

GUIDE

for Asylum Seekers
in Ettlingen



Ettlingen



Willkommen!

خوش آمدید Welcome!

Bienvenue! أهلاً وسهلاً

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Greeting

Dear refugee,

be welcome to Ettlingen!

The administration of the town of Ettlingen would like to help you to get along on your own as soon as possible. For a first orientation, we have prepared this guide to the city for you. In the following, you will find answers to many questions that typically arise during your first weeks in this foreign town.

You will find important information regarding our town and how to take part in normal daily life. We have collected the most important offers and offices for the areas of learning German, education, finding a job, health, family life, and leisure in this guide – the arrival period should be easier for you this way.

You are welcome in our community, and we would ask you to contribute actively to living in a peaceful and safe society. This includes sticking to our regulations and obligations, acknowledging German values, and the wish for living peacefully together.

Ettlingen is a home for people from more than 100 different nations. The cultural diversity is huge. At the same time, we think of us as being united in tolerance and openness. Differences are accepted in Ettlingen, and we emphasize what we have in common. We are happy that you are going to join us.

Yours Johannes Arnold



Lord Mayor Ettlingen



About this Guide

Welcome!

This guide to the city shall assist you in finding your ways in Ettlingen. You can look up how and where to apply for state aid or social services. And you can find out how to become a part of the German society.

Whenever you seek out the relevant offices, please take this brochure with you to avoid communication problems.



An online version of this guide for asylum seekers can be found via this QR code:

<http://www.ettlingen.de/Len/wegweiser-asyl>

Integrationsbüro Ettlingen (Integration Office)

Integration is an important topic for the town of Ettlingen. We want to create a welcoming atmosphere for migrants which is characterized by tolerance and openness and facilitates successful integration.

i Integrationsbüro Ettlingen

Marktplatz 2, 76275 Ettlingen

Phone: 07243 101-8371

Fax: 07243 101-433

Email: integration@ettlingen.de

Mon-Fri 9:00-12:00 a.m.

Mon-Thu 1:30-3:30 p.m.

and on appointment



1. Registration

Upon arrival in one of the collective living quarters (GU) for asylum seekers, the staff there will record your personal data and pass them on to Ettlingen aliens office ("Ausländerbehörde"). After this process, you are officially registered here in Ettlingen.

2. Learning German

Your key to integration is understanding, reading, and talking German.

There are German language courses run by volunteers and/or official teachers for beginners and advanced learners.

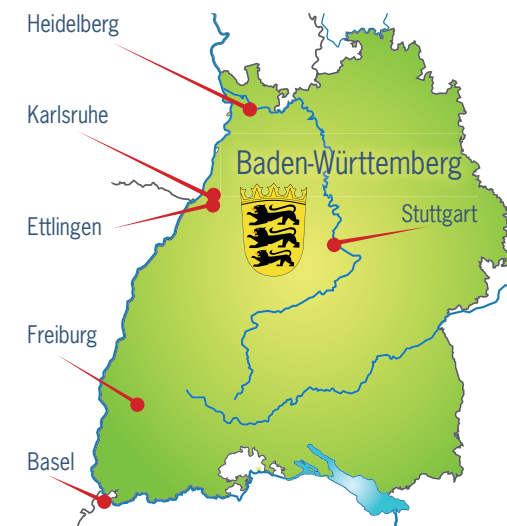
Please ask the social workers in your living quarter for present language courses.



Registration

Learning German

Orientation



3. Orientation

The town of Ettlingen is part of the region of Karlsruhe ("Landkreis Karlsruhe") and is situated near the Black Forest in the German State of Baden-Württemberg.

Ettlingen includes 6 local villages: Ettlingenweiler, Bruchhausen, Oberweiler, Schluttenbach, Schöllbronn und Spessart



Stadt Ettlingen

Inhabitants altogether	38,545		(as of 31 Dec 2015)
Lord Mayor:	Johannes Arnold		
Mayor:	Thomas Fedrow		

The map on page 30 will provide orientation in your new surroundings.

www.ettlingen.de



 Find us on Facebook



Germany is a welfare state. People who are unemployed, lose their jobs, or have a very low income, receive money from the state ensuring a better life until they earn enough themselves. This money comes from the taxes and fees of all the citizens of Germany.

1. Work permit

Asylum seekers with the status "Aufenthaltsgestattung" cannot receive a general work permit. Prospective employers and the asylum seekers have to follow a special procedure.

Procedure

1. You are allowed apply for a job on your own.
2. If you find a job please ask the social workers from your living quarter for a form of the Employment Agency ("Arbeitsagentur").
Your future boss has to fill out this form.
3. The filled out form must be passed on to the aliens office of Ettlingen ("**Ausländerbehörde**") which will send it to the Employment Agency of Duisburg for a special check.
4. If the Agency of Duisburg agrees with the application the aliens office of Ettlingen will make an entry for this work permit into your passport.



Ausländerbehörde Ettlingen

Schillerstraße 7-9
76275 Ettlingen
Phone: 07243 101-268
Fax: 07243 101-584
ordnungsamt@ettlingen.de

Mon, Tue, Thu 9:00-12:00 a.m.
Thu 1:30-5:00 p.m.

Please hand in your application form at our aliens office (Ausländerbehörde):

Necessary papers to be presented on application for your work permit:

- Identity card or passport
- Confirmation of arrivals

2. Job hunting/Employment Agency (BA)

Your work permit for Ettlingen depends on your present residence permit status.

- As an officially acknowledged refugee, you will find help at the Jobcenter.
- As long as you apply for asylum, the Agentur für Arbeit will answer your questions.



Agentur für Arbeit & Jobcenter Ettlingen

Schlossgartenstraße 24
76275 Ettlingen
Phone: 07243 54460
Fax: 07243 544630

Mon - Fri 7:30-12:30 a.m.
Thu 2:00-6:00 p.m.



3. Recognition of professional qualifications

Have you finished school or university in your country or learned a profession? Qualifications can be recognised in Germany under certain conditions.

In the following you find some advice for the recognition procedures:

For a first overview:

<http://welcome.technologie-region-karlsruhe.de/en/work-and-education/recognition/>



Multilingual information is available here:

<https://www.anerkennung-in-deutschland.de/html/en/index.php>



You can find additional advice under the following links:

<https://www.daad.de/en/>

<http://anerkennungsberatung-bw.jimdo.com/>



4. Qualification advice

As soon as your professional training or studies are fully or partly recognised you will be able to take part in further qualification courses. They will prepare you for the proper requirements regarding working in your profession in Germany.

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Qualification advice:
Interkulturelles Bildungszentrum Mannheim gGmbH (ikubiz)

N 4, 1, 68161 Mannheim
Phone: 0621 43773114

Fax: 0621 12479104
qualifizierung@ikubiz.de

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5. Bank account

In Germany, you need your own bank account ("Girokonto") to transfer and receive money and to pay invoices.

When you receive your residence title ("Aufenthalts-gestattung" or "Duldung"), please ask your social worker for an appointment with the local cooperative bank ("Volksbank").



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For personal advice please contact:
Interkulturelles Bildungszentrum Mannheim gGmbH (ikubiz)

N 4, 1, 68161 Mannheim
Phone: 0621 43773113

Fax: 0621 12479104
anerkennung@ikubiz.de

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For personal advice please contact:
Industrie und Handelskammer (IHK) Karlsruhe

Lammstr. 13-17,
76133 Karlsruhe
Phone: 0721 174-217

Fax: 0721 174-290
info@karlsruhe.ihk.de



1. Child benefit

Parents in Germany receive child benefits ("Kindergeld") for their children. These benefits are usually paid until the 18th birthday of the child. As soon as you will have been recognized as an asylum seeker, you may apply for child benefits. The family benefits office ("Familienkasse") at the employment agency will check if you are applicable for children benefits.

Please find more information in different languages under the link:

<https://www.arbeitsagentur.de/web/content/DE/BuergerinnenUndBuerger/FamilieundKinder/KindergeldKinderzuschlag/Detail/index.htm?dfContentId=L6019022DSTBAI784479>



Forms can be found at:
www.arbeitsagentur.de



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Where to apply for child benefits:
Familienkasse Karlsruhe Baden-Württemberg West
Kriegsstraße 100 | 76113 Karlsruhe
Phone: 0800 4555530 | Fax: 0721 5163 120
Email: Familienkasse-Baden-Wuerttemberg-West@arbeitsagentur.de
Mon+Tue+Thu+Fri: 8:00-12:00 a.m.
Thu 2:00-6:00 p.m.



2. Parental allowance

If a mother or father has to take a break from her or his job in order to provide full-time care after a baby is born they may be entitled to receive "Elterngeld". There are many rules for this benefit and each application will be checked thoroughly and individually. Please inform yourself via:

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Consultation parental allowance:
L-Bank Bereich Familienförderung | visitors' centre
Schlossplatz 12 | 76113 Karlsruhe
Hotline parental allowance
Phone: 0800 6645471 | Mon - Fri 8:30 a.m. - 4:00 p.m.
Fax: 0721 1503191 | Email: familienfoerderung@l-bank.de



3. Education and participation benefits (BuT)

The BuT program supports socially disadvantaged children, adolescents, and young adults who are eligible for education and participation benefits. The support is possible via money transfer or cost transfer.

Benefits may be provided especially for:

- School trips
- School supplies
- Public transport to and from school
- Special tuition
- Lunch at school, kindergarten, or other child care facilities
- Culture, sports, and leisure activities

Application: Please talk to the social workers of your living quarters.

Necessary papers to be presented for application:

Notice of approval for present social benefits ("Bewilligungsbescheid")

4. Local children and family passport ("Ettlinger Kinder- und Familienpass")

Our local passport for children and their families contains vouchers for different education and leisure facilities. We would like to support families to take part in all aspects of our society.



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Application/Ordnungs- und Sozialamt Ettlingen

Schillerstraße 7-9, 76275 Ettlingen
Phone: 07243 101-293
Fax: 07243 101-433
Email: ordnungsamt@ettlingen.de

Mon, Tue, Thu 9:00-12:00 a.m.
Thu 1:30-5:00 p.m.
Wed+Fri closed

5. Registration for nursery, kindergarten, and school

Nursery and kindergarten

Your child is between 1 and 6 years old and you have found a job or take part in a language course? Then you may apply for child care in the nursery or in kindergarten.



Please talk with the social workers in your living quarters. They will take care for the application for your child/children.

School

In Germany, attending school is compulsory. Every child that is 6 years or older must go to school. School is free of charge.

- Children and adolescents between 6 and 16 years will usually start in a preparation class ("VKL-Klasse").
- Asylum seekers between 16 and 21 years without any knowledge of the German language should attend the VAB-O classes at the local colleges for professional education at first. These classes prepare for a proper professional education and for taking up a job.

The social workers in your living quarters will take care for the registration.





1. Finding a doctor

If you are ill and have to see a doctor you will receive a special paper ("Krankenschein") in your collective living quarters. This paper is valid for a certain 3-months-period (January till March, April till June, July till September, October till December). Please make an appointment with a general practitioner (Allgemeinarzt). If you need to see a specialist the general practitioner will give you a referral ("Überweisung").



2. Advice for pregnant women

Sometimes pregnant women need special advice regarding the development of the pregnancy or they don't know how to cope with being pregnant. Women can ask for advice at the following centres:

Diakonisches Werk Ettlingen
Pforzheimer Str. 31, 76275 Ettlingen
Phone: 07243 54950
Fax: 07243 5495-99
Email: ettlingen@diakonie-laka.de

Caritasverband Ettlingen
Lorenz-Werthmann-Str. 2, 76275 Ettlingen
Phone: 07243 515-0
Fax: 07243 515-197
Email: info@caritas-ettlingen.de

3. Emergency numbers

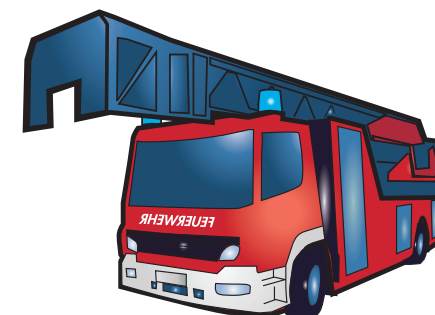
The emergency numbers 110 and 112 are always free of charge and without prefix.

Police 110
e.g. for burglary, robbery, or domestic violence

Fire brigade 112
e.g. in case of a fire in the house

Emergency medical services 112
e.g. in case of an accident with severe or life-threatening injuries; sudden life-threatening disease (like a stroke or a heart attack)

Finding a doctor at night or during the weekend 19222
Patient transport ambulance





1. Integration projects of the City of Ettlingen

K26 - Der Begegnungsladen



The K26 is an integrative meeting place in the very heart of our town. Here, the town of Ettlingen offers a meeting point for all inhabitants of our town, regardless from their original culture. This model is supported by the Department for Work and Social Affairs, Family, Women, and the Elderly with funds from

the State of Baden-Württemberg. There are many different projects like language courses, come-together-afternoons (Begegnungscafé), counselling, art projects, lectures, training courses, and multicultural festivities.



1 K26 - Der Begegnungsladen
Kronenstr. 26
76275 Ettlingen
<http://www.ettlingen.de/Integration>

Our cooperation partners are:

- Arbeitskreis Asyl Ettlingen (local voluntary team "Asylum in Ettlingen")
- Arbeitskreis Demenzfreundliches Ettlingen (local assistance for people with dementia)
- effeff - Ettlinger Frauen- und Familientreff e.V. (local association for women and families)
- Netzwerk „Ettlingen für Menschen mit Behinderung“ (local network for people with handicaps)
- Volkshochschule Ettlingen (local school for further and higher education)
- Verein „Freunde für Fremde“ e.V. (the local club "Friends for Foreigners")
- Stadtbibliothek Ettlingen (local town library)

Please check all offers in the windows of K26, in our local newsletter "Amtsblatt" under the point of „Multikulturelles Leben“, and on our homepage <http://www.ettlingen.de/Integration>.



Volkshochschule Ettlingen

The "Volkshochschule" is a local facility for further and higher education for adults.

Please check the present courses on the Internet under <https://vhsettlingen.de/Programm>.



1 Volkshochschule Ettlingen
Pforzheimer Str. 14a, 76275 Ettlingen
Phone: 07243 101-224
Email: vhs@ettlingen.de

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Bürgertreff im Fürstenberg

"Bürgertreff im Fürstenberg" is a place where the people from Ettlingen can meet, communicate, and connect with each other.

Every day, there are possibilities for all generations and cultures including sports, singing, playing, and entertainment.

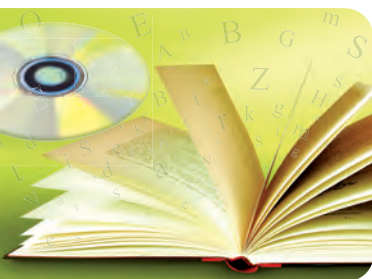
Opening hours can be found at: www.ettlingen.de/70766

1 Bürgertreff im Fürstenberg
Ahornweg 89, 76275 Ettlingen
Phone: 07243/ 101-509
Email: gwa@ettlingen.de





Library of Ettlingen



Children and adults are allowed to borrow books, games, CDs, DVDs, and journals for a certain period of time.

With a user's card for the library, you can also find media for learning German as a foreign language.



2. Other multicultural projects

Arbeitskreis Asyl Ettlingen

The "Arbeitskreis" (AK) Asylum of Ettlingen is a local cooperation of citizens from our town. All members are volunteers who offer different projects and assistance for refugees in their spare time, e.g. German courses, helping children and adolescents with their homework, lending and mending bicycles and so on.

Find out more under www.asylettlingen.de. The page has a language function for translation into different languages. You can also contact their team via email: ak@asylettlingen.de.

Your social workers in the collective living quarters will also be able to tell you about time and place of the offers of AK Asyl Ettlingen.

Every Thursday from 4 till 7 p.m., there is an open café ("Begegnungscafé") from the AK Asyl Ettlingen in K26. You are very welcome to take part.

Meeting in Percussion

The "Musikschule Ettlingen" and volunteers from the "Arbeitskreis Asyl" offer a common percussion project.



Please ask the social workers in your living quarters for further information.

Arbeitskreis Asyl Ettlingen

Homepage: www.asylettlingen.de
Email: ak@asylettlingen.de





effeff - Ettlinger Frauen- und Familientreff e.V.

The "effeff" is a center which is open for women, their children, and their families in Ettlingen.

Family Café ("Offenes Café")

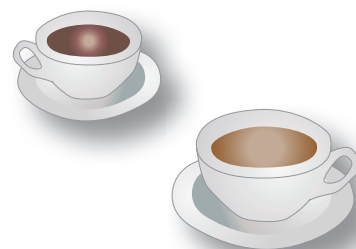
Once a week, families of different background meet at effeff for having coffee, cake, and conversation together. Usually, there are possibilities for small children to play and be creative under supervision in the playroom next door. You are welcome to join us every Thursday afternoon between 4 and 6 p.m. in the rooms of Ettlinger Frauen- und Familientreff (effeff).

German language and culture

On four days per week, we offer German courses for women and girls at different levels and take care of small children meanwhile. You will not only learn German but also get information how to get along in Germany in everyday life. The individual day and time of the course depends on the present German knowledge of our participants.

Private lessons for children of migrants

Children whose parents came from foreign countries may take part in private lessons at effeff. We form small groups for different grade levels and subjects where teachers support children according to their individual needs.



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**effeff -
Ettlinger Frauen- und Familientreff e.V.**

Middelkerkerstraße 2 | 76275 Ettlingen
Phone: 07243 12369
Email: info@effeff-ettlingen.de



right and left: kjz Specht

"Specht" Center for children and adolescents

The "Specht" Center offers different possibilities for children and teenagers to spend their spare time together, for example an open meeting every Wednesday and Friday evening and every first, second, and fourth Saturday evening in the month.

For the exact time table and other offers from our children's and teenager's center "Specht" please see: <http://www.kjz-specht.de>

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**Kinder- und Jugendzentrum
"Specht"**

Rohrackerweg 24 | 76275 Ettlingen
Phone: 07243 4704
Fax: 07243 15252
Email: jz.ettlingen@awo-ka-land.de





3. What to do in your spare time

Public pools

In Germany, everybody has to wear swimwear in a public bath. Usually, men and women go swimming in the same pool. Showers and toilets are separated, however.

There are four public pools ("Schwimmbäder") in Ettlingen.
You will find the addresses here:
<http://www.baeder-ettlingen.de>



Playgrounds and open soccer fields



There are many public playgrounds and open soccer fields in Ettlingen. Please mind the signs for special age groups and opening hours at the different places.

You will find the addresses via the following link:
<http://www.ettlingen.de/Spielplaetze>



Associations and clubs

Ettlingen has got many active associations and clubs where interested people can take part. There are for example clubs for modern arts, different sports, and many other topics. Are you an artist, an athlete, a musician, a beekeeper, or a gardener? Clubs are a good opportunity to meet other people.

All clubs of Ettlingen can be found here:
http://ka.stadtwiki.net/Verein_in_Ettlingen



4. Foodbank and second-hand goods

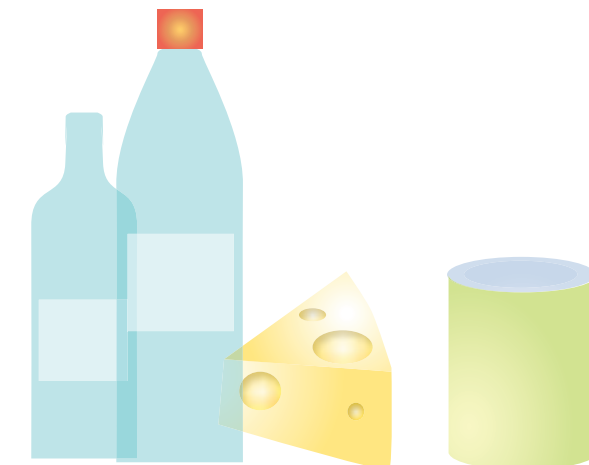
Ettlinger Foodbank

A foodbank is not like a normal supermarket. Foodbanks are only open for people with a certain card who can buy cheap food there. Asylum seekers are entitled to buying in the foodbank.
The social workers in your living quarters will help you to fill out the application for this card.

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Tafelladen Ettlingen

Im Ferning 6 | 76275 Ettlingen
Phone: 07243 5232854
Email: tafelladen-ettlingen@t-online.de
Mon - Fri 2:00 - 3:30 p.m.





Second-hand shops

Second-hand shops offer used clothes for children and adults at fair prices.



BeQua

Herzstraße 10 | 76275 Ettlingen
Phone: 07243 589700
Mon - Thu 9 a.m. - 4 p.m., Fri 9 - 12 a.m.



Kashka

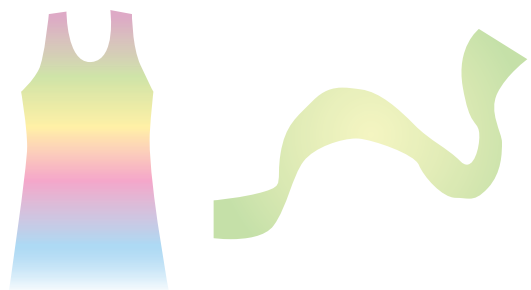
Kaiserstraße 172 | 76133 Karlsruhe
Phone: 0721 8314430
Mon - Fri 11 a.m. - 6 p.m., Sat 11 a.m. - 2 p.m.



Dèjà-vu

Fritz-Erler-Straße 1-3 (am Kronenplatz) 76131 Karlsruhe	Tue+Wed 11 a.m. - 6 p.m. Thu 11 a.m. - 9 p.m. Fri 11 a.m. - 6 p.m. Sat 12 - 3 p.m.
---------------------------------------------------------------	---------------------------------------------------------------------------------------------

Phone: 0721 5688 8316



Jacke wie Hose

Winterstraße 3a | 76137 Karlsruhe
Phone: 0721 384 3920
Mon - Fri 10 a.m. - 6 p.m.

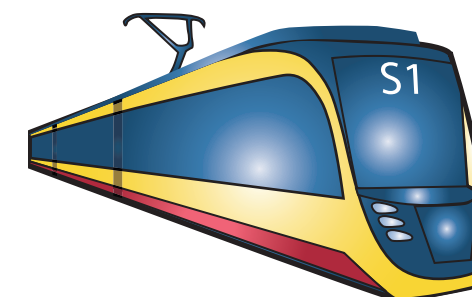


Rappelkischt

Winterstraße 3b | 76137 Karlsruhe
Phone: 0721 384 3920
Mon - Fri 10 a.m. - 6 p.m.

Mobility

You will receive a ticket for busses and trams from the social workers in your living quarters. You have to sign this ticket before using it. The ticket is valid for three months in the Karlsruhe area.



In Germany, we have freedom of faith. People of different religions live together peacefully in Ettlingen.

1. Churches and places of worship

The following link will show you the Protestant and Catholic churches in Ettlingen:
<http://www.ettlingen.de/kirchen>



There you will find addresses and times of the services.

Independent Christian churches:

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Freie evangelische Gemeinde (FeG)

Dieselstraße 52 | 76275 Ettlingen
<http://www.feg-ettlingen.de/>
Every Sunday morning at 10 o'clock.

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Liebenzeller Gemeinde Ettlingen

Mühlenstrasse 59 | 76275 Ettlingen
<http://ettlingen.lgv.org>
Every Sunday morning at 10 o'clock.

Mosque:

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Türkisch-islamischer Kulturverein Ettlingen
(Turkish Association for Islamic Culture) Mevlana Moschee

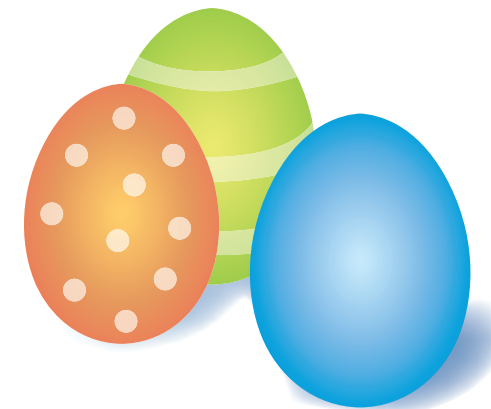
Rheinstraße 16, 76275 Ettlingen
Phone: 07243 374093



2. Public holidays

On public holidays, most shops in Germany are closed or have shorter opening hours. It is expected not to disturb other by making noise in public on public holidays and Sundays.

Public holidays	2016	2017	2018
New Year	01 Jan 2016	01 Jan 2017	01 Jan 2018
Epiphany	06 Jan 2016	06 Jan 2017	06 Jan 2018
Good Friday	25 Mar 2016	14 Apr 2017	30 Mar 2018
Easter Monday	28 Mar 2016	16 Apr 2017	01 Apr 2018
Labour Day	01 Mai 2016	01 Mai 2017	01 Mai 2018
Ascension Day	05 Mai 2016	25 Mai 2017	10 Mai 2018
Whitsunday (Pentecost)	15 Mai 2016	04 June 2017	20 Mai 2018
Whitmonday	16 Mai 2016	05 June 2017	21 Mai 2018
Corpus Christi	26 Mai 2016	15 June 2017	31 Mai 2018
German Unity Day	03 Oct 2016	03 Oct 2017	03 Oct 2018
All Saints' Day	01 Nov 2016	01 Nov 2017	01 Nov 2018
Christmas Day	25 Dec 2016	25 Dec 2017	25 Dec 2018
Boxing Day	26 Dec 2016	26 Dec 2017	26 Dec 2018



Notes

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Notes

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Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Legal details

Herausgeber:	Town Administration of Ettlingen, Ettlingen Integration Office
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Brochure design:	bienefeld-design
Map design:	weiler-kartographie
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Contact:
Integrationsbüro Ettlingen
Marktplatz 2, 76275 Ettlingen
Phone: 07243 101-8371
Fax: 07243 101-433
Email: integration@ettlingen.de
Internet: www.ettlingen.de/Integration

Last update: March 2016

We would like to thank all our colleagues from the municipal offices and the independent social partners for providing information on their departments. We are very grateful for your assistance.

Our guide for asylum seekers can also be found on our homepage: www.ettlingen.de/Integration

This guide includes links to external websites of Third Parties. We have no influence on their content. Therefore, we cannot guarantee that the content found on any links is free of errors or legally correct. The operators are exclusively responsible for the content of the linked websites. The external websites were carefully checked for eventually illegal content at the time of putting these links and we could not discover any illegal content at that point. Without concrete evidence for possibly illegal content, a permanent control of the linked pages is unreasonable.

This brochure was prepared with utmost care. We cannot, however, guarantee that the provided information is presently complete and correct. Especially the legal situation may be subject to short-term change.



Guide on the Internet

