

Upon the registration you will receive your individual “Social Security Number” which you are obliged to provide to the employer. For more information check:

[www.deutsche-sozialversicherung.de](http://www.deutsche-sozialversicherung.de)

- To be entitled to receive any **unemployment benefit** you need to prove your prior full 12 month contribution to the system. You have a notification duty towards the Federal Employment Agency (local branch) which is three months prior termination of temporary fixed-term contract and the first working day in case of dismissal.
- The **health insurance is obligatory**. The responsibility of your registration is with the employer, but you can choose which of the public health insurance funds you want to be registered with. The contribution for the health insurance (approx. 8.2 % of your gross monthly salary for which the majority is covered by your employer approx. 7.3 %) is deducted automatically.
- According to the law any **employment relationship** might be **terminated** by any party only under a minimum notice of 4 weeks (during the probation period 2 weeks). Otherwise can only be agreed in the employment contract or collective agreements.
- Foreigners holding the residence permit for employment purposes are entitled to attend one **integration course** at a language school certificated by the Federal Office for Migration and Refugees. More details are available on: [www.bamf.de](http://www.bamf.de)

#### Useful contacts in Germany:

##### **The Embassy of Georgia in Germany**

Rauchstrasse 11, Berlin 10787  
Phone: +49 30 4849070, +49 30 484907-13  
Fax: +49 30 48490720  
E-mail: [berlin.emb@mfa.gov.ge](mailto:berlin.emb@mfa.gov.ge)

##### **Federal Office for Migration and Refugees**

Frankenstraße 210; D-90461 Nürnberg  
Phone: +49 911 943-0; Fax: +49 911 943-1000  
E-mail: [info@bamf.de](mailto:info@bamf.de) <http://www.bamf.de>  
Information Service (in German or English) by phone:  
+49 911 943 6390 (from Monday to Friday 09:00 am to 12:00 am)  
or via e-mail: [info.buerger@bamf.bund.de](mailto:info.buerger@bamf.bund.de)

##### **International Placement Services (ZAV) of the Federal Employment Agency (BA)**

Villemomblerstraße 76; D - 53123 Bonn  
Tel.: 0228 713-1313; Fax: 0228 713270-1111  
E-Mail: [workinggermany@arbeitsagentur.de](mailto:workinggermany@arbeitsagentur.de)

##### **Deutsches Rotes Kreuz (The German Red Cross)**

Bachestr. 11, 12161 Berlin  
Telefon: (030) 85 07 30 15  
Fax: (030) 850 05 381  
E-mail: [migrationsberatung@drk-berlin.de](mailto:migrationsberatung@drk-berlin.de)

#### **ABOUT THE PROJECT**

**Targeted Initiative for Georgia (TIG)** “Support reintegration of Georgian returning migrants and the implementation of EU – Georgia readmission agreement” is a 3 years project implemented in the framework of the Mobility Partnership concluded between Georgia and the European Union in 2009. The project is being implemented by a Consortium of 9 EU Member States (Belgium, Czech Republic, France, Germany, Italy, The Netherlands, Poland, Romania and Sweden) under the lead of the Ministry of Interior of the Czech Republic and in cooperation with the International Organization for Migration.

More information about the project can be found on

[www.informedmigration.ge](http://www.informedmigration.ge)

or by contacting us:

E-mail: [tig@tig-eu.ge](mailto:tig@tig-eu.ge);

Tel: (+995 32) 2600 955

## **EU-GEORGIA “MOBILITY PARTNERSHIP”**



## **LABOUR MIGRATION TO GERMANY**



This project is funded  
by the European Union



Targeted  
Initiative  
Georgia

### Are you interested in working in Germany?

This leaflet provides you with general guidance on how to apply for German work/residence permit including brief summary of work related rights and useful contacts to search for additional information or assistance.

### What are the steps?

1. Secure a job offer from an employer in Germany.
2. Apply for the entry visa.
3. Apply for a work/residence permit (single procedure = one application for work and residence permit).

### Where to look for information on job opportunities?

- [www.zav.de](http://www.zav.de) - website of the International Placement Services (ZAV) of the German Federal Employment Agency (BA);
- [www.jobboerse.arbeitsagentur.de](http://www.jobboerse.arbeitsagentur.de) - job portal of the BA with job offers from German employers where you can also upload your profile;
- [www.ec.europa.eu/eures](http://www.ec.europa.eu/eures) - EU Job Mobility Portal
- [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de);
- Online job portals provided by major national newspapers: [www.fazjob.net](http://www.fazjob.net) or [www.laufbahner.de](http://www.laufbahner.de)

### Where to apply for the entry visa/residence/work permit?

If going to Germany for the first time you need to apply for the **entry visa** in person at the German Embassy (consular section) in Georgia. Your application is proceeded in Germany by the local Foreigners Authority responsible according to your planned place of residence.

The final decision on your applications is consulted with the Federal Employment Agency (BA). This Agency carries out a labour market check of your vacancy (priority is given to German and EU citizens, citizens from EEA states and Switzerland as well as third-country nationals with unrestricted labour market access) and verifies if the working conditions in your employment contract are in line with labour law regulations and collective bargaining agreements.

### What documents are required for the entry visa?

- Two completed application forms (in German or English).
- A valid passport (for at least another six months) and 2 copies of the page with your passport photo.
- Two biometric passport photos (not older than 1 year).
- Birth certificate (translated to German), original + 2 copies.
- Employment contract (substitutable with a written declaration given by your future employer confirming subsequent conclusion of the contract including specification of the working conditions), original + 2 copies.
- Certificates confirming your qualifications (e.g. education degree, language certificates), original + 2 copies.
- Complete tabular CV (in German) - in duplicate.

### What are the application fees?

The entry visa application fee is EUR 60, which is to be paid upon application in GEL. The same fee is for your spouse and children if they accompany you.

Additional fee up to EUR 80 is requested in Germany on the application for the conversion of your entry visa into a residence permit.

### What is the validity of the entry visa & work/residence permit?

The validity of the entry visa is usually 3 months. Prior its expiration you need to visit the local Foreigners Authority responsible according to your place of residence and apply for a conversion into a single work/residence permit.

The entry visa entitles you to take up the job described in your visa application within the period given by its validity. The validity of the subsequent residence permit is given in accordance to the validity of your employment contract, however for max. 3 years. The residence permit may be extended provided the conditions required for its issuance remain fulfilled.

### Permits for family members

Your family members may be granted residence permits of the same duration as you on the family reunification grounds provided that your spouse and children can communicate at a basic level in

German, what is to be documented when applying for the entry visa.

Family members if they wish to work need to meet the same requirements as the principal applicant.

### What to do at the end of your employment? Can I change the job?

The residence permit is valid until the date of given expiration unless your employment terminates earlier.

In such case you are obliged to inform immediately the Foreigners Authority. If your residence permit is bound to a certain contract and you plan to change the job, you have to submit a new residence/work permit application.

### What should you know about your basic rights?

- The **employment contract** regulates both your and the employer's rights and obligations and it shall include at least the description of your duties, workplace, working hours and salary amount. Employment contract often refers to the collective agreement concluded between the responsible employers' association with the respective trade union. According to collective agreements the **working week** shall vary between 38 and 40 hours, however in practice it is 41 hours a week on average.
- There is no legally unified **minimum wage** in Germany, however minimum wages are offered in many industry related sectors. For statistics on average salaries by profession check: [www.destatis.de](http://www.destatis.de)
- Every employee in Germany is entitled to **annual leave**. The minimum duration per year is 20 days (with a five-day working week) or 24 days (with a six-day working week). It is usually between five and six weeks of regularly paid holiday. You gain full entitlement to holiday time after being employed for six months.
- The **Social Security System** of Germany consists of unemployment, health, nursing care, pension and work accident insurance and is financed through a combination of employer and employee contributions. The registration to the Social Security System has to be done by your employer.