employer or company providers, by commercial further training companies and also by community and state providers. The community providers especially include trade associations, guilds, professional organisations and non-profit associations. Chambers of Commerce and Industry (Industrie und Handelskammer, IHK) or Chambers of Crafts (Handwerkskammer, HWK) are also community providers. State providers of further training are (distance) universities, colleges and other academic institutions as well as adult education centres (VHS).

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<sup>20</sup> <https://www.germany4ukraine.de/hilfeportal-en/education-and-research/vocational-training>

A Volkshochschule (VHS), sometimes also called a Bildungszentrum in German, is a non-profit adult education centre usually run by the local authority, which provides a diverse programme of further education and training courses on a wide range of topics. Typical subject areas covered by the courses at a VHS are:

- Politics, society, environment
- Job and career
- Foreign languages, as well as German as a foreign or second language
- Dealing with and using digital media
- Health education, e.g. nutrition, sport
- Culture and design
- Basic education and literacy
- Preparation for obtaining school-leaving qualifications (as a way to catch up)
- Study trips and excursions

The duration of the courses ranges from a few hours to several months of study. The educational programme includes both free and fee-based offerings and is usually aimed at adults aged 16 and over, although many centres also have a programme especially for children. The courses are individually tailored to the needs of working people, job-seekers, housewives and house-husbands, as well as senior citizens, and can take place in the mornings, evenings or as intensive courses at the weekend, depending on the target group and availability. The further education offered at Volkshochschulen includes the following formats:

- Courses
- One-off events
- Compact seminars
- Study trips
- Company courses

Most towns and cities have their own local Volkshochschule. You can register for available courses at a VHS near you at any time. A full overview of courses offered both online and on site at Volkshochschulen in Germany is available here. In addition to the courses offered, the national association of Volkshochschulen, known as the German Adult Education Association in English (DVV), provides an online offering for studying writing, reading and arithmetic. More information on this offering is available here: <https://www.vhs-lernportal.de/wws/9.php#/wws/home.php?sid=41945327956059477256639975047973310624953677409761010168120522052550Safb5b2f5> .

Using the search engine of the Deutscher Bildungsserver (German Education Server) for further training courses (<https://www.iwwb.de/kurssuche/startseite.html> ) you can currently search approximately 3.5 million course listings. The “InfoWeb Weiterbildung” is a meta-search engine that can be used to search for further training offers in all areas of further training throughout Germany. This searches various national and regional further training information systems simultaneously with a uniform search mask. So with just one search query, about 85 databases are currently searched at the same time.

On the website “Deutscher Bildungsserver” (<https://www.bildungsserver.de> ) you can also search specifically for further training offers in individual Länder (<https://www.bildungsserver.de/weiterbildung-laender--1201-de.html> ). At the Volkshochschulen (adult education centres) you will also find purely online further training courses (<https://www.volkshochschule.de/online-lernen> ).

## 6.3. Recognition of Prior Learning and Qualifications

**Recognition procedure:** How does the recognition procedure work? During the recognition procedure, the competent authority checks whether your qualification is equivalent to the German reference occupation. During the recognition procedure, the competent German authority checks whether your foreign qualification is equivalent to a German one or whether there are differences. The procedure is also known as “equivalence assessment”. Once your documents have been submitted in full, the competent authority will normally consider them within three to four months. To find out exactly how the recognition procedure works and where you can get specific information about your profession, visit the “Anerkennung in Deutschland” portal: <https://www.anerkennung-in-deutschland.de/html/en/index.php> .

**Result of the recognition procedure:** Your foreign qualification is recognised if it is equivalent to the German qualification. If substantial differences are identified in the equivalence assessment, then it depends on the type of profession:

- In the case of non-regulated professions, the qualification is partially recognised if parts of the vocational training are equivalent and others are not. A notice will be issued to you, stating the substantial differences compared to the German reference profession. Substantial differences are usually compensated by completing refresher training. You can then submit a follow-up application to obtain full recognition of your qualification.
- In the case of regulated professions, the competent authority specifies a compensation measure that you will need to follow to compensate for the substantial differences. After you have successfully completed the compensation measure, the equivalence of your foreign qualification is established. The further criteria for authorisation to practise a profession are then assessed. The result of the recognition procedure is communicated in an official notice (recognition notice).

To find out if you need proof of recognition of your qualifications to work in Germany, see the “Who needs recognition?” section: <https://www.make-it-in-germany.com/en/working-in-germany/recognition/who-needs> .

Within a recognition partnership, it is possible to work in Germany and at the same time complete the recognition procedure after entering the country. For more information, see the “Visa for employment within a recognition partnership” section: <https://www.make-it-in-germany.com/en/visa-residence/types/visa-recognition-partnership> .

Use the Quick-Check (<https://www.make-it-in-germany.com/en/visa-residence/quick-check> ) to find out in advance about your employment opportunities, with or without recognition.

**Qualification measure:** If you come from a non-EU country and substantial differences have been found in the assessment of the equivalence of your qualifications, you can obtain a residence title for the purpose of having your qualifications recognised. This applies irrespective of whether the intended employment is in a regulated or non-regulated profession. This residence title allows you to enter Germany to complete a qualification measure. More information is available in the “Visa for the recognition of foreign qualifications” section: <https://www.make-it-in-germany.com/en/visa-residence/types/recognition> .

The content of this qualification measure can vary greatly depending on your profession and level of knowledge. For example, you might learn job-related German or broaden your

technical or theoretical knowledge. In regulated professions (e.g. health and care professions), you can take an adaptation period or an examination.

You can get advice about qualifications in Germany in advance. You can find an appropriate counselling centre on the “Anerkennung in Deutschland” portal.

Once you have successfully completed your qualification measure, you can submit a follow-up application for an equivalence assessment to obtain full recognition of your qualification.

**Implementation of a skills analysis:** If you are unable to provide all the documents relating to your non-academic vocational qualifications, you may be able to provide practical evidence of your vocational skills. For all dual vocational training occupations, Master craftsperson occupations and advanced training occupations, a skills analysis can be used. The competent recognition body in Germany will decide whether a skills analysis is necessary. For more information, visit the “Anerkennung in Deutschland” portal: <https://www.anererkennung-in-deutschland.de/html/en/pro/skills-analysis.php> .

Third-country nationals who are abroad can enter the country for a skills analysis. More information is available in the “Visa for the recognition of foreign qualifications” section: <https://www.make-it-in-germany.com/en/visa-residence/types/recognition> .

**Recognition procedure costs:** The recognition procedure can cost hundreds of euros, depending on the case. Examples of additional costs that may be incurred in a recognition procedure include fees for documents, translations and certifications, travel expenses and fees for compensation measures or refresher training if required. In some cases, you may be eligible for funding to help with these costs. For more information, visit the “Anerkennung in Deutschland” portal: <https://www.anererkennung-in-deutschland.de/html/en/financial-support.php> .

Information and counselling services related to the recognition procedure: Initial advice can be obtained by calling the Federal Office for Migration and Refugees (BAMF). This hotline provides initial information in German or English on the recognition of foreign non-academic vocational qualifications in Germany.

For more detailed advice and assistance with the recognition procedure, you will be referred to the Service Center for Professional Recognition (ZSBA) at the Federal Employment Agency (BA). You can also contact the ZSBA directly by sending an email to: [recognition@arbeitsagentur.de](mailto:recognition@arbeitsagentur.de) .

The ZSBA’s consultants can help you compile the necessary documentation, fill in the correct application forms, and communicate with the relevant authorities. This allows those seeking recognition to plan ahead, avoid mistakes and save time. Consultation is free and without obligation.

Find out more about the services provided by the ZSBA: <https://www.anererkennung-in-deutschland.de/html/en/service-center-for-professional-recognition.php> .

Watch this video to find out how consultation for the professional recognition procedure works in Germany: <https://www.youtube.com/watch?v=EHSv5iCgtiw>

# 7. ENTREPRENEURSHIP AND SELF-EMPLOYMENT

## 7.1. Assessing Your Entrepreneurial Potential

Under certain circumstances, foreigners who are already resident in Germany and who have received a residence permit for a purpose other than self-employment can engage in self-employed activity. More information about this can be found on the website of the Federal Office for Migration and Refugees: [https://www.bamf.de/EN/Startseite/startseite\\_node.html](https://www.bamf.de/EN/Startseite/startseite_node.html)

**Planning your start-up:** How can you transform your business idea into reality? This is the question you need to answer in your business plan. More importantly, you will also explain what's new and special about your endeavour. You should also emphasize how your products or services benefit customers. You should explain in detail the costs of your product or service and the price at which you intend to offer them. Make it clear how your product or service is different from that of competitors. State who you think will buy what you have to offer, explain your choice of location and how your product (your service) is to be marketed. Further information:

- Your business plan: <https://www.wir-gruenden-in-deutschland.de/en/planning-your-business/the-business-plan>
- The "Unternehmerwerkstatt Deutschland" offers Germany's first free English digital platform to work on your business and financial plan: <https://www.uwd.de/web/uwd/start>.

**Financing:** How much money do you need for your start-up? Many people starting out in business calculate with too tight a budget and then run out of money halfway through either because business didn't go as well as they had hoped for or due to some other unexpected event. You should always include a buffer in your financial planning. Information and advice can be also found at: <https://www.foerderdatenbank.de/FDB/DE/Home/home.html> :

- Equity requirement? - How much money can you invest in your project? If you are setting up a small office or a small company, you may even be able to finance it by yourself. In most cases, however, you will need to borrow money. And this is usually not possible without equity. After all, nobody should rely entirely on third-party financing and you will not be able to find anyone who will lend you money if you yourself are not willing to invest a reasonable amount of your own money in your project. If you do not have enough money to get your business up and running, you should look for other sources of finance as soon as possible. As a rule, start-up financing is made up of a government assistance loan, a bank loan and the founder's equity.
- What about collateral? - Every investor will, of course, want security in case the borrower is not able to pay back the loan. In the case of bank loans, collateral is required. This can be cars, securities or real estate. Even public loans may also require that a certain percentage be secured by collateral. However, when it comes to collateral, there are

some things you should remember. Using the home in which you live as collateral could be a problem. The same applies to life insurance policies for when you retire.

- Support and subsidy programmes - The federal government, federal states and the European Union offer support programmes to assist people starting out in business. This support usually comes in the form of loans. Public loans typically come with low interest rates, long terms and often with a redemption-free period before you begin repaying the loan. Financing programmes are for example the My Micro-loan (Mein Mikrokredit) (information only available in German) or the financing programmes of the KfW.
- Furthermore, the EXIST Business Start-up Grant supports students, graduates and scientists from universities and research institutes who want to turn their business idea into a business plan. The start-up projects should be innovative technology or knowledge based projects with significant unique features and good commercial prospects of success.

## Formalities and public authorities

Before you launch your new company, you will need to deal with a few formalities:

**Trade Office (Gewerbeamt):** People who want to set up a trade business are required to register their project with the Trade Office (Gewerbeamt) in the municipality in which the business is to be established. To do this, you will need:

- A valid ID document or passport
- Depending on the activity (e.g. catering), a permit or approval
- A crafts card if you are planning to set up a business in the skilled crafts sector
- A trade card for activities similar to those in the skilled crafts sector
- A residence permit that also allows you to pursue a self-employed commercial activity
- Between ten and forty euros for the registration fee
- A police clearance certificate or information from the Central Commercial Register may be required.
- You should describe the commercial activity in as much detail as possible. There are also rules that apply to the description of your company. Business registrations usually take just a few days to be processed. Freelancers do not have to register with the Trade Office, but contact their Tax Office directly.

The Trade Office automatically notifies the following authorities where you must also be registered:

- Tax Office (Finanzamt),
- your trade association (Berufsgenossenschaft),
- the Chamber of Industry and Commerce (Industrie- und Handelskammer IHK) or the Chamber of Skilled Crafts (Handwerkskammer HWK),

- the local court (Amtsgericht) or registry court (Registergericht), (the commercial register (Handelsregister) is kept there)
- the trade supervisory office (Gewerbeaufsichtsamt), which is responsible for the occupational health and safety of your employees and customers, checks, for instance, ovens, beverage dispensers, etc.

What you need to know before you go to the Trade Office:

- What kind of business do I want to start?
- Do I need a permit (approval, license)?
- Where will I set up my business?
- Which legal structure will my business have?
- Tax Office (Finanzamt)

As someone setting up a business, you will automatically receive the "Questionnaire for tax registration" (Fragebogen zur steuerlichen Erfassung) from your Tax Office (Finanzamt) after you have registered your business.

As a freelancer starting out in business, you will have to contact the Tax Office yourself. You will have to complete the questionnaire, providing details of your future sales and profits. Please be careful when completing this questionnaire and provide a realistic estimate of your expected sales and profits.

**Chamber of Industry and Commerce (Industrie- und Handelskammer IHK):** All domestic companies in Germany (with the exception of the skilled crafts, the liberal professions and farmers) are members of a Chamber of Industry and Commerce (Industrie- und Handelskammer IHK). They offer an extensive range of consultancy services and seminars for members and advise people starting out in business.

For certain professions, the chambers also offer examinations in subjects and skills that are required in order to obtain a licence for a profession, e.g. in the taxi or car rental sector or for the hotel industry.

Membership with the Chamber of Industry and Commerce is required by law and a membership fee is charged. Businesses automatically become a member as soon they have been registered with the Trade Office (with the exception of the liberal professions, skilled crafts, agriculture). The founder then receives a letter from their local Chamber of Industry and Commerce containing all the necessary information regarding membership.

**Chamber of Skilled Crafts (Handwerkskammer HWK):** If you wish to go into business with a skilled craft that requires a licence, you will need an exemption for your registration in the Trades Register (Handwerksrolle) at the Chamber of Skilled Crafts (Handwerkskammer). You can find an overview of the skilled crafts that require a license as well as detailed information on the Federal Portal.

If you wish to work exclusively across the border (i.e. while having your place of business in your home country), you will not have to be registered in the Trades Register, however, you will require an exception issued by the Chamber of Skilled Crafts.

The chamber must confirm that you meet the relevant preconditions in order to perform the skilled craft in question in Germany. In order to receive such a certificate from the Chamber of Skilled Crafts, you will have to provide proof of the type and duration of the profession carried out by you in your home country.

You are not required to provide proof of work experience if you can provide a certificate of competence that meets with the European guidelines for the recognition of certificates of competence (e.g. a diploma or examination certificate). If you wish to pursue a skilled craft in the health sector, you will always need such a certificate of competence. Work experience alone is not sufficient.

**Health insurance (Krankenversicherung):** You should notify your health insurance company (Krankenversicherung) that you are about to become self-employed. They will first check whether this is a full-time activity and your contribution payments will be then calculated on this basis.

**Pension insurance (Rentenversicherung):** Please note that for some self-employed activities membership in the statutory pension fund is mandatory. This applies, for instance, to skilled craftspeople, midwives, teachers, artists and publishers. To find out which other professions belong to this category, go to: Gesetze-im-Internet.

**Commercial Register (Handelsregister):** The Commercial Register (Handelsregister) at the local court (Amtsgericht) provides the public with information regarding the circumstances of the commercial operations registered there. It provides information regarding who is permitted to represent a company and who is liable.

Business people (Gewerbetreibende) and corporations (Kapitalgesellschaften) (e.g. a limited liability company "GmbH") must be registered in the electronic Commercial Register. Normally, this will be carried out by a notary.

Members of the liberal professions (Freie Berufe) and small businesses (Kleingewerbetreibende) are not registered in the Commercial Register. Small businesses operate facilities with very simply structured, limited and transparent business relationships (information is available from the Chambers of Industry and Commerce).

**Chambers of the liberal professionals:** Some members of the liberal professions are required to be members of their respective chamber. These professions include, for instance, doctors, chemists, architects and consulting engineers.

**Construction Office (Bauamt):** If you wish to use rooms that were previously used for other purposes as your future business facility, you will need to apply for a change in use from the relevant Construction Office. The planning of rebuilding work and new buildings for commercial purposes must also be co-ordinated in good time with the Construction Office.

**Public Health Office (Gesundheitsamt):** Depending on which sector you wish to work in, you may need a permit or a clearance certificate from the Public Health Office (Gesundheitsamt/Fachdienst Gesundheit). In the case of start-ups in catering, you must have attended an instruction course by the Public Health Office or a

commissioned doctor. This certificate must be submitted when you register your business and should not be more than three months old.

In the case of start-ups in catering or childcare, the Public Health Office or the trade supervisory office (varies from region to region) will also examine the standards of hygiene at your facilities. You will also need a police clearance certificate and confirmation from the Chamber of Industry and Commerce that you have participated in a seminar on hygiene and the handling of food.

**Occupational Accident Insurance Fund (Berufsgenossenschaft):** The Occupational Accident Insurance Fund (Berufsgenossenschaft BG) is the statutory accident insurance fund. Anyone who starts up a company should contact the relevant occupational accident insurance fund to find out if they need to take out insurance with this fund.

Entrepreneurs who do not employ staff are not always required to contribute to this fund. Voluntary insurance with the occupational accident insurance fund can, however, make sense because this will protect you against the consequences of work accidents and occupational diseases. You can find a list of occupational accident insurance funds at: German Social Accident Insurance.

**Employment agency (Agentur für Arbeit):** If you are receiving unemployment benefit I and wish to apply for a start-up grant, you will have to contact your employment agency (Agentur für Arbeit). Recipients of unemployment benefit II can contact their local provider of basic benefits for job-seekers (Träger der Grundsicherung für Arbeitsuchende) (job centres) to receive the integration grant for becoming self-employed.

If you were previously employed in Germany and have paid into the social insurance scheme, you can apply to the job centre to continue to be insured in the unemployment insurance scheme [Arbeitslosenversicherung] within the first month of your self-employment.

If you employ people in regular jobs, in so-called 450-euro jobs or as trainees, you will need a company number. You can apply for this 8-digit number at the company number service at the Federal Employment Agency. This number is used to register and de-register employees and to settle contributions to the health, pension and unemployment insurance schemes.

## Legal structures

A legal structure is like the solid backbone for your company. You can choose between different legal structures:

**Sole proprietorship (Einzelunternehmen):** If you open a business alone, either as a business person or as a freelancer, this automatically means sole proprietorship. It is easy to establish a sole proprietorship. This is carried out when

- business people register their commercial activity with the Trade Office
- freelancers apply to the Tax Office for a tax number.

As a sole proprietor you are fully liable with all your assets, including your private assets.

You are required to register your company in the Commercial Register (Handelsregister). By registering in the Commercial Register, you assume all the rights and obligations of a merchant. For more details regarding this matter, please contact the Chamber of Industry and Commerce.

Important: Small businesses with simple and limited business structures as well as freelancers who are members of the liberal professions are not registered in the Commercial Register.

**Limited liability company (GmbH)** or a provisional company with limited liability (Unternehmergeellschaft (haftungsbeschränkt) UG).

A GmbH or UG company is established by at least one shareholder. The UG company is subject to the law that governs limited liability companies. The articles of association for both the GmbH and the UG company must be notarised. The notary forwards the articles of association to the Commercial Register.

The minimum capital requirement for the GmbH is €25,000; the minimum initial contribution for the UG is €1 at the time of its establishment. The UG company is then required to appropriate 25 percent of its profits to a statutory reserve until the required minimum capital of €25,000 has been generated. The UG company can then be converted to a GmbH company.

In this article you will learn more about the topic: <https://www.ihk.de/stuttgart/english/services2/business-support/gmbh-and-ug-3977964> .

**Civil law partnership (GbR):** If you are joining forces with one or more partners, you will automatically form a civil law partnership (Gesellschaft bürgerlichen Rechts) (GbR or civil-code company). A civil law partnership can be established both by business people and by freelancers. There are no special formalities that apply to this kind of company. A written agreement is, however, recommended and there is no minimum capital requirement. All of the partners are liable with their private assets for all of the company's debts (e.g. tax debts). Special rules can be agreed to in the articles of association (internal relationship).

Other legal structures:

- Kommanditgesellschaft (KG)
- Offene Handelsgesellschaft (OHG)
- Partnerschaftsgesellschaft (PartG)
- GmbH & Co. KG

Your choice of legal structure has financial, fiscal and legal implications. You should certainly first contact a consultant at the Chamber of Industry and Commerce or the Chamber of Skilled Crafts and discuss the matter with your tax advisor. Your choice in favour of or against a particular legal structure is never final. If your company's needs change, you can change its legal structure at any time.

## Taxes

You should address the topic of taxes even before you start up your company. Before choosing a particular legal structure, you should consult a tax advisor (Steuerberater) in order to find out about the fiscal implications of your decision. You should be familiar with these taxes:

- **VAT (Umsatzsteuer):** VAT (Umsatzsteuer) is payable when you sell goods or services. The standard rate is 19% and a reduced rate of 7% is applicable, for instance, to professions in the arts and the media. You are required to bill your customers VAT and to state this separately in your invoices. You should take note of the information that is required in your invoices. You are then required to pay the VAT which you receive from your customers to the Tax Office as part of your VAT return (Umsatzsteuer-Voranmeldung).
- **Input tax (Vorsteuer):** You pay input tax on (almost) all company-related purchases. You should ensure that this tax is stated separately on the invoices which you pay. (Note: Invoices do not use the term "input tax" (Vorsteuer), but "VAT" (Umsatzsteuer).) You can then deduct this input tax (Vorsteuer) from the VAT (Umsatzsteuer) which you pay to the Tax Office as part of your VAT return (Umsatzsteuer-Voranmeldung).
- **Income tax (Einkommensteuer):** Anyone who generates or receives income is required to pay income tax (Einkommensteuer). The income tax rate depends on the personal profit that you generate with your company (less all of your operating expenses). In the first year of your self-employment, the Tax Office will estimate your profit on the basis of the information you provide. The Tax Office will then determine a certain sum which you will have to pay as quarterly advance payments. If your income is higher than initially expected, you will have to pay tax arrears the following year. If you have to pay both tax arrears and income tax pre-payments at the same time, you may find yourself in some financial difficulty. You should hence contact your tax advisor to find out whether you can expect tax arrears and how much this will be so that you can put aside money to cover this.
- **Trade tax:** You will be required to pay trade tax every quarter to your municipality. Once a year, you or your tax advisor, respectively, will be required to issue a trade tax return and to send this to the Tax Office.
- **Corporation tax (Körperschaftsteuer):** Corporation tax (Körperschaftsteuer) is payable solely for the profit generated by corporations (Kapitalgesellschaften) (GmbH, AG). You will be required to pay corporation tax every quarter in advance to the Tax Office (Finanzamt) responsible for your company.

### Small entrepreneur regulation

There are a number of rules designed to make business easier for small entrepreneurs.

If you fulfil both of the following preconditions, you will not be required to pay VAT (Umsatzsteuer) to the Tax Office (Finanzamt):

- your turnover (Umsatz) including payable tax did not exceed €17,500 in the previous calendar year and
- your turnover (Umsatz) plus payable tax is not expected to exceed €50,000 in the current year.

At the time you establish your business, you should realistically estimate the total turnover you expect to generate. In the year of establishment, the expected total turnover for the current calendar year, including VAT, may not exceed €17,500.

Note: Anyone who does not pay turnover tax is not entitled to claim input tax. If you as an entrepreneur have high expenditure on investments and/or deliveries, you should consider waiving the tax exemption for small entrepreneurs. You should discuss this matter with your tax advisor.

Further information: Tax Information Centre:  
[https://www.bzst.de/EN/Service/Tax\\_Infocenter/tax\\_infocenter\\_node.html](https://www.bzst.de/EN/Service/Tax_Infocenter/tax_infocenter_node.html)

## Insurance and personal health and security provisions:

Before requesting offers for insurance, you need to know what your main risks are and where real damage can occur. Company insurance: Before requesting offers for insurance, you need to know what your main risks are and where real damage can occur. Examples of company insurance

- Corporate liability insurance (Betriebs-Haftpflichtversicherung): to cover claims for damages by third parties, e.g. by customers, suppliers, visitors and employees
- Professional liability insurance (Berufs-Haftpflichtversicherung): For services companies and freelancers. This type of insurance covers the financial consequences of a professional oversight, for instance, incorrect advice, appraisal.
- Business interruption insurance (Betriebs-Unterbrechungsversicherung): to cover running costs, such as wages, salaries, rent and interest, etc. at times when revenues cannot be generated.

## Personal insurance

- **Health and disability care insurance:** If you are planning on changing from the statutory health insurance scheme to private health insurance, you should first consider the advantages and disadvantages of such a move. If you opt for private health insurance, you will normally not be able to return to the statutory health insurance scheme. The consumer advice centres can advise you in this matter.
- **Daily sickness allowance:** A self-employed person who is unable to work (for instance, due to illness) will usually cease earning. A daily sickness allowance (Krankentagegeld) can offset these losses in income. This type of insurance can be taken out under voluntary statutory health insurance or as private insurance. You should compare insurance companies! Rates can differ considerably. You can also contact the consumer advice centres for assistance.
- **Occupational disability insurance:** Occupational disability insurance provides you with a monthly pension should you find yourself unable to pursue your occupation. When taking out this kind of insurance, please check to see if you should take out separate accident insurance. For more advice in this matter, you should contact the consumer advice centre.
- **Statutory disability scheme:** Unlike private occupational disability insurance (Berufsunfähigkeitsrente), the statutory disability scheme (gesetzliche

Erwerbsminderungsrente) of the statutory pension fund will only pay out when the person insured is unable to pursue any kind of work, irrespective of their qualifications or their last job.

- **Accident insurance:** The employers' liability insurance association, i.e. statutory accident insurance scheme, is an important addition to all other forms of insurance. Private accident insurance is another option. Both types of insurance pay out when an accident results in invalidity. Entrepreneurs or freelancers are not normally compulsorily insured, however, they can insure themselves voluntarily with their employers' liability insurance association against the consequences of accidents at work or on the way to and from work. The industrial/commercial employers' liability insurance associations are organised according to sectors. As always, it is important to obtain advice here.
- **Life insurance:** A risks-only life insurance policy is the best way to protect the financial future of your family. This type of insurance becomes payable when the insured party dies. The level and duration of cover can be agreed to individually.
- **Pension provision:** If while working as an employee you already paid into the statutory pension fund you will continue to be entitled to your claims. Self-employed freelancers and business people can continue to pay into the German Pension Insurance scheme and/or can take out private pension insurance. Some self-employed people are obliged to be insured in the statutory pension insurance scheme. This applies, for instance, to skilled craftspeople, midwives, teachers, artists and publishers.

## Contracts

As an entrepreneur, you will continually be concluding contracts, especially

- purchase agreements (Kaufverträge),
- service contracts (Werkverträge) and
- employment contracts (Arbeitsverträge).

You can, for instance, use template contracts or have them adapted to your specific needs by an attorney or notary. Template contracts are, for instance, available on the websites of the Chambers of Industry and Commerce. Have an attorney or a notary check important contracts with regard to your specific case. Please observe the following points when drawing up contracts:

- **Binding effect:** Contracts must be adhered to. Special attention should therefore be given to contract negotiations. Each party to the contract is responsible for ensuring that they can meet the obligations undertaken.
- **Validity:** Contracts can in principle be concluded orally. This applies, for example, to everyday things like purchasing office supplies or foodstuffs, but also to work contracts and service agreements. Other contracts should be made in writing. This applies, for instance, to many types of contracts made between an entrepreneur and a consumer (e.g. hire purchase business or consumer loan agreements). Land transfers and property encumbrances must be additionally notarised. This also applies to company law contracts of a private limited company. Binding lists showing the form required for the various types of contracts can be obtained from an attorney.

Important: Faxes are not recognised as a written form of contract; emails are only recognised if they bear a digital signature in accordance with the Digital Signature Act. Hotline +4930-3460 5 60.

## 7.2. Resources and Support for Starting a Business

### 1. Chambers of Industry and Commerce (Industrie- und Handelskammern IHK)

**Contact information:**

**Website:** <https://www.ihk.de/#ihk-finder>

General advice on all matters related to starting up in business (free). The address of your nearest Chamber of Industry and Commerce can be found on the website of the German Association of Chambers of Industry and Commerce (Deutsche Industrie- und Handelskammer)": <https://www.ihk.de/#ihk-finder> .

### 2. Chambers of Skilled Crafts (Handwerkskammern HWK)

**Contact information:**

**Website:** <https://www.zdh.de/ueber-uns/organisationen-des-handwerks/handwerkskammern/deutschlandkarte-der-handwerkskammern/>

General advice on all matters related to starting up in business (free). The address of your nearest Chamber of Skilled Crafts can be found on the website of the German Confederation of Skilled Crafts (Zentralverband des Deutschen Handwerks): <https://www.zdh.de/ueber-uns/organisationen-des-handwerks/handwerkskammern/deutschlandkarte-der-handwerkskammern/>

### 3. Project "Wir gründen in Deutschland"

**Contact information:**

**Website:** <https://www.wir-gruenden-in-deutschland.de/en/>

Das Projekt "Wir gründen in Deutschland" unterstützt sowohl ausländische Studierende und Akademiker in Deutschland als auch im Ausland lebende Fachkräfte, die in Deutschland ein Unternehmen gründen wollen. Wenn Sie Fragen haben oder etwas nicht ganz verstehen, können Sie sich an Personen wenden, die Ihnen weiterhelfen - entweder per Telefon oder per E-Mail. Die Website ist in verschiedenen Sprachen verfügbar, z. B. in Deutsch, Englisch, Ukrainisch, Russisch, Chinesisch, Polnisch und Türkisch.

### 4. KfW

**Contact information:**

**Website:** <https://www.kfw.de/inlandsfoerderung/Companies/>

Through the federal government's financial support programmes, KfW supports people starting up in business and especially small and medium-sized enterprises. Go to the KfW website for more information about these business support programmes: <https://www.kfw.de/inlandsfoerderung/Companies/> .

## 5. Federal Employment Agency (Bundesagentur für Arbeit)

**Contact information:**

**Website:** <https://www.arbeitsagentur.de/en>

The Federal Employment Agency provides lots of information about living and working in Germany. Further information can be found on the website of the Federal Employment Agency: <https://www.arbeitsagentur.de/en> .

## 6. Institute on Liberal Professions (Institut für freie Berufe)

**Contact information:**

**Website:** <https://ifb.uni-erlangen.de/en/>

You would like to start a business, e.g. as a coach, a consultant, lawyer, doctor, engineer, alternative practitioner, artist or journalist? The Institute on Liberal Professions is one of the leading research institutes and consulting institutions for liberal professions in Germany. It offers individual start-up advice, specialized workshops and seminars, accompanied coaching for professionals and a wide range of information for company founders. Further information can be found on the website of the Institute on Liberal Professions: <https://ifb.uni-erlangen.de/en/> .

## 7. Network "Integration through Qualification" (iQ)

**Contact information:**

**Website:** <https://handbookgermany.de/en>

The Network "Integration through Qualification" (iQ) works to improve employment opportunities for people with a migration background. One objective is to ensure that professional qualifications acquired outside Germany more frequently lead to employment appropriate to one's level of education, regardless of residence status. Furthermore it provides business start-up information for foreigners with a residence permit. Further information can be found on the website of the Network iQ: <https://handbookgermany.de/en> .

## 8. Project "Handbook Germany: Together"

## Contact information:

**Website:** <https://www.wir-gruenden-in-deutschland.de/en/>

The project "Handbook Germany: Together" offers answers – from A to Z of life in Germany in articles, videos and podcasts, all on the information platform [handbookgermany.de](http://handbookgermany.de). In nine languages the website provides essential tips on work, residence law issues, housing, health and vocational training, child care, studying and much more. For further case-specific questions, there is the community platform Together in Germany: <https://handbookgermany.de/en> .

## 9. Make it in Germany - Arbeiten in Deutschland

### Contact information:

**Website für qualifizierte Fachkräfte:** <https://www.make-it-in-germany.com/en/>

The federal government's portal "Make it in Germany" (<https://www.make-it-in-germany.com/en/> ) offers a wide range of information on the subject of immigration. There, migrants can find, for example, information on the topics of visas for starting a business, looking for work, recognition, etc. The portal also contains (initial) references to information sources/advice centers on the subject of starting a business.

## 9. Business Advice

Business consultants can offer in-depth advice on business management matters (concept, marketing, organisation, controlling, etc.). Addresses can be found on the following websites:

- German Association of Management Consultancies: <https://www.bdu.de/en>
- Federal Association of Economic Consultants (Bundesverband der Wirtschaftsberater): <http://www.bvw-ev.de/beratersuche>

## 10. Tax Advice

Tax consultants provide assistance on issues relating to tax law, business management, and in choosing the correct legal structure. The addresses of tax consultants can be found on the websites of

- the German Federal Chamber of Tax Consultants (der Bundessteuerberaterkammer) (<https://www.bstbk.de/de> ) or
- the German Association of Tax Advisors (des Deutschen Steuerberaterverbandes) (<https://www.dstv.de> ).

## 11. Legal Advice

Lawyers and notaries provide assistance, for example, in matters related to legal structure and contract issues (legal structure, purchase contract, etc.). The addresses of lawyers and notaries can be found here:

- German Association of Lawyers (Deutscher Anwaltsverein): <https://anwaltauskunft.de/anwaltssuche>
- Federal Chamber of Lawyers (Bundesrechtsanwaltskammer): <https://www.brak.de/english>
- Chamber representing the German civil law notaries (Bundesnotarkammer): <https://www.notar.de>

## 12. Professional Associations

A number of professional associations, e.g. the German Association of Consulting Engineers (<https://www.vbi.de/english/>), German Association of Journalists (<https://www.djv.de/startseite/profil/der-djv/information-in-english>), etc. offer various forms of support, such as start-up advice, publications and profession-related information.

## 8. CONCLUSIONS

Migrants including Ukrainian state persons, especially women, face unique challenges when it comes to career development, education, and accessing opportunities.

However, migrant women possess immense potential for resilience and success.

Over time, many strategies and resources have emerged to support migrant women as they pursue their professional aspirations and entrepreneurial ambitions.

This guidebook provides migrants, especially women, on their work journeys in Germany with essential advice and tools:

- Legal regulations and employment requirements
- Development of support networks and organizations
- Description of job application process
- Educational opportunities for adult women-forced migrants
- Pursuing entrepreneurship and self-employment.

Migrant women are uniquely positioned to thrive in both their careers and entrepreneurial pursuits. While they may face numerous barriers—ranging from language challenges to legal hurdles—there are a wealth of strategies, resources, and support systems available to help them succeed. Whether pursuing higher education, entering the workforce, or launching their own businesses, migrant women have the opportunity to create meaningful, impactful futures for themselves and their communities.

The path to success requires resilience, self-belief, and the willingness to seek out and utilize the available resources. By harnessing transferable skills, engaging in lifelong learning, tapping into support networks, and exploring entrepreneurial opportunities, migrant women can overcome the obstacles before them and build careers and businesses that reflect their aspirations.

It's time to take action—whether it's enrolling in a language class, attending a networking event, or pursuing that business idea. The journey may be challenging, but the potential for growth, success, and personal fulfillment is limitless. The power to transform one's future lies in one's hands.