

Willkommen in Berlin

Welcome to Berlin

Die Übersetzung ins Englische erfolgte durch:

ABC-Global GmbH  
Dolmetscher- und Übersetzerbüro Berlin  
Übersetzer: Herr Franziskus Heigl



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# I Welcome to Berlin



## 1. A word of greeting: Governing Mayor of Berlin

Klaus Wowereit  
Governing Mayor of Berlin

Dear new resident,

Berlin cordially welcomes you!

My congratulations: You have just moved to an exciting city. The capital of Germany has many cultural opportunities: Museums and galleries, theaters and operas, cinemas and concerts, scene-clubs and restaurants. Many of those who just arrived in Berlin are enthusiastic about the cosmopolitan and international character of the city and its population, with people from more than 180 nations. Many new citizens are intrigued by the leftovers from an affected and moving past which can be seen all over the city. In Berlin dense urbanity and a wide variety of recreational offerings can be found side by side.

Being new in a city like Berlin is also a challenge, and the complexity of the city may cause an overwhelming feeling of exceeding demands.

We would like to prevent you from such feelings. This folder is dedicated to provide you with an initial guidance on your way through Berlin. The citizens of Berlin are ready to help you and to give you all the advice you need. With this package we want to support you, and help you to find the right sources of information for your guidance. We want you to live and participate in everyday's life of the city.

Berlin looks back to a long tradition of immigration. In the past, immigrants from other parts of Germany, from other European countries or from overseas have always enriched Berlin in many ways.

We are proud of our peaceful and multicultural living together to which everybody in Berlin is used to. And we want Berlin citizens to communicate also in future with respect and tolerance – men and women, children and elderly people, humans from all kinds of religions and origins. This is our basis for a real democracy, as it is appreciated by long-established and new citizens of Berlin.

On this note I wish you to get accustomed with Berlin, to learn the advantages of the city, and last but not least to take roots and meet friends in Berlin and to enjoy taking part in the social life of our city.

A handwritten signature in black ink, which appears to read 'Klaus Wowereit'. The signature is written in a cursive, flowing style.

Klaus Wowereit  
Governing Mayor of Berlin





Günter Piening  
Commissioner for  
Integration and Migration

## **2. A word of greeting: Commissioner for Integration and Migration**

Dear new Berliner,

Welcome to the Spree and Havel rivers! Berlin – the largest city of Germany - counts on you as a new resident who brings in new ideas, impulses and experience, and we hope you will share your experience with us and let the community benefit from it.

Therefore we very welcome our new residents!

I hope you will help us to further develop our city towards a cosmopolitan and tolerant metropolis, where people like to be, regardless their plans and perspectives, wherever they come from and what religion they belong to, or if they are not religiously bind at all and whatever their views of life may be.

Democracy and equal rights are the basis of our living together, and values like mutual respect for each other and the protection of personal freedom is what makes our metropolis so attractive to everybody.

Many of the Berlin citizens were not born here. Many of them moved to Berlin for different reasons. Maybe because they were looking for a job or because of social reasons. Maybe they were looking for success or happiness, or maybe because they were seeking refuge of pursuit, of war or economic hardship.

For many of them Berlin became their new home, also because the city gives large freedom for individual creativity and life development. So it is no miracle that the new citizens left their footprints and accents everywhere in the city.

I hope you will appreciate to live within our open-minded community and that you will help us to further develop our relaxed and tolerant way of living together.

Being a new citizen in Berlin, first of all you need help and advisory. The Senate of Berlin wants to support you. The information provided with this folder will help and guide you on your first steps in your new environment.

I will be pleased if this guide is helpful to you, and permits you to find your way through the multitude of opportunities that Berlin offers, and if it helps you to accustom with the city.

A handwritten signature in black ink, appearing to read 'Günter Piening'.

Günter Piening  
Commissioner of the Senate for Integration and Migration





### **3. The State of Berlin, its Administrative Districts and House of Representatives**

Berlin is the German capital city and with its approx. 3.4 million inhabitants the largest city of Germany. Berlin is also one of the 16 states of the Federal Republic of Germany.

The Federal State of Berlin is governed by the senate, which consists of the Governing Mayor and at most eight senators. The senate is elected by the House of Representatives, which is the state parliament. The House of Representatives has at least 130 members from various political parties. The the members of the House of Representatives are elected by the German citizens of Berlin for a legislative period of five years.

In the years from 1948 to 1990 the city of Berlin was divided into Berlin (west), 488 km<sup>2</sup>, and Berlin (east), 403 km<sup>2</sup>.

Berlin consists of twelve districts ("Bezirke"). Each district has a district office. The district office consists of the district mayor and several councilors which are each responsible for a department. The district office is likewise legitimized democratically. You may participate in the election of the convention of your district ("Bezirksverordnetenversammlung" - BVV) if you are a citizen of a country of the European Union.

The citizens office ("**Bürgeramt**") of your district is the most important address for most affairs you have to check with the administration. Here you get information, documentation, and assistance concerning business with the authorities. The citizen office is for registration, passports and personal identification cards, income tax cards, official authentications, clearance certificates or any claim for special assistance concerning businesses with the authorities.

The Governing Mayor also has a citizens department; however, you can take care of most of your affairs with the authorities in your district.

Would you like to know more about Berlin? Just visit our website:

German: <http://www.berlin.de>

English: <http://www.berlin.de/english/index.html>

Turkish: <http://berlin-turkish.com.ekcon-it.de/index.php>

#### **The opening hours of the district council offices are generally:**

Monday	8.00 am – 3.00 pm
Tuesday	11.00 am – 6.00 pm
Wednesday	8.00 am – 1.00 pm
Thursday	11.00 am – 6.00 pm
Friday	8.00 am – 1.00 pm

and by appointment.

## List of the District Offices of Berlin

### **Bezirksamt Charlottenburg-Wilmersdorf**

Otto-Suhr-Allee 100, 10585 Berlin

Tel.: (030) 9029-10

Mail: [Buergeramt@Charlottenburg-Wilmersdorf.de](mailto:Buergeramt@Charlottenburg-Wilmersdorf.de)

Internet: [www.charlottenburg-wilmersdorf.de](http://www.charlottenburg-wilmersdorf.de)

### **Bezirksamt Friedrichshain-Kreuzberg von Berlin**

Frankfurter Allee 35/37, 10247 Berlin

Tel.: (030) 90298 – 0

Mail: [buergeramt@ba-fk.verwalt-berlin.de](mailto:buergeramt@ba-fk.verwalt-berlin.de)

Internet: [www.friedrichshain-kreuzberg.de](http://www.friedrichshain-kreuzberg.de)

### **Bezirksamt Lichtenberg von Berlin**

Möllendorffstraße 6, 10367 Berlin

Tel.: (030) 5504 - 0, Fax: (030) 55 04 – 3509

Mail: [balibg.Poststelle@ba-libg.verwalt-berlin.de](mailto:balibg.Poststelle@ba-libg.verwalt-berlin.de)

Internet: [www.berlin.de/ba-lichtenberg](http://www.berlin.de/ba-lichtenberg)

### **Bezirksamt Marzahn-Hellersdorf von Berlin**

Alice-Salomon-Platz 3, 12627 Berlin

Tel.: (030) 90293-0

Mail: [marzahn-hellersdorf@berlin.de](mailto:marzahn-hellersdorf@berlin.de)

Internet: [www.berlin.de/marzahn-hellersdorf](http://www.berlin.de/marzahn-hellersdorf)

### **Bezirksamt Mitte von Berlin**

Karl-Marx-Allee 31, 10178 Berlin

Tel.: (030) 2009 – 3 1111, Fax: (030) 2009 88 3 1111

Mail: [buergeramt.rathaus-tiergarten@ba-mitte.verwalt-berlin.de](mailto:buergeramt.rathaus-tiergarten@ba-mitte.verwalt-berlin.de)

Internet: [www.berlin.de/mitte](http://www.berlin.de/mitte)

### **Bezirksamt Neukölln von Berlin**

Karl-Marx-Str. 83, 12040 Berlin,

Tel.: (030) 68 09-0

Mail: [bamtrathaus@ba-nkn.verwalt-berlin.de](mailto:bamtrathaus@ba-nkn.verwalt-berlin.de)

Internet: [www.berlin.de/neukoelln](http://www.berlin.de/neukoelln)

### **Bezirksamt Pankow von Berlin**

Breite Str. 24A-26, 13187 Berlin

Tel.: (030) 90295-0, Fax: (030) 90295-2244

Mail: [poststelle@ba-pankow.verwalt-berlin.de](mailto:poststelle@ba-pankow.verwalt-berlin.de)

Internet: [www.berlin.de/pankow](http://www.berlin.de/pankow)

### **Bezirksamt Reinickendorf von Berlin**

Eichborndamm 215 - 239, 13437 Berlin

Tel.: (030) 4192-0, Fax: (030) 4192-2215

Mail: [Bezirksbuergermeisterin@reinickendorf](mailto:Bezirksbuergermeisterin@reinickendorf)

Internet: [www.berlin.de/reinickendorf](http://www.berlin.de/reinickendorf)

### **Bezirksamt Spandau von Berlin**

Carl-Schurz-Str. 2 – 6, 13597 Berlin

Tel.: (030) 33 03 - 23 02, Fax: (030) 33 03 - 76 16

Mail: [buergeramt-1@ba-spd.verwalt-berlin.de](mailto:buergeramt-1@ba-spd.verwalt-berlin.de)

Internet: [www.spandau.org](http://www.spandau.org)

**Bezirksamt Steglitz-Zehlendorf von Berlin**

Schloßstr. 80, 12165 Berlin

Tel.: (030) 6321 – 0

Mail: [buengeramt@stegl-zehl.verwalt-berlin.de](mailto:buengeramt@stegl-zehl.verwalt-berlin.de)

Internet: [www.steglitz-zehlendorf.de](http://www.steglitz-zehlendorf.de)

**Bezirksamt Tempelhof-Schöneberg von Berlin**

John-F.-Kennedy-Platz 1, 10820 Berlin

Tel.: (030) 7560-0

Mail: [haupt@ba-tmp.verwalt-berlin.de](mailto:haupt@ba-tmp.verwalt-berlin.de)

Internet: [www.berlin.de/tempelhof-schoeneberg](http://www.berlin.de/tempelhof-schoeneberg)

**Bezirksamt Treptow-Köpenick von Berlin**

Alt-Köpenick 21, 12555 Berlin

Tel.: (030) 6172-0, Fax: (030) 6172-4515

Mail: [helmut.stern@ba-tk.verwalt-berlin.de](mailto:helmut.stern@ba-tk.verwalt-berlin.de)

Internet: [www.berlin.de/bezirksaemter](http://www.berlin.de/bezirksaemter)

**The Governing Mayor's Citizens Department  
Bürgerreferat beim Regierenden Bürgermeister**

Berliner Rathaus

Rathausstraße 15

10178 Berlin

postal address:

Berliner Rathaus

10871 Berlin

Telephone: +49(0) 30 9026-2020

Telefax: +49(0) 30 9026-2370

## **The Berlin House of Representatives**

Since 1993 the House of Representatives, which is the state parliament of Berlin, is located in the building of the former Prussian Diet (Preußischer Landtag).

German citizens which have their residence in Berlin elect the representative government, i.e. the members of the House of Representatives of Berlin. Eligible are the members of all political parties. At least five percent of the votes are required to enter the parliament. The legislative period lasts five years; however, it can be terminated prematurely by a two-third majority of the representatives or by popular vote.

The House of Representatives is the Legislation. According to the principle of separation of powers the executive power is in the hands of the government, i.e. the Senate and its subordinated administration (Executive). The judicial force (Jurisdiction or Judicative) is in the hands of independent courts. According to the constitution the House of Representatives consists of at least 130 members, of which 60 % are to be elected directly in the constituencies and 40 % indirectly by district and/or national lists. Representatives which belong to the same party unite to a parliamentary group within the parliament. At present, in the **15th legislative period**, the parliament consists of 141 representatives: SPD (45), CDU (35), PDS (33), Bündnis 90/Die Grünen (14), FDP (12); 2 representatives do not belong to any group.

**You may contact the parliamentary groups at the following e-mail addresses:**

[mail@cd-fraktion.berlin.de](mailto:mail@cd-fraktion.berlin.de)

[fdp-fraktion@parlament-berlin.de](mailto:fdp-fraktion@parlament-berlin.de)

[gruene@gruene-fraktion-berlin.de](mailto:gruene@gruene-fraktion-berlin.de)

[pds-fraktion.kontakt@pds.parlament-berlin.de](mailto:pds-fraktion.kontakt@pds.parlament-berlin.de)

[spd-fraktion@spd.parlament-berlin.de](mailto:spd-fraktion@spd.parlament-berlin.de)

The House of Representatives elects the Governing Mayor, who is the president of the state government in Berlin is called – website of the senate: **www.berlin.de**). Besides legislative duties, a crucial duty of the parliament is the control of the state government and its subordinated administrations. The most important privilege is the right to authorize and control the national budget.

Thursday is traditionally the day of session of the parliament of Berlin. This tradition was already founded in 1809 by the old town council convention. Ever since the plenum, i.e. the plenary assembly of all parliamentarians, takes place each second Thursday in the month except for plenary vacations. The conventions are public. Ticket reservations can be ordered at the visitors service.

The parliament of Berlin has installed a complaints box ("Kummer-Kasten") for Berlin citizens. Everyone, regardless nationality, has the right to appeal his concerns in a written form to the parliament. No matter if he wants to complain about decisions of the State of Berlin or if he feels restricted in his right by the administration. However, the petition (Bittschrift, Eingabe) must reveal the identity of the applicant. The committee of petitions (**Petitionsausschuss**) which consists of members of the House of Representatives decides on the claims. The committee of petition is subject to the obligation to secrecy.

The parliament of Berlin is in the vicinity of Potsdamer Platz. Cost-free information brochures are available in the entrance hall of the House of Representatives. Also available is a booklet with the biographies of the representatives.

The House of Representatives of Berlin

Niederkirchnerstrasse 5, 10111 Berlin, phone: (030) 2325-2325 (reception)

U-Bahnhof: Potsdamer Platz, Kochstraße,

S-Bahnhof: Anhalter Bahnhof, Potsdamer Platz

Bus: M 41, M 29, 123, 148, 200

## 4. Just Arrived in Berlin

### 4.1 First Steps

#### Residence Registration

In Berlin, like everywhere else in Germany, you have to register your residency. According to § 11 of the Berlin registration law ("Meldegesetz"), everyone who wants to live in Berlin has to register at the registration office ("Meldebehörde") within the first week after arrival. The registration has to be accomplished at the local residence registration office ("Meldestellen") of the district (For address see I. 3. The Federal State of Berlin and its districts).

#### Schools

In Germany a ten-year compulsory education is mandatory. During a vocational education the vocational school is mandatory as well. Children begin their compulsory education at the age of six. The new school year begins on August 1. Certain conditions permit parents (or legal representatives) to apply for a place at school earlier. Once admitted to school, the attendance is mandatory.

#### Assistance

The commissioners' office for integration and migration is also a helpdesk if you need assistance in integration affairs, foreigners' affairs, legal and social affairs. The mission is to help clarifying distinction cases and to assist in emergency situations.

#### Der Beauftragte des Senats für Integration und Migration

Günter Piening

Potsdamer Straße 65, 10785 Berlin

Tel.: (0 30) 9017-23 51

Fax: (0 30) 2 62 54 07

E-Mail: [Integrationsbeauftragter@auslb.verwalt-berlin.de](mailto:Integrationsbeauftragter@auslb.verwalt-berlin.de)

Internet: [www.berlin.de/auslb](http://www.berlin.de/auslb)

#### Child Benefit ("Kindergeld")

Parents receive child benefit according to the number of their children. Child benefit is paid even if parents are not in employment. Parents have to claim for child benefit at the family found office ("Familienkasse") of the Employment Office or directly from the employer. The addresses of Employment Offices are listed in chapter 7.1.

#### Public Transport

Use the local public transport! Most destinations in the city you can reach very easily with the public transportation.

## 4.2 Assistance for New Immigrants

### Migration Advisory Service and Services for Youths

Naturally all information services are made available to you, like they are available to all Berlin citizens – e.g. the citizen offices ("**Bürgerämter**") in the city hall of your district. Moreover, there are special advisory services for new immigrants:

- migration consultation for adults
- migration consultation for young immigrants (up to 27 years)

The consultations are offered by welfare and refugee associations.

### Migration Preliminary Advisory Service ("**Migrationserstberatung**") – MEB

For adult new immigrants with duration stay perspective of more than 27 years like

- Late repatriate with spouses and descendants up to 3 years after entry,
- Foreigners, durably residing in the federal territory up to three years after their entrance or acquisition of their residence status designed on duration as well as
- Foreigners living already for a long time in the federal territory and late repatriates in real crisis situations according to available advisory capacities.

Here you can find personal consultation and support to integration according to your personal requirements. In the frame of consultation, a personal plan of promotion will be worked out. At the same time you also receive references for support possibilities by other institutions. During the integration course the MEB is responsible for consultation and coaching and, if necessary, helps you finding a child care. **You can address all your questions and integration concerns to these services!**

### Migration Advisory Services for Youths ("**Jugendmigrationsdienste**") - JMD

For

- Immigrated adolescents and young adults having finished compulsory education (compulsory education see chapter 10.2) up to 27 years. The consultation is dedicated for young persons and young adults, intending to stay durably in Germany, and should be effective short after their entry. Besides, if there is a special integration requirement the consultation is also for children, adolescents, and young adults already living in Germany for 12 to 27 years.

Being a new immigrant you can find:

- Individual case referred consultation and coaching on all steps of your integration process. You will be helped to work out your individual integration plan.
- Mediation to other services and facilities, e.g. agency of children and youth welfare service as well as the youth professional aid, agency of youth and drug information centers, health and pregnancy information centers, according to requirement.
- Suitable offers for your individual integration process like language courses, preparation to professional life, training, leisure time and prevention measures, practical courses etc., consultation and support during the language course
- Group courses like guide to formation and educational system, career planning, guide to information technologies, early age leisure time pedagogic offers.
- Help in special crisis situations

**Use the offers, work actively towards your integration!**

## Locations of Migration Offices and the Youth Migration Services

### 1. Overview of Berlin Migration Offices (MEB)

(Opportunities from welfare associations and refugee federations for individual integration consultation of new immigrants)

Task: Consulting for integration planning, social and council analysis, promotion plan, network, consultation and attendance during integration courses

Target groups: Adult new immigrants older than 27 years with prospect for continuous residence and long term residing immigrants.

(\*Language intermediaries -interpreters, translators- for languages other than those given here can be called in when needed).

Agency	Addresses / 📍 / Locations	Standard Languages *
Arbeiterwohlfahrt – Landesverband Berlin e.V.	<p>Begegnungszentrum Adalbertstr. 23 a, 10997 Berlin (Friedrichshain-Kreuzberg) Tel.: 695356- 10 / 11 Bezirksübergreifend</p> <p>Beratungszentrum Neukölln Bruno-Bauer Str. 10, 12051 Berlin Tel.: 6231068/69 Bezirksübergreifend</p> <p>Zentrum für Migration und Integration Stettiner Str. 12, 13357 Berlin (Mitte) Tel.: 666439-0 Bezirksübergreifend</p> <p>Fachstelle für Integration u. Migration Goltzstr. 19, 10781 Berlin (Tempelhof-Schöneberg) Tel.: 700090 - 12 Bezirksübergreifend</p>	<p>Türkisch, Englisch</p> <p>Türkisch, Kroatisch, Serbisch, Italienisch, Englisch</p> <p>Türkisch, Englisch, Spanisch</p> <p>Türkisch, Englisch, Spanisch</p>
Berliner Landesverband der Vertriebenen e.V.	<p>Stresemannstr. 90, 10963 Berlin (Friedrichshain-Kreuzberg) (Deutschlandhaus) Tel.: 25473 - 51 Bezirksübergreifend</p> <p>Marienfelder Allee 66-80, 12277 Berlin (Tempelhof-Schöneberg) (Zentrale Aufnahmeestelle für Aussiedler) / Außenstelle</p>	<p>Russisch, Englisch</p>

<p>Caritasverband für das Erzbistum Berlin e.V. – Migrationsdienst -</p>	<p>Migrationszentrum Friedrichshain/Kreuzberg Stresemannstr. 66, 10963 Berlin Tel.: 254503-0 Lausitzer Str. 41-44, 10999 Berlin Tel.: 66633-93 Bezirksübergreifend</p> <p>Migrationszentrum Spandau, Hasenmark 3, 13585 Berlin (Spandau), Tel.: 66633-611 Bezirksübergreifend</p> <p>Marienfelder Allee 66-80, 12277 Berlin (Tempelhof-Schöneberg) (Zentrale Aufnahmeestelle für Aussiedler) Tel.: 7215017 Außenstelle / auch bezirksübergreifend</p> <p>Migrationszentrum Lichtenberg, Postanschrift: Buchbergerstr. 4-12, 10365 Berlin, Beratungszentrum: Albert-Höbllerstr. 12 Tel.: 66633-720/721</p> <p>Migrationszentrum Marzahn-Hellersdorf Borkheider Str. 30, 12689 Berlin Tel.: 66633-720 Bezirksübergreifend</p>	<p>Kroatisch</p> <p>Kroatisch</p> <p>Kroatisch, Französisch, Polnisch, Russisch</p> <p>Polnisch, Russisch</p> <p>Polnisch, Russisch Italienisch</p> <p>Polnisch, Russisch</p>
<p>Deutscher Paritätischer Wohlfahrtsverband Landesverband Berlin e.V.</p>	<p>DIALOG – abw-arbeit-bildung-wohnen e.V. Plönzeile 4, 12459 Berlin Tel.: 5350174, email: <a href="mailto:dialog@abw-berlin.de">dialog@abw-berlin.de</a> (Treptow-Köpenick)</p> <p>Box 66 – beschäftigungswerk - arbeit für berlin e.V. Sonntagstr. 9, 10245 Berlin, Tel.: 2920144 Email: <a href="mailto:box66@beschaefigungswerk.de">box66@beschaefigungswerk.de</a> (Friedrichshain-Kreuzberg)</p>	<p>Russisch Vietnamesisch</p> <p>Russisch, Bulgarisch Türkisch, Englisch, Bosnisch, Serbo- kroatisch, Vietna- mesisch, Persisch</p>
<p>Deutsches Rotes Kreuz Kreisverband Berlin- Reinickendorf e.V.</p>	<p>Alt-Wittenau 34, 13437 Berlin (Reinickendorf) Tel.: 395 83 54 bzw. 408 09 130 / 132 Bezirksübergreifend</p>	<p>Russisch, Englisch</p>



<p>Diakonisches Werk Berlin-Brandenburg- schlesische Oberlausitz e.V.</p>	<p>Beratung und Lebenshilfe e.V. Neufahrwasserweg 8, 12685 Berlin Tel.: 510 70 45 und 522 08 16 (Marzahn-Hellersdorf)</p>	Russisch
	<p>Diakonisches Werk Neukölln-Oberspree e.V. – Haus der Begegnung Morusstr. 18 a, 12053 Berlin Tel.: 6824 77 – 14/17/18/19 Bezirksübergreifend</p>	Arabisch, Griechisch, Englisch, Französisch, Niederländisch
	<p>Diakonisches Werk Neukölln-Oberspree e.V. Joachim-Gottschalk-Weg 41, 12353 Berlin Tel.: 66 09 09 17 (Neukölln und bezirksübergreifend)</p>	Englisch, Russisch
	<p>Diakonisches Werk Tempelhof-Schöneberg e.V. (Evangelische Flüchtlingsseelsorge Berlin) Marienfelder Allee 66-80, 12277 Berlin (Zentrale Aufnahmeestelle für Aussiedler – ZAB) Tel.: 90 173-263 (ZAB und Tempelhof-Schöneberg und bezirksübergreifend)</p>	Englisch, Russisch

## 2. Overview of Berlin Migration Services for Youth (JMD)

(Opportunity from welfare associations and refugee federations for the integration of young people with migration background according to program 18 of the guidelines for the children and youth plan of the German Federation)

### Task:

Personal integration planning, attending the integration process, mediation to other services and institutions, opportunities for groups, consultation and attendance during the integration courses, network and social room working, intercultural opening.

### Target groups:

Young new immigrants beyond compulsory education with perspective for continuous residence and young persons living in Germany (up to 27 years)

(\*Language intermediaries -interpreters, translators- for languages other than those given here can be called in when needed).

Agency	Standard Languages *	Addresses / ☎ / Locations
Arbeiterwohlfahrt – Landesverband Berlin e.V.	JMD-Fachstelle für Integration und Migration Arabisch, Türkisch, Französisch, Englisch	Pallasstr. 10, 10781 Berlin Tel.: 236 07 537 / 539 Email: jmd@awo-berlin.de (Tempelhof-Schöneberg)
Caritasverband für das Erzbistum Berlin e.V. (Katholische Trägergruppe)	Polnisch, Russisch, Türkisch	Stresemannstr. 66, 10963 Berlin Tel.: 25450326/25 (Friedrichshain-Kreuzberg)
Caritasverband für das Erzbistum Berlin e.V. (Katholische Trägergruppe)	JMD - Außenstelle Polnisch, Russisch, Türkisch	Hasenmark 3, 13585 Berlin Tel.: 25450326/25 (Spandau)
Caritasverband für das Erzbistum Berlin e.V. (Katholische Trägergruppe)	JMD im Caritas Migrationszentrum Lichtenberg Polnisch, Russisch, Spanisch	Postanschrift: Buchbergerstr. 8A 10365 Berlin, Beratungszentrum: Albert-Höbllerstr. Gegenüber Nr. 12, Tel.: 66633-723
Caritasverband für das Erzbistum Berlin e.V. (Katholische Trägergruppe)	JMD im Caritas Migrationszentrum Marzahn Russisch, Englisch	Borkheiderstr. 30, 12689 Berlin (Marzahn)
Caritasverband für das Erzbistum Berlin e.V. (Katholische Trägergruppe) In Kooperation mit IN VIA Katholische Mädchensozialarbeit für das Erzbistum Berlin e.V.	JMD - Außenstelle Sozialpädagogische Begleitung der Sprachkursteilnehmer an der VHS Mitte Polnisch, Russisch, Türkisch	Antonstr. 37, 13347 Berlin Tel.: 2009 47474 Mitte (Wedding)
Christliches Jugenddorfwerk Deutschlands e.V. – CJD (Evangelische Trägergruppe)	JMD Promigra Lichtenberg Englisch, Russisch	Otto-Marquardt-Str. 6, 10369 Berlin Tel.: 5530440 (Lichtenberg)

Christliches Jugenddorfwerk Deutschlands e.V. – CJD (Evangelische Trägergruppe)	JMD, Promigra Prenzlauer Berg, Englisch, Französisch, Türkisch	Schönhauser Allee 141, 10437 Berlin (Haus 3, 3. Hof) Tel.: 4403296 – App. 3 od. 4
Christliches Jugenddorfwerk Deutschlands e.V. – CJD (Evangelische Trägergruppe)	JMD / Internetcafe Promigra Pankow Russisch	Hadlichstr. 20, 13187 Berlin Tel.: 47302143 (Pankow)
Diakonisches Werk Neukölln-Oberspree e.V. (Evangelische Trägergruppe)	JMD Russisch, Englisch  Russisch, Englisch, Türkisch, Kurdisch	Bürgerhaus Altglienicke Ortolfstr. 184, 12524 Berlin Tel.: 81829455 (Treptow-Köpenick)  In Kooperation mit IB: Jugendberatungshaus Neubritz Glasower Str. 18 (2.Etage), 12051 Berlin (Neukölln)
Evangelische Flüchtlingsseelsorge Berlin im Diakonischen Werk Tempelhof-Schöneberg e.V. (Evangelische Trägergruppe)	JMD Russisch, Englisch	Marienfelder Allee 66-80, 12277 Berlin Zentrale Aufnahmestelle Berlin für Aussiedler; Tel.: 90173 - 260/262 (Tempelhof-Schöneberg)
Internationaler Bund – Kinder- und Jugendhilfeverbund Berlin (Freie Trägergruppe)	JMD – Außenstelle Russisch	Marienfelder Allee 66-80, 12277 Berlin Zentrale Aufnahmestelle Berlin für Aussiedler; Tel.: 723 24 812 (Tempelhof-Schöneberg)
Internationaler Bund – Kinder- und Jugendhilfeverbund Berlin (Freie Trägergruppe)	JMD – Außenstelle Russisch, Englisch	Warener Str.5, Haus 42, 12683 Berlin Tel.: 5434203 / 56493851 (Marzahn-Hellersdorf)
Internationaler Bund – Kinder- und Jugendhilfeverbund Berlin	JMD Russisch, Rumänisch	In Kooperation mit Diakonischem Werk Neukölln-Oberspree e.V. Jugendberatungshaus Neukölln Glasower Str. 18 (2.Etage), 12051 Berlin (Neukölln)
IN VIA Katholische Mädchensozialarbeit für das Erzbistum Berlin e.V.	JMD Englisch, Italienisch	Bellermannstr. 92, 13357 Berlin Tel.: 4931635 Mitte (Wedding)

### 4.3 Integration Course ("**Integrationskurs**")

New immigrants can participate under certain circumstances in an integration course.

**Don't miss this opportunity!**

The integration course is for immigrants who have finished school. A primary goal is the mediation of the German language, because good knowledge of German is the key to a successful integration. Also knowledge of the social, cultural and economic life is indispensable for your success in the new environment. As a consequence the integration course consists of a language course, and an orientation course, in which basic knowledge is mediated on the German legal system, culture and history.

The immigration office ("**Ausländerbehörde**") will tell you if you can or even have to take part in an integration course. In your Welcome-Package you can find a list of current agencies offering the course. You can select your course agency from this list by yourself. For more information please refer to the brochure of the federal bureau for migration and refugees, which you can find in your Welcome-Package as well.

For more information:

**Bundesamt für Migration und Flüchtlinge – Regionalstelle Integration Berlin**  
Streitstr. 86, 13587 Berlin, Tel: (030) 35582-301 [www.bamf.de](http://www.bamf.de)

#### **Legal conditions: Who can participate in an integration course?**

The following class of immigrants can apply (once) for an integration course:

**Foreigners** who live permanently in Germany are entitled to take part in such integration courses when they first receive a residence permit for the purpose of:

- gainful occupation,
- family reunion
- entitlement to asylum ("**Asylberechtigter**"), for humanitarian or political reasons

or when they first receive a settlement ("**Niederlassungserlaubnis**")

It is considered as being a long term stay if a foreigner obtains a residence permit ("**Aufenthaltserlaubnis**") for more than a year.

The following applicants cannot claim for an integration course ("**Integrationskurs**")

- children, adolescents and young adults, who are heading for an education or continue their previous school career in the Federal Republic,
- or if there is recognizably slight need for integration

For the participation in the integration course it may be required to contribute to the costs depending on their financial means.

**Repatriates** ("**Spätaussiedler**") and their spouse or descendants are entitled to participate in an integration course at no cost (§ 9, Abs. 1 Federal refugee law, new version).

Children, juveniles and young adults who are heading for an education or continue school in the Federal Republic are excluded from this regulation. If it is beneficial the course should be complemented by social educational assistance and a child care.

**Foreigners** may be engaged to participate in an integration course, if

- They entitle for a course and have difficulties to communicate in German
- The immigration office requires participation, the applicants benefit from a social security program and the approving council encourages their participation
- There is a special need for integration.

Not eligible for participation are foreigners who

- Follow a professional formation or another education in Germany,
- Already follow a comparable educational program in Germany or
- Whose participation is intolerable on the long run.

**Foreigners who are not or no longer entitled** can be admitted to the course upon request of the Federal Bureau of Migration if places are available. The same applies to newly immigrated EU citizens and their family members.



## **5. Commissioners for Integration; Aliens Authority.**

### **5.1 State Integration Commissioner: Mission, Advisory Services, Public Relations**

The commissioner of the senate for integration and migration is cross-departmental engaged in integration and migration. Established in 1981, this was the first office of its kind in Germany. Since 2003 Günter Piening is head of the office.

#### **Cross-Departmental Tasks**

The main duty of the integration commissioner of the Berlin senate is to formulate the basic line of the foreigner and integration politics and to coordinate with other administrations in Berlin. It is important to work out measures to reduce causes, impeding the integration process which jeopardize peaceful gathering of humans from different countries, nationality and confession. Focal points are cross-cultural mind opening, justification of administration and to lower discrimination.

The office of the integration commissioner is a branch of the National Adviser for integration and migration, established in 2003, where representatives of migrant organizations, senate administrations, economy, and welfare institutions critically observe the migration politics of the senate. The national adviser assigns the annual integration price.

Among other cross-departmental focal tasks count reports on the situation of migrated population, worked out by the integration commissioner and concluded by the senate.

In all fields of activity, the integration commissioner collaborates closely with municipal migrant commissioners and representations, associations, organizations, initiatives and diplomatic representations.

#### **Social Infrastructure for Migrants**

The senate of Berlin promotes the legal and social equalization of immigrants by multiple integration relevant acts. The integration commissioner promotes especially migrant organizations who act city wide, with the goal to strengthen the participation of the migrants. This includes the promotion of nationwide federations in migrant work and societies, but also granting financial support.

#### **Consultation**

The office of the integration and migration commissioner is also a contact point for consulters regarding integration, foreigner-political, legal and social advice. The consultation helps to clarify distinction cases and assists in emergency situations. Special cases of severity can be reported to the Berlin commission for hardship, to which the commissioner reports.

#### **Anti-Discrimination**

A senate directing center against discrimination for ethnic, religious and ideological reasons is related to the integration commissioner. It is duty of the direction center to support the realization of the future anti-discrimination law, and provide consultation in cases of discrimination, i.e. you can refer to the commissioner if you or your families' members being immigrants are subject to discrimination.

## **Repatriate**

Today repatriates have to face considerable problems during the process of their integration. In July 2002 the tasks of the office were expanded to affairs of principle matter regarding social integration of repatriates.

## **Public Relations**

The commissioner for integration and migration promotes integration and understanding in public and provides citizens with important information. It is a goal of the public relations to show principle matters and decisions in migration politics and to inform about legal basis.

Events and public campaign should mediate the living together of German and non-German citizens, discuss up-to-date subjects and offer a forum for questions about integration. Part of the events is the program cycle "Under construction – immigration city Berlin", which treats subjects like "Islam and school", new mosque building in the district or chances of girls with migration background. In the visitors office you can get information about current questions in integration politics and the situation of the Berlin migrant communities.

An abstract of the activities can be found on the web at: [www.Berlin.de/auslb](http://www.Berlin.de/auslb)

The monthly newsletter "Top – Berlin internationally" is sent to those who are interested by an e-mail sign-up list. Registration at: [newsletter@auslb.verwalt-berlin.de](mailto:newsletter@auslb.verwalt-berlin.de)

## **Der Beauftragte des Senats für Integration und Migration**

Günter Piening

Potsdamer Straße 65, 10785 Berlin

Tel.: (0 30) 9017-23 51

Fax: (0 30) 2 62 54 07

E-Mail: [Integrationsbeauftragter@auslb.verwalt-berlin.de](mailto:Integrationsbeauftragter@auslb.verwalt-berlin.de)

Internet: [www.berlin.de/auslb](http://www.berlin.de/auslb)

## **Consultation:**

Opening hours:

Monday, Tuesday, Thursday 9.00 am – 1.00 pm

Thursday 3.00 pm – 6.00 pm

Wednesday, Friday closed

phone: 9017-23 72

## **Public Relations:**

Phone: 9017-23 57 or 9017 2322

Newsletter: phone: 9017 2374,

E-mail: [newsletter@auslb.verwalt-berlin.de](mailto:newsletter@auslb.verwalt-berlin.de)

Foreign languages spoken: Turkish, Arabic, Croatian, English, French, Greek, Italian, Polish, Rumanian, Russian, Spanish and Vietnamese.



## **Publications of the Commissioner for Integration and Migration**

The UN has 191 member countries. Citizens from almost all UN countries live in Berlin. Some of them stay only for a short time; others have already become well established Berliners. Many of these minority communities can already point to a long history in Berlin.

The Berlin commissioner for integration and migration publishes a series, informing about the present and past of immigrated minorities. Besides comprehensive subjects about migration, cross-cultural life or religion, the series presents numerous nationalities living in Berlin.

So far not all immigrated minorities are represented in the publication, but the series is still in progress. These brochures have a certain concern: they want to show the roots of people from different origin, nationality or religion living in the city. Immigration is not a new subject. Throughout the history of Berlin is characterized, formed and built by immigrants. In the frame of this publication we want to follow the buried traces of multi cultural history. The story of Berlin has also its characteristic American, Arabic, Bulgarian, English, French, Polish, and Russian or Turkish sides, just to name a few examples. It is the goal of this publication series to increase the people's awareness.

For the minorities living here, the brochures are a key to their history in Berlin, and may strengthen their solidarity towards the city. Moreover they offer the possibility to get in contact with the local communities, because they provide addresses of meeting point. More than 40 brochures are available so far. The brochures can be purchased form the integration commissioner. For information about the latest publications please refer to the web page at:

<http://www.berlin.de/sengessozv/auslaender/veroeff.html>

### Previously Published:

**Albaner in Berlin**, 1999

**Araber in Berlin**, 2002

**Berliner Brücken nach Europa – Estland, Polen, Tschechische Republik, Ungarn**, 2004

**Vom Balkan nach Berlin - Streifzug durch die Beziehungen zu Jugoslawien und seinen Nachfolgestaaten**, 1999

**Böhmische Dörfer und mehr... Tschechen und Slowaken in Berlin**, 2000

**Bulgaren in Berlin**, 2003

**Deutsche im Schmelztiegel der USA**, 1994

**Dauerhafte Beziehungen / Lasting Relations, 200 Jahre Amerikaner in Berlin / Americans in Berlin** for two hundred years, deutsch – amerikanisch, 1995

**Das Edikt von Potsdam - Hugenotten in Berlin**, 2000, (Nachdruck von 1985)

**"Und am Ende ist es doch geglückt" - Esten, Letten, Litauer in Berlin**, 1998

**Fisimatenten - Franzosen in Berlin und Brandenburg, Les Français à Berlin et en Brandebourg**, deutsch – französisch, 2004

**Georgier in Berlin**, 1999

**Holländer an der Havel - Flamen und Niederländer in Berlin**, 1994

**Inder in Berlin**, 1997

**Indonesien in Berlin**, 2003

**Iraner in Berlin**, 1994 (vergriffen)

**Iren und Briten in Berlin**, 1995

**Italien in Berlin**, 2000

**Japan an der Spree**, 1995

**Koreaner in Berlin**, 1993 (vergriffen)

**Korea in Berlin von A bis Z**, 2002

**Das Kurdische Berlin**, 2003

**Lateinamerikaner in Berlin**, 2000

**Metropole, Menschen, Nahaufnahme - Afrikaner in Berlin**, 1997 (vergriffen)

**Das Polnische Berlin / Polski Berlin**, deutsch-polnisch, 2002  
**Portugiesen und Spanier in Berlin**, 2000  
**Rewriting The Footnotes – Berlin und die Afrikanische Diaspora / Berlin and the African Diaspora**, deutsch – amerikanisch, 2000  
**Wege zwischen Rumänien und Berlin**, 2004  
**Das Russische Berlin**, 2002  
**Schweizer in Berlin und Brandenburg**, 1999  
**Skandinavier und Finnen in Berlin**, 1997  
**Spree-Athen, Griechen leben in Berlin**, 1997  
**Thai in Berlin**, 2001  
**Das Türkische Berlin**, 1998  
**Das Türkische Berlin von A bis Z**, 2001  
**Ukrainer in Berlin**, 2004  
**Ungarn in Berlin**, 2001  
**Vietnamesen in Berlin**, 1997  
**Von Aizenberg bis Zaidelman - Jüdische Zuwanderer aus Osteuropa in Berlin und die Jüdische Gemeinde heute**, 1997  
**Die Wolga an der Spree – Tataren und Baschkiren in Berlin**, 2000

**Intercultural Calendar for the current year**

## **5.2 District Integration Commissioners**

Each District Office (Bezirksamt- BA) of Berlin has an Integration Commissioner who is available to you for advice and assistance. These persons are as follows.

BA Friedrichshain-Kreuzberg  
Frau Doris Nahawandi  
Frankfurter Allee 35-37  
10247 Berlin  
Tel.: +4930(030) 902983133  
Fax: +4930(030) 902982515  
Email: [Doris.Nahawandi@ba-fk.verwalt-berlin.de](mailto:Doris.Nahawandi@ba-fk.verwalt-berlin.de)

BA Lichtenberg-Hohenschönhausen  
Frau Heike Marquardt  
Möllendorffstraße 6  
10360 Berlin  
Tel.: +4930(030) 55043907  
Fax: +4930(030) 55043309  
Email: [Heike.Marquardt@ba-libg.Verwalt-Berlin.de](mailto:Heike.Marquardt@ba-libg.Verwalt-Berlin.de)

BA Marzahn-Hellersdorf  
Frau Elena Marburg  
Alice-Salomon-Platz 3  
12591 Berlin  
Tel.: +4930(030) 902932060  
Fax: +4930(030) 902932055  
Email: [Elena.Marburg@ba-mh.verwalt-berlin.de](mailto:Elena.Marburg@ba-mh.verwalt-berlin.de)

BA Mitte  
Herr Mustafa Turgut Cakmakoglu  
Mathilde-Jacob-Platz 1  
10551 Berlin  
Tel.: +4930(030) 200932198  
Fax: +4930(030) 200932021  
Email: [mustafa.cakmakoglu@ba-mitte.verwalt-berlin.de](mailto:mustafa.cakmakoglu@ba-mitte.verwalt-berlin.de)

BA Neukölln  
Frau Karin Korte  
Karl-Marx-Straße 83  
12040 Berlin  
Tel.: +4930(030) 68092951  
Fax: +4930(030) 68093742  
Email: [Karin.Korte@ba-nkn.verwalt-berlin.de](mailto:Karin.Korte@ba-nkn.verwalt-berlin.de)

BA Pankow  
Frau Margit Arndt  
Frau Karin Wüsten  
Breite Straße 24A-26  
13062 Berlin  
Tel.: +4930(030) 48832524  
Fax: +4930(030) 48832230  
Email: [margit.arndt@ba-pankow.verwalt-berlin.de](mailto:margit.arndt@ba-pankow.verwalt-berlin.de)  
Email: [karin.wuesten@ba-pankow.verwalt-berlin.de](mailto:karin.wuesten@ba-pankow.verwalt-berlin.de)

BA Reinickendorf  
Frau Regine Bouédibéla-Barro  
Eichborndamm 215-239  
13437 Berlin  
Tel.: +4930(030) 41922024  
Fax: +4930(030) 41922341  
Email: [Regine.Bouedibela-Barro@ba-rdf.verwalt-berlin.de](mailto:Regine.Bouedibela-Barro@ba-rdf.verwalt-berlin.de)

BA Spandau  
Frau Doris Ducke  
Carl-Schurz-Str. 2/6,  
13597 Berlin  
Tel.: +4930(030) 33033940  
Fax: +4930(030) 33032700  
Email: [doris.ducke@ba-spd.verwalt-berlin.de](mailto:doris.ducke@ba-spd.verwalt-berlin.de)

BA Tempelhof-Schöneberg  
Frau Emine Demirbüken-Wegner  
John-F.-Kennedy-Platz  
10820 Berlin  
Tel.: +4930(030) 75606263  
Fax: +4930(030) 75606344  
Email: [huesmann@ba-temp.verwalt-berlin.de](mailto:huesmann@ba-temp.verwalt-berlin.de)

BA Treptow-Köpenick  
Frau Violetta Damjanowa  
Alt-Köpenick 21  
12555 Berlin  
Tel.: +4930(030) 61722211  
Fax: +4930(030) 61722040  
Email: [violetta.damjanowa@ba-tk.verwalt-berlin.de](mailto:violetta.damjanowa@ba-tk.verwalt-berlin.de)

BA Charlottenburg-Wilmersdorf  
Frau Azize Tank  
Otto-Suhr-Allee 100  
10585 Berlin  
Tel.: +4930(030) 902913329  
Fax: +4930(030) 902912647  
Email: [migrantenbeauftragte@charlottenburg-wilmersdorf.de](mailto:migrantenbeauftragte@charlottenburg-wilmersdorf.de)

### **5.3 Aliens Authority**

Department IV – Aliens Authority, Immigration Unit – of the State Office for Public Affairs is responsible for all questions which pertain to your rights to reside in Germany.

[Landesamt für Bürger- und Ordnungsangelegenheiten](#)  
[Ausländerbehörde - Referat Zuwanderung -](#)  
[Friedrich- Krause- Ufer 24](#)  
13353 Berlin

Visting Hours:	Monday, Tuesday	07.00- 14:00 hours
	Thursday	10.00- 18:00 hours
Telephone Hours:	Wednesday, Friday	09:00- 12.00 hours

To avoid long waits when visiting please make an appointment during telephone hours.

Service telephone for general information: 90269- 4000

## II Living in Berlin: Housing, Jobs, Training and Education

### 6. Housing

#### Apartments in Berlin

In Berlin a large number of apartments are available in all districts and price ranges. Compared to other cities in Germany, and in particular to other European metropolis, rents are rather cheap.

#### 6.1 Looking for an Apartment

You can easily find a suitable apartment in the classifieds section of the Berlin daily newspapers. Most offers you find in the weekend edition. There are also journals that specialize in real estate offers and search advertisements for apartments.

The latest listings are also published on the web. Most daily newspapers offer real estate sections on their official websites.

Real estate agents also offer apartments. The agents are private companies that deal in renting or selling apartments. The addresses of real estate agents can be found in the "Yellow Pages" (look for "Makler" or "Immobilienmakler"). Most of these companies charge a fee.

When looking for a flat it is often helpful to visit your local Housing Office ("Wohnungsamt", see list in I.3.). They offer information on "Wohnungsgesellschaften", which are state-run housing associations that provide flats for rent.

#### 6.2 Quote the Rent

Rent, or "Miete" or "Monatsmiete" in German, is the amount paid by the tenant ("Mieter") to the landlord ("Vermieter") every month. Additional costs cover the expenses for garbage disposal, street and house cleaning, heating and water supply.

Additional costs like heating depend on your personal needs and will be charged accordingly. Other costs depend on the size of the apartment and the number of tenants. Electricity, gas (usually), and phone are not part of the regular lease. These items are subject to an individual contract with the providers. Additional costs and charges for electricity, gas and phone are subject of a monthly flat-rate. Once a year the tenant receives the total balance statement.

#### Additional Costs - Save Energy

Save money by economizing your heat, electricity and gas consumption, and thus reducing your additional costs. Tips for economic use of electricity and gas are available at the supply companies Vattenfall ([www.Vattenfall.de](http://www.Vattenfall.de)) and GASAG. Free information concerning heating, hot water, heat insulation, solar technology, energy savings from an expert is available at the "[Gesellschaft für Rationelle Energieverwendung e.V.](http://www.gesellschaft-fuer-rationelle-energieverwendung.de)". For appointments, please call 030 7872-1130.

#### Rent Comparisons ("Berliner Mietspiegel")

The journal "Berliner Mietspiegel" lists common rent prices according to type of apartment, type of building, size, style and quality in for all districts. The "Mietspiegel" is applicable to non-price-maintained flats in apartment buildings which were available before September 30, 1999.

The rent is stated as a monthly "**Netto-Kaltmiete**" (cold rent) per EUR/m<sup>2</sup>. Not included are:

- collective heating and hot water supply
- operational costs
- furniture and sublet supplement
- charges for additional housing space for other purposes

The "Mietspiegel" is available at

**Senatsverwaltung für Stadtentwicklung**

Herr Berke

Württembergische Straße 6

10707 Berlin

Tel.: +49(0) 30 9020-5555, Fax: +49(0) 30 9012-3501

E-Mail: [info-center@senstadt.verwalt-berlin.de](mailto:info-center@senstadt.verwalt-berlin.de), Internet: [www.stadtentwicklung.berlin.de](http://www.stadtentwicklung.berlin.de)

### **6.3 Tenant Associations**

Consultation and protection for tenants is offered by tenant associations:

**Berliner MieterGemeinschaft e.V.**

Möckernstraße 92

10963 Berlin

Tel: 030 / 216 80 01

Fax: 030 / 216 85 15

[www.bmgev.de](http://www.bmgev.de)

**Berliner Mieterverein e.V.**

Landesverband Berlin im Deutschen Mieterbund e.V.

Hauptgeschäftsstelle: Wilhelmstraße 74

(nahe Brandenburger Tor)

Eingang Behrenstrasse

10117 Berlin

Tel: 030 / 22 62 6-0

Fax: 030 / 22 62 61 61

[www.berliner-mieterverein.de](http://www.berliner-mieterverein.de)

**Mieterschutzbund Berlin e.V.**

**Konstanzer Straße 61**

10707 Berlin

Tel: 030 / 882 30 85

Fax: 030 / 882 77 00

**Filiale Torstraße 25**

10119 Berlin

Tel: 030 / 2 01 15 27

Fax: 030 / 2 01 15 96

**Filiale Sonnenallee 95**

12045 Berlin

Tel: 030 / 6 87 01 21

Fax: 030 / 6 82 11 47

### **6.4 Residence Registration**

In Berlin, like everywhere else in Germany, you have to register your residency. According to § 11 of the Berlin registration law ("Meldegesetz"), everyone who lives in Berlin has to register at the registration office ("Meldebehörde") within one week of arrival. The registration has to be accomplished at the local residence registration office ("Meldestellen") of the district (For address see I. 3. The Federal State of Berlin and its districts).

## 7. Working in Berlin

### 7.1 Find a Job: Jobcenters ("Arbeitsagenturen")

Are you looking a job or a new opportunity?

Jobcenters arrange for jobs and training positions, consult employers and employees, and offer help to increase your chances to find a job, e.g. in promoting training on the job or vocational retraining. Jobcenters also arrange job- and professional trainings. Job offers and applications for a job are cross linked nation wide, such that people seeking a job can get a good overview of the job market in Germany.

Are you looking for help or assistance to find the right professional or educational program?

For career guidance or information about training positions, jobcenters and career agencies are ready to answer your questions. Vocational counseling and employment exchange are ready to help you free of charge. At jobcenters you also apply for grants to support your professional training.

At the jobcenters you find comprehensive information to your questions.

Besides, jobcenters care about social security. In case you lost your job, your employer has become insolvent or cannot employ at full time anymore, job agencies pay unemployment benefit, i.e. "Arbeitslosengeld", "Insolvenzausfall" or "Kurzarbeitergeld". Special regulations apply for construction industry ("Winterbauförderung").

Jobcenters promote, create and ensure continuation of new jobs for disabled persons. Further on you can apply at the "Familienkasse" of the jobcenters for child benefit.

Find the address and opening hours of your local Berlin jobcentre in the following list:

#### **Agentur für Arbeit Berlin Mitte**

Die Agentur für Arbeit Berlin Mitte ist zuständig für Arbeitnehmer, Akademiker, schwerbehinderte Menschen aus den Stadtbezirken Friedrichshain- Kreuzberg und Mitte  
Arbeitsvermittlung und Arbeitsberatung sowie Leistungsberatung für den Stadtbezirk Friedrichshain- Kreuzberg  
Charlottenstraße 97 - 90  
10969 Berlin  
Telephone: (030) 55555, Fax: (030) 5555 99 4060, E- Mail: [Berlin-Mitte@arbeitsagentur.de](mailto:Berlin-Mitte@arbeitsagentur.de)

Allgemeine Öffnungszeiten:

Mo, Di, Mi 08.00 - 12.00 Uhr

Do 08.00 - 18.00 Uhr

Fr 08.00 - 12.00 Uhr

Zusätzliche Beratungszeiten für Arbeit Suchende innerhalb der Kündigungsfrist:

Mo und Di 12.00 - 16.00 Uhr oder nach vorheriger Terminabsprache

#### **Agentur für Arbeit Berlin Nord, Hauptamt**

verantwortlich für die Bezirke Charlottenburg – Wilmersdorf  
Königin-Elisabeth-Str. 49, 14059 Berlin, Telephone: 55555, Telefax: 555570-4444

Geschäftsstelle Pankow, verantwortlich für den Bezirk Pankow  
Storkower Str. 118/120, 10407 Berlin, Telephone: 55555, Telefax: 555585-1596

Geschäftsstelle Reinickendorf, verantwortlich für den Bezirk Reinickendorf  
An der Mühle 5 - 9; 13507 Berlin, Telephone: 55555, Telefax: 555586-399

Geschäftsstelle Spandau, verantwortlich für den Bezirk Spandau  
Brunsbütteler Damm 75-77, 13581 Berlin, Telephone: 55555, Telefax: 5555 71-2444  
Mail: Berlin-Nord@arbeitsagentur.de

Allgemeine Öffnungszeiten

Montag-Dienstag, Freitag 8.00 - 13.00 Uhr  
Mittwoch geschlossen  
Donnerstag 8.00 - 18.00 Uhr

**Agentur für Arbeit Berlin Ost**

Hauptamt: Gotlindestraße 93, 10365 Berlin  
Telephone 030 / 55555, Telefax 030 / 5555 88 4999

Geschäftsstelle Marzahn-Hellersdorf, verantwortlich für den Bezirk Marzahn-Hellersdorf  
Janusz-Korcak-Straße 32, 12627 Berlin  
Telephone 030 / 55555, Telefax 030 / 5555 89 1599  
E-Mail: Berlin-Ost@arbeitsagentur.de

Öffnungszeiten der Agentur für Arbeit Berlin Ost (ohne Familienkasse)

Montag und Dienstag: 08.00 - 14.00 Uhr  
Mittwoch: 08.00 - 12.00 Uhr  
Donnerstag: 08.00 - 18.00 Uhr  
Freitag: 08.00 - 12.00 Uhr

**Agentur für Arbeit Berlin Süd**

Verantwortlich für den Bezirk Neukölln  
Sonnenallee 282, 12057 Berlin  
Tel.: (030) 55555, Fax: (030) 5555 77 4444  
E-Mail: berlin-sued@arbeitsagentur.de

Geschäftsstelle Treptow-Köpenick  
Zuständig für den Bezirk Treptow-Köpenick  
Rudower Chaussee 4, Haus 15, 12489 Berlin  
Tel.: (030) 55555, Fax: (030) 5555 77 1505  
E-Mail: treptow-koepenick@arbeitsagentur.de

Öffnungszeiten:

Montag 08:00 - 16:00 Uhr  
Dienstag 08:00 - 12:00 Uhr, 12:00 - 16:00 Uhr (nur terminierte Beratungen)  
Mittwoch 08:00 - 12:00 Uhr  
Donnerstag 08:00 - 18:00 Uhr  
Freitag 08:00 - 12:00 Uhr



**Agentur für Arbeit Berlin Südwest**

Zuständig für Bezirk Tempelhof-Schöneberg  
Wolframstr.89-92, 12105 Berlin  
Telephone: 030/55555, Fax: 030/555580-3333  
Mail: Berlin-Suedwest@arbeitsagentur.de  
Postanschrift: 12096 Berlin

**Geschäftsstelle Steglitz-Zehlendorf**

Zuständig für Bezirk Steglitz-Zehlendorf  
Händelplatz 1, 12203 Berlin  
Telephone: 030/55555, Fax: 030/555581-4999  
Mail: Steglitz@arbeitsagentur.de  
Postanschrift: 12200 Berlin

**Öffnungszeiten:**

Montag bis Mittwoch und Freitag	von 08:00 Uhr bis 13:00 Uhr
Donnerstag	von 08:00 Uhr bis 18:00 Uhr
Für Berufstätige und Besucher mit Termin zusätzlich:	
Montag bis Mittwoch	von 13:00 Uhr bis 16:00 Uhr

## 7.2 Work Permit

In order to get a job, immigrants from non-EU countries need a residence permit ("Aufenthaltserlaubnis") which qualifies for working or a settlement permit ("Niederlassungserlaubnis"). A residence permit qualifies for accepting jobs if explicitly stated on the permit (dependent employment or self-employment). For dependent employees in the following practice applies principle. The immigration office ("Ausländerbehörde") verifies the the legal conditions for a residence permit. If the conditions are fulfilled, the immigration office requests approval from the Federal Labour Agency for the person to accept an employment. In principle approval will be issued only if the vacancy cannot be filled by a German, a resident of the EU or another preferential jobholder (third party citizens living in Germany for a long time).

EU citizens can entry Germany for job-seeking purpose without visa. EU citizens and their family dependents (if also citizens of an EU member state) will be certified the right of residence. EU citizens qualify for holding a job and do not need special approval from the Federal Labour Agency. EU citizens from Central and Eastern Europe are restricted (cf. IV. 19.1)

## 7.3 Tax and Social Insurance

Jobholders must have a tax card ("Lohnsteuerkarte") and a social insurance card ("Sozialversicherungsausweis"). Tax cards are provided by the local authorities ("Bürgeramt") of your district. Social insurance cards are provided by the pension insurance agencies. You will be registered at the pension insurance agency on the occasion of your first employment (usually the employer), upon which you obtain your social insurance number and your social insurance card.

The work contract usually fixes the gross income. The gross income is subject to tax and social insurance deductions, which will be purged by the employer. Your paycheck amounts on the net income. Gross and net income is listed on your payroll.

Insurance claims due to illness or casualty, unemployment, age, need of care and disability go with your and your employers' subscription to social insurance.

Monthly rates for health insurance, unemployment insurance, pension insurance and care insurance, are called social contributions ("Sozialabgaben"). The total monthly amount goes with your income. You and your employer are equally charged half the amount. The employees subscription is purged from the income; the employer does the payment to the insurance company.

The tax is taken from the gross income. The rate depends on your total income, your family status and your tax classification (I-VI). The tax class depends on your civil status, number of children and whether or not you income is "secondary". If both partners earn a taxable income, a the combination of two tax classes might be beneficial. Declarations regarding the tax class and children are listed on the tax card, which can be obtained at the local authorities ("Bürgerämter").

The tax card stays with the employer. The employer fills in your income and related specifications. Taxes are deducted automatically from the monthly gross income.

Tax refunds can be claimed subsequently. Please refer to the income tax association ("Lohnsteuerverein") or a tax consultant for further information. The tax authorities can also provide you with assistance. For more information please refer to the local tax authorities or to the tax consultant or online at [www.finanzamt.de](http://www.finanzamt.de). The Federal Ministry of Finances provides at [www.bundesfinanzministerium.de](http://www.bundesfinanzministerium.de) a brochure "Steuern von A bis Z".

#### **7.4 Work Representations of Interest**

The industrial democracy act supports the election of a council for operational interest protection ("**Betriebsrat**") in corporations organized under private law (e.g. "GmbH", "Aktiengesellschaft") with at least five permanent employees. The council represents the interests of the workforce within the corporation. Council and employer are working closely together with the trade unions and employer federations represented in the firm.

The council is elected by all employees of the corporation, independently of nationality. The council surveys the workers' rights, safety regulations, collective bargaining agreements and company agreements, and that employees are treated equally, regardless their ethnic origin, religion, nationality, place of origin, political or trade union activities and affiliations, or because of gender or sexual orientation.

The council is authorized by law to support the process of integration of foreign employees and to promote better understanding between foreign and German workers. The council is to set off measures to combat racism and xenophobia within the company. The council can ask the removal of an employee for racist or xenophobic behavior and to veto the recruitment of a prospective employee for the same reasons.

The council has the right to participate in social, personnel and economic matters. For example, it also has a say if workers are ordered to work overtime or short time. It also has a right to be involved in any envisaged recruitment or dismissal of workers and in drawing up social plans in the event of factory closures or other company changes. In some companies the employers and council have concluded company agreements to promote equal opportunities and to protect against discrimination.

## 7.5 Self-Employment

Residence permits can be issued for self-employed work, if a positive effect on the economy is expected. These prerequisites are generally deemed to be fulfilled with a minimum investment sum of 1 million euros and the creation of ten jobs. If the investment sum or the number of jobs is less, the prerequisites are examined in terms of viability of the concept, amount of invested capital, business experience by trade authorities and associations. Foreigners older than 45 years receive a residence permit if they have a suitable retirement plan.

### Information centers for investors from abroad:

Wirtschaftsförderung Berlin International GmbH  
Fasanenstr. 85, 10623 Berlin,  
Tel: +49(0) 30 39980218

Zentrale Anlauf- und Koordinationsstelle für Unternehmen (ZAK)  
Martin-Luther-Str. 105, 10825 Berlin,  
Tel: +49 30 9013 - 7601

### Information centers of the chambers:

Industrie- und Handelskammer (IHK)  
Fasanenstraße 85, 10623 Berlin  
Tel.:+49 30 315 10-0, Fax: +49 30 315 10-278

Handwerkskammer zu Berlin (HWK)  
Blücherstraße 68, 10961 Berlin  
Tel.: +49 30 259 03-01, Fax: +49 30 259 03-235

### Others:

Beratungs- und Ausbildungszentrum für  
zugewanderte Gewerbetreibende  
Schliemannstraße 23, 10437 Berlin,  
Tel.: +49(0) 30 44 65 10 65 Fax: +49(0) 30 444 10 85  
Web: [www.emz-berlin.de](http://www.emz-berlin.de) Email: [info@emz-berlin.de](mailto:info@emz-berlin.de)

Nation wide agency for female founders

The central **Hotline 0180 - 5 22 90 22** (Monday to Thursday from 9:00 am to 6:00 pm and Friday from 9:00 am to 4:00 pm) is contact point for information and tips about local assistance by female experts.

For more information: **Email: [bga@gruenderinnenagentur.de](mailto:bga@gruenderinnenagentur.de)**

And

Innovation und Bildung Hohenheim GmbH (IBH)  
Projektleitung: Ingrid Katz. M.A.  
Wollgrasweg 49, 70599 Stuttgart  
Tel: 0711/451017-206 / Fax: 0711/123-2556

## 8. Equal Rights for Men and Women

### 8.1 Offers for Women

The basic constitutional law, Art.3, of the Federal Republic of Germany protects equality. Citation: "Men and women have equal rights. No one may be disadvantaged or favored because of his sex (...)". Equality is being largely realized by the law of equal rights which became operative on July 1, 1958. Many details of this basic law have been worked out subsequently: As part of the equality law (marriage law, law of property and custody) 1957, equal treatment at work 1980, and 1994 employment protection and support programs for women in business.

In many professions women are still rewarded 25 percent less on average than men. Nevertheless, family duties remain often the women's part (single parent). Calls for law against discrimination and "quotas regulations", i.e. "women quotas" for job hires demonstrate already since the eighties and nineties, how slowly accustomed social structures change.

In the mean time changes occurred. More and more women are successful in professional life and honorary positions. To push this process further ahead there are many initiatives supporting women to achieve their goals. The federal ministry for family, seniors, women and youth offers on its webpage ([www.bmfsfj.de](http://www.bmfsfj.de)) information about initiatives and projects for women promotion.

The Federal Government has launched a nationwide agency for female founders, hereby emphasizing the promotion of professional independence of women. This partnership project of the federal ministries for family, seniors, women and youth (BMFSFJ), for development and research (BMBF) as well as economy and work (BWA) should increase the amount of inaugurations by women and improve the environment for women foundations in general (cf. 7.5).

The project "women to the top" has the goal to increase the percentage of women in leadership positions of sport associations and federal sports leagues to benefit from the experience and competences of women. For more information go to the website at [www.femtotop.de](http://www.femtotop.de) Since March 2005 the website [www.frauenmachenkarriere.de](http://www.frauenmachenkarriere.de) offers quick and easy access to comprehensive information on the behalf of women employment. Service and background information can be found on subjects like occupation start, career, start-up and return to profession. The whole package contains information on federal and state level.

The country Berlin considers women and men as equal partners and supports women in their efforts to lead a stand-alone life and to perceive educational and occupational opportunities. The promotion of women has high priority in Berlin and is accompanied by many opportunities of consultation, training and support in critical situations.

Consultation and information on existing opportunities about women's promotion is available at the women's commissioner of the district authorities. Please find their address on the following pages.

## **Frauen- und Gleichstellungsbeauftragte der Bezirke**

### **Bezirksamt Charlottenburg- Wilmersdorf**

Büro der Frauenbeauftragten

Otto-Suhr-Allee 100, 10585 Berlin, Zimmer 241 d

[frauenbeauftragte@ba-cw.verwaltberlin.de](mailto:frauenbeauftragte@ba-cw.verwaltberlin.de), Tel. 9029-12690, Fax 9029-12055/12055

Sprachkenntnisse: Englisch

### **Bezirksamt Friedrichshain- Kreuzberg**

Gleichstellungsbeauftragte

Frankfurter Allee 35 -37, 10216 Berlin, Zimmer 2915/16

[Koch-Knoebel@ba-frh.verwalt-berlin.de](mailto:Koch-Knoebel@ba-frh.verwalt-berlin.de), Tel. 2324 -4109/11, Fax 2324 - 4177

Sprachkenntnisse: Englisch

### **Bezirksamt Lichtenberg**

Gleichstellungsbeauftragte

Möllendorffstr. 6, 10360 Berlin

10360 Berlin (Postanschrift), Zimmer 10/11

Tel. 5504-3320/3321, Fax 5504-3309

### **Bezirksamt Marzahn- Hellersdorf**

Gleichstellungsbeauftragte

Alice-Salomon-Platz 3, 12527 Berlin, Zimmer 452

[Liane.Behrendt@ba-mh.verwalt-berlin.de](mailto:Liane.Behrendt@ba-mh.verwalt-berlin.de), Tel. 90293-2050/1, Fax 90293-2055

### **Bezirksamt Mitte**

Amt für Gleichstellung, Frauenbeauftragte

Mathilde-Jacob-Platz 1, 10551 Berlin, Zimmer 212

[kerstin.drobick@ba-mitte.verwaltberlin.de](mailto:kerstin.drobick@ba-mitte.verwaltberlin.de), Tel. 2009-32048/32168, Fax 2009-32101

Zimmer 126

Sprachkenntnisse: Englisch

### **Bezirksamt Neukölln**

Frauenbeauftragte

Karl-Marx-Str. 83-85 12043 Berlin, Zimmer KU 62

[Renate.Bremmert@BA-NKN.verwalt-berlin.de](mailto:Renate.Bremmert@BA-NKN.verwalt-berlin.de), Tel. 6809-3555/3554, Fax 6809-2445

<http://Members.AOL.COM/Frauenamt>

### **Bezirksamt Pankow**

Gleichstellungsbeauftragte

Breite Str. 24 A - 26, 13187 Berlin, Zimmer 137

[gleichb@ba-pkow.verwalt-berlin.de](mailto:gleichb@ba-pkow.verwalt-berlin.de), Tel. 4883-2305, Fax 4883-2318

Zimmer 106

Sprachkenntnisse: Russisch, Englisch

### **Bezirksamt Reinickendorf**

Frauenbeauftragte

Eichborndamm 215-239, 13437 Berlin, Zimmer 124

Tel. 4192-2309/2011, Fax 4192-2215

### **Bezirksamt Spandau**

Frauenbeauftragte

Carl-Schurz-Str. 2-6, 13597 Berlin, Zimmer 1201 a-c

Tel. 3303-3501/3602, Fax 3303-7614

Sprachkenntnisse: Englisch

**Bezirksamt Steglitz- Zehlendorf**

Frauenbeauftragte

Schloßstr. 80 (Kreisel), 12165 Berlin, Zimmer 301

Tel. 6321-3206/3354, Fax 6321-2670

Sprachkenntnisse: Englisch

**Bezirksamt Tempelhof- Schöneberg**

Frauenbeauftragtenbüro

Rathaus Schöneberg, John-F.-Kennedy-Platz, 10820 Berlin, Zimmer 147 - 149

[birkelbach@ba-temp.verwaltberlin.de](mailto:birkelbach@ba-temp.verwaltberlin.de), [hasecke@ba-temp.verwalt-berlin.de](mailto:hasecke@ba-temp.verwalt-berlin.de)

Tel. 7560-6031/3642/8941, Fax 7560-2391 (Frauenbeauftragtenbüro)

Sprachkenntnisse: Regelung nach Einzelfallabsprache

**Bezirksamt Treptow-Köpenick**

Gleichstellungsbeauftragte

Rathaus Köpenick

Alt Köpenick 21, 12555 Berlin

[Christiane.Hartmann-Kraatz@batk.verwalt-berlin.de](mailto:Christiane.Hartmann-Kraatz@batk.verwalt-berlin.de)

Tel. 6172-2309, Fax 6172-2040

Sprachkenntnisse: Englisch





## 9. Family Assistance

### 9.1 Education and Family Consultation Agencies

- You are having questions about upbringing or partnership
- There are conflicts in the family
- Separation from your partner or spouse is in view
- You are worrying about your children
- Your children are having problems in the school

Find help and information at the education and family consultation agencies.

The education and family consultation agencies offer psychological, educational and therapeutic support. Depending on the case, help is offered from information conversation to consultation discussion, diagnostic analysis or psychotherapy.

The education and family consultation agencies are bound to professional secrecy, provide you easy and neutral help free of charge, and advice anonymous if requested. For more information and contact address please go to the website:

<http://www.efb-berlin.de>

For more information and addresses of information centers, please refer to the citizen offices of the district authorities. Addresses of the district authorities are listed in chapter I.3.

### 9.2 Child Benefit ("Kindergeld")

Parents with certain residence titles receive child benefit depending on the number of children. Child benefit is independent of your employment. Child benefit must be claimed at the families found office of the work agency or at the employer. Addresses are listed in chapter 7.1

### 9.3 Publications: A Guide for Families in Berlin

The senate administration for education, youth and sport has published a helpful guide for families in Berlin, which is helpful for everyone seeking support in education of your children and improvement of the family situation. You can get the brochure at

**Infopunkt der Senatsverwaltung für Bildung, Jugend und Sport**

Beuthstraße 6 - 8

(Eingang Beuthstraße 8, rechts neben dem Haupteingang)

D-10117 Berlin

Tel.: +49(0) 30 9026-5000

Fax: +49(0) 30 9026-5530

More information can be found on the website:

[www.sensjs.berlin.de](http://www.sensjs.berlin.de)



## **10. Facilities for Children and Juveniles, School, Training and Higher Education**

### **10.1 Day-Care Centers ("Kindertagesstätten" or "Kitas")**

As parents you will find a wide variety of day care centres in each of Berlin's districts. The day care centres are responsible for encouraging your child in its development and making it possible for you as parents to work while raising a family. Day care centres look after children from infancy until they are ready to start school.

Children who have previously lived in another country but in future will be growing up and going to school in Germany should enter a kita as soon as possible. In a kita, they will have the opportunity to learn to speak German, they will be stimulated, play with other children and make new friends. A child's ability to speak German is indispensable for its success in German schools later on.

#### **What kinds of day care centres are there?**

Kita places are offered by many organisations, especially associations for welfare work and centres run by the districts. The kitas structure their work on the basis of a number of concepts. Some of them have special emphases such as motoric skills or musical abilities. Others have dual language concepts, working with each child both in German and in the language of its parents.

The Senate administration for Education, Youth and Sports maintains a database of all child day care centres in Berlin. You can view it at their internet site, [www.senbjs.berlin.de](http://www.senbjs.berlin.de)

There are also places in the programme "nursery care", especially for children under three years of age. Here, just one child or a very few children are looked after in the family of a day mother. The hours for this care are flexible. For example, your child can also be left there during a weekend.

#### **How long can you leave your child in the care of a Kita?**

Berlin's day care centres *can* be open between 6:00 and 19:30 hours. Each care facility has its own opening hours during this time. The duration of daily care for each child depends on the times during which the parents are at work or in training. The kitas offer places for half day care (4 to 5 hours), part time care (7 to 9 hours) or full day care (7 to 9 hours and beyond, for a maximum of 12 hours).

#### **How do you obtain a kita place for your child?**

To obtain a place in a kita or in nursery care, you should first turn to the Youth Office of the district in which you live and are a registered resident (the addresses are below). There you submit an application for care of your child in a day care centre. The Youth Office evaluates your child's need for care and gives you a corresponding kita voucher. You then use this voucher to look for a place in a kita of your choice. This kita need not be located in your district; your kita voucher is valid for all kitas in Berlin. If you wish, the Youth Office will find a suitable place for you.

#### **How much does a kita place cost you?**

The parents' contribution to the costs of kitas and nursery care is regulated uniformly for all locations in Berlin. This contribution applies to costs for child care and for meals. Your contribution for a warm meal at midday is 23 euros per month. Your contribution to costs for child care depends on your income, the duration of daily care, and further statutory criteria such as, for example, the number of children under 18 who live in your family. Here is an example. If your monthly income is less than 2,195 euros and there are three children under 18 living in your family, then your monthly contribution for half day care with lunch is 32 euros. Further details can be found under [www.senbjs.berlin.de](http://www.senbjs.berlin.de).

## **10.2 School: From Kindergarden ("Vorklasse") to High School**

In Germany a ten-year compulsory education is mandatory. During a vocational education the vocational school is mandatory as well. Children begin their compulsory education at the age of six. The new school year begins on August 1. Certain conditions permit parents (or legal representatives) to apply for a place at school earlier. Once admitted to school, the attendance is mandatory.

The quality of the German educational system - from the primary school ("Grundschule") up to the dual system of education in businesses and vocational schools (see vocational education) – has become a topic of great interest because of international studies. As a result, schools are progressing in new directions. Variety, openness and cultural diversity characterize the program of schools and educational institutions.

German language skills are decisive for success in school. Therefore, knowledge of the German language is reviewed at registration to primary school. If deficits are recognized, the child must participate in a six month language course. In this way the school makes it possible for every child to have a good basis for success at school. In the primary and higher level schools special emphasis is placed on the German language skills of children with migration background. A separate framework plan with about 700 additional positions for teachers has been put in place.

The Berlin educational system offers an established basic education and a manifold of possibilities for continued education. Pupils and students can be promoted at an early stage according to their talent, emphasizing on language, science or music.

In Berlin, there are more than 1100 public and private schools with a wide spectrum of pedagogic programs. Special opportunities, like the federal Europe schools with bilingual program, are very popular.

The educational system has several levels of education. All pupils start at an elementary school, before continuing at a general-education school.

### **Primary School ("Grundschulen")**

The primary school generally comprise grades 1 through 6. Most primary schools offer a half day programme and are always open from 7:30 to 13:30 hours. Beyond that, almost all of them also offer early morning, afternoon, early evening and holiday child care as full day schools in cases of demonstrated need. There are also 64 full day schools (including the 18 state European schools) which hold classes from 8 to 16 hours and also provide child care outside these hours and during holidays in cases of demonstrated need. Many primary schools offer integration classes in which all children, including those with disabilities, are taught together. Many schools have special pedagogic focal points such as sports, music, religion, Montessori, foreign languages, new media, theatre and art.

### **Higher Level Schools**

Whereas in primary schools all children follow the same educational program, the higher level schools offer three different programmes. Each child, depending on its performance in primary school, goes on to an intermediate school ("Hauptschule"), a secondary school ("Realschule"), a high school ("Gymnasium") or a comprehensive school ("Gesamtschule").

### **Intermediate Schools ("Hauptschulen")**

Intermediate schools - grades 7 to 10 - impart a basic general education to their students and makes it possible for them to obtain all the certificates of secondary level I, in accordance with their performance. The emphasis is on occupation and the relationship of knowledge to practise with the goal of preparing them with all the abilities required to take up vocational training.

### **Secondary Schools ("Realschulen")**

Secondary schools - grades 7 to 10 - impart a basis for future vocational training at a higher level. A major area of concentration can be selected from a range of elective courses. The four year programme at a secondary school concludes with an secondary school diploma which is awarded on the basis of a central examination procedure. When this diploma is awarded and further conditions are met (see §7 VOGO, Ordinance for the Upper Grades) the student can, as an alternative to vocational training, also transfer to the upper grades of a high school.

### **High School "Gymnasium"**

High schools generally start with grade 7. Up through grade 10 each student belongs to a single class in which all subjects are taught. At the end of grade 10 the students take the examination for a secondary school diploma. Upon being promoted to grade 11 each student is admitted to the upper grades. Here, the student selects courses from a structured offering of basic and elective courses. Upon completing grade 13 students finish their school education with the so called "Abitur". By passing the Abitur a student acquires the right to study at university level.

### **Comprehensive Schools "Gesamtschulen"**

Comprehensive schools offer grades 7 to 10 of the intermediate school, secondary school and high school programs under a single roof. An advantage of this arrangement is that a school class can stay together when it graduates from primary school. The comprehensive schools aim to teach all students together independently of their previous performance; students are also looked after on an individual basis and assisted as appropriate. Most comprehensive schools also offer the upper grades (11 - 13) of high school.

Some comprehensive schools also participate in cross district trial programs for educating children with disabilities in ordinary school environments.

### **Special Educational Assistance**

The teaching and educational mission of Berlin's schools also applies to children with needs for special educational assistance. Upon application submitted by a child's legal guardians (normally its parents) or by the school, special educators ascertain whether the child needs special educational assistance. If this applies to your child, you as the child's legal guardians choose between having your child continue to be taught and given special assistance in the ordinary school environment or having it placed in a school which specializes in teaching and assisting children with the particular problem at hand. Berlin's schools have many years of experience with teaching and assisting these children in the ordinary school environment and are among Germany's best schools in this regard.

The following types of special schools / special assistance centres are available in Berlin for special educational assistance:

- Special schools with focus on "sight"
- Special schools with focus on "hearing"
- Special schools with focus on "physical and motoric development"
- Special schools with focus on "language"
- Special schools with focus on "learning"
- Special schools with focus on "mental development"
- Special schools with focus on "autistic disorders".

Children with a need for special educational assistance in the area of “emotional and social development” are primarily taught and assisted in the ordinary school environment but can also be taught in small classes (observation classes).

### **Information Center for Educational Offers**

At the "InfoPunkt" interested Berliners can obtain all the brochures and other publications of the Senate Administration for Education, Youth and Sports. You can obtain advice directly, by e-mail or by telephone and receive important information about the responsibilities of the senate administration from just one source. As required, you will immediately be connected directly with appropriate specialists. Information about the schools available in the vicinity of your residence can be obtained from the district office or in the district branch of the Senate Administration for Education, Youth and Sports.

### **Infopunkt der Senatsverwaltung für Bildung, Jugend und Sport**

Beuthstraße 6 - 8

(Enter at Beuthstraße 8, to the right of the main entrance)

D-10117 Berlin

Tel.: +49(0) 30 9026-5000

Fax: +49(0) 30 9026-5530

E-Mail: [infopunkt@senbjs.verwalt-berlin.de](mailto:infopunkt@senbjs.verwalt-berlin.de)

#### **Contact:**

Barbara Bühring

E-Mail: [barbara.buehring@senbjs.verwalt-berlin.de](mailto:barbara.buehring@senbjs.verwalt-berlin.de)

Michael Klaue

E-Mail: [michael.klaue@senbjs.verwalt-berlin.de](mailto:michael.klaue@senbjs.verwalt-berlin.de)

#### **Consultation Hours:**

Monday: 9:00 - 16:30 hours

Tuesday: 9:00 - 16:30 hours

Thursday: 9:00 - 18:00 hours

Friday: 9:00 - 14:00 hours

### **10.3 Offers for Youths in Berlin**

You may get a first impression of offers to young people by the city of Berlin at the web site of the Senate Department for Education, Youth and Sports. For example, the web site contains addresses and programs of leisure time centers and guest houses for young people.

#### **Brochure: "Wo ist was los?" ("What's going on where?")**

Berlin offers many many leisure time activities for children and young people. The Senate Department for Education, Youth and Sport publishes the brochure "Wo ist was los? " This brochure presents approx. 700 different projects together with their offers. Also for parents, teachers, grandmothers, educators and everyone else who deals with children, this guide indicates what a young person can do in his or her neighbourhood ("Kiez") or throughout Berlin during leisure time. The brochure has information about leisure time centers for children and young people, music schools, art schools for youths, educational centers for young people, youth associations and youth counselling centers.

#### **Concerts for Young People and Families 2006**

For many years the "JugendKulturService" publishes this guide through the cultural opportunities of Berlin with support from the senate administration for development, youth and sport as well as the different organizers, for children and young people to use the huge variety of concert offers from the Berlin orchestras and choirs - all at moderate prices and normally on good seats.

Additionally the "JugendKulturService" offers children, young people and families an extensive service in culture, sport and other domains of the vibrating Berlin city life. With "JugendKulturService" you can experience exciting events 365 days a year.

Contact:

[JugendKulturService](#)

a non-profit organisation of the Berliner Jugendclub e. V.

Obentrautstraße 55, 10963 Berlin-Kreuzberg

Info-Telephone: 030-23 55 62 0, Fax: 030-23 55 62 20, eMail: [info@jugendkulturservice.de](mailto:info@jugendkulturservice.de)

Internet: [www.jugendkulturservice.de](http://www.jugendkulturservice.de)

Public Transportation: U 1 or U15 and U 7 (Möckernbrücke), U 6 and U 7 (Mehringdamm)

Opening Hours: Mo, Tu, We from 9 to 16 hours, Th from 9 to 18 hours, Fr from 9 to 14 hours

#### **Help Service for Juvenile Delinquents**

##### **the Brochure: "Erwischt - was nun? " ("Caught - Now What?")**

Should your children or other young people in your circle of acquaintances come into conflict with the law, the juvenile probation officer offers counselling. In most cases, counselling helps these young people to go through difficult stages of development and to desist from acts which are punishable by law.

The brochure tries to answer questions many young people have when facing a trial in court. With this brochure the juvenile probation officer tries to give delinquent young people and their parents a guide which provides them with basic orientation so that they can take the next steps.

#### **What Else is Important?**

Information about recovery trips to the outskirts for example, is provided by the youth development programs of the Berlin district authorities, the youth associations and the senate administration for education, youth and sport.

Information and many links to institutions and projects about **children and youth work in the internet** is offered by:

**Jugendserver Spinnenwerk:** <http://www.spinnenwerk.de>

**Senatsverwaltung für Bildung, Jugend und Sport:** <http://www.senbjs.berlin.de>

**Virtueller Kinderstadtplan:** <http://www.kinderstadtplan.de>

**Info phone:** [www.infonetkalender.de](http://www.infonetkalender.de)

There are **youth libraries** in each district. Addresses and opening hours are available from [Amerika-Gedenkbibliothek, Blücherplatz 1, 10961 Berlin, Telephone \(0 30\) 90 22 60.](#)

These brochures are available at the information desk of the Senate Administration for Education, Youth and Sport (see 9.3 for address) as well as at the youth welfare offices of the district authorities (addresses in I.3.).



## 10.4 Vocational Education

### Studies and Profession

Do you need advice and support in your choice of the right profession and/or course of studies? You find comprehensive information at the Berlin work agencies to many of your questions. The work agencies arranged information centers where you find help in choosing the right formation. Further on the work agencies arrange traineeships. The addresses of work agencies are listed in 7.1

### Vocational Schools ("**Berufsschulen**") in the Dual System of Vocational Training

In the dual system of vocational training, the trainees receive their practical training in a company on the job. During one or two days a week the trainees attend vocational school, where they learn the theoretic knowledge of their profession. All vocational schools are specialized for one particular professional group.

Because not all trainees can find a training company, closely related formations are offered as well.

### Full-Time Vocational Schools ("**Berufsfachschulen**")

Full-time vocational schools are schools which offer the entire vocational training. They mediate the required practical skills and theoretical knowledge in numerous fields of occupation and welfare. Simultaneously they serve the expansion of the students' general education. To be accepted, at least the expanded intermediate school certificate is required. The level of the full-time vocational school diploma is equivalent to secondary school and comprises a recognized professional training with certificate ("**Kammerprüfung**").

Students finishing comprehensive education before having completed the mandatory ten-year training, must attend a vocational school or accept similar opportunity (one-year courses enabling for a profession, BB 10). For young people without education or employment contract, there is a full time-course for vocational training in the 11th year of school (VZ 11).

### Technical Schools ("**Fachschulen**")

Besides, Berlin has numerous technical schools, like the federal technical school Berlin, the federal technical school for hotel and restaurant business and the national technical school for social pedagogics.

### Higher Level Centers ("**Oberstufenzentren**")

Higher level centers (OSZ) conclude and organize the vocational schools by occupation fields (vocational school, full-time vocational school and higher technical school). In some higher level centers there is also a gymnasium high school. Goal is to link the general and professional education together. In the introduction phase, the emphasis is set on the professional courses. In the course phase, one of the both folds of achievement is profession related. The diploma includes general university maturity. The attendance of an OSZ prefaces the decision for one of these fields of occupation:

- Economy and administration
- Electro technology
- Wood technology
- Chemistry, physics and biology
- Health, nourishment house economy
- Social pedagogic / social welfare
- Metal technology
- Construction technology
- Textile and clothing
- Printing technology
- Agricultural economy

### **10.5 Academic Studies**

There is no region in Europe with such a high density of scientific and research institutions like in Berlin. Berlin invests approximately 1.8 billions of Euros annually in science and research. Over 50,000 employees teach, search and work at four universities, three art universities, seven technical colleges, an international business School, and over 70 non-university publicly financed research institutions. The clinic "Charité – Universitymedizin Berlin" supported by the Free University of Berlin and the Humboldt-University Berlin is the largest medical faculty in Europe. At the technology parks in "Adlershof" and "Berlin-Buch", research and economy cooperate closely together.

The national research organizations are represented in Berlin with several institutes respectively, moreover eight research institutes of different federal ministries.

### **Universities**

Berlin is one of the most attractive university towns of Germany. 142,000 students are registered at the Berlin universities. 14 per cent are from foreign countries. In the federal comparison the Berlin universities recruit the most research grants.

### **Academies of Arts**

The three art universities – University for Music "Hanns Eisler", Art University Weissensee / University for Formation and the University for Acting "Ernst Busch" - form a highly qualified new generation. They offer almost all artistic courses of studies to approx. 1,500 students.

### **Technical College**

The range of the seven Berlin technical colleges expands over technology, economy, administration, social sciences and humanities. The technical colleges link application-oriented research to knowledge and technology transfer. Current problem definitions from practical experience, mainly from small and middle-class businesses, are in the focus of their research and development. In many countries in Europe this combination has become a standard approach. Numerous professionals from Germany and also foreign countries use the extensive continued education opportunities of the technical college. About 22,000 students are registered at the Berlin technical colleges.

Further information at [www.fachhochschulen-in-berlin.de](http://www.fachhochschulen-in-berlin.de)

## **10.6 Credit Transfer**

Have you already acquired a diploma and/or a terminated vocational education in your home country and would like to have the credits recognized in Germany? Please apply to the certificate approval office of the Senate Department for Education, Youth and Sport.

### **Tasks of the Certificate Approval Office**

- Evaluation of domestic and foreign education certificates as evidence for a secondary or intermediate school certificate and for access to universities and technical colleges
- Evaluation of school diploma (occupation vocational schools, vocational schools)

Address:

[Zeugnisankennungsstelle der Senatsverwaltung für Bildung, Jugend und Sport](#)  
Beuthstraße 6 - 8  
D-10117 Berlin-Mitte

Tel.: 9026-5228 /-5231 /-5232 /-5219

Fax: 9026-5001

E-Mail: [zastbe@senbjs.verwalt-berlin.de](mailto:zastbe@senbjs.verwalt-berlin.de)

Internet: [www.senbjs.berlin.de](http://www.senbjs.berlin.de)

Opening hours:

Monday and Tuesday: 9:00 am to 12:00 am

Thursday: 4:00 pm to 6:00 pm

Waiting room 1042, 1st Floor above ground

Germans who have acquired qualifications from foreign institutes of higher learning but do not have a residence in Berlin should turn to the responsible evaluation office of their state of residence. Educational qualifications of Germans without a residence in Germany are evaluated centrally by the Düsseldorf district government (telephone +49 211 475-0).



## **11. Continued Education**

### **Why Continued Education?**

Today in all professions advanced and continued education is needed. The steady accelerating changes in all fields of qualification require a "lifelong learning". However, the job market has changed as well. Less employees remain in the once trained occupation or even in the same firm. Besides employers which want to qualify their employees, continued education opportunities addresses itself increasingly to the unemployed and potentially unemployed.

### **11.1 Publications: How to Find a Suitable Opportunity?**

#### **Database for Continued Education**

<http://berlin.wdb.de/>

A comprehensive overview over continued education opportunities offers the Berlin database for continued education. Information on planned seminars and courses is available.

#### The Service:

You find about 10,000 opportunities for vocational continued education of approx. 400 education offerers in the vicinity of Berlin. At "development offer" type the keyword of your education into the full text search and you receive a list of courses offered to that subject. The offers are updated online by the educational institutions. The staff members of the "wdb-berlin" check randomly the entries. The database is operated by the agency of advertisement EUROPUBLIC Werbeagentur GmbH since 1997 on behalf of the "Senatsverwaltung für Wirtschaft, Arbeit und Frauen". Search and registration of offers from the educational institutions is free of charge!

#### **Guide to Continued Education**

The information provided in the guide of the Senate Administration for Education, Youth and Sport range from general continued education, political education to courses for vocational specialization. There is also information about subjects like educational leave, consulting and catch up of diplomas. The guide is available at the information point of the Senate Department for Education, Youth and Sport (address see 9.3).

Further information on the web at:

[http://www.senbjs.berlin.de/weiterbildung/ueberblick\\_weiterbildung.asp](http://www.senbjs.berlin.de/weiterbildung/ueberblick_weiterbildung.asp)

#### **seminus**

seminus is a continued-education platform on the web since 1995, providing up-to-date contents for people interested in continued education, businesses, trainers and educational institutions. seminus publishes daily current news and seminar dates. The goal of seminus is to bring people searching seminars, people organizing seminars, and trainers together. With more than 12,000 seminar appointments and almost 4,000 seminar providers, seminus presents a central cross-disciplinary portal for professional continued education. Concise and user-friendly, seminus offers a full text search with selection options "categories", "region" and "period".

[www.seminus.de](http://www.seminus.de) .

## **11.2 Public Adult Education Centers ("Volkshochschulen")**

There are public adult education centers in all districts, financially supported by public funds and subscriber contributions. These public adult education centers are municipal centers. The public adult education centers and adult education institutions in Berlin offer programs for all people interested in further education and qualifications. They offer a wide spectrum of continued education programs which match the social cultural structures of the districts. The opportunities range from art, creative design and culture through health care and fitness and specialized vocational courses such as in foreign languages, business economics and information technologies.

The public adult education centers are an important contact point for the integration of immigrants. They provide a comprehensive set of courses for these groups of people. The program for language integration offers German as a second language at all levels, including a preliminary phase for the alphabet. All public adult education centers are recognized providers of language courses for integration courses as defined by the German Immigration Act. Also, there is a special program for mothers which gives women with a child in school free access to that school's language and integration courses.

The closeness of public adult education centers to the public and its needs is an essential point of their attractiveness. Many of the courses are offered in the evenings or at the weekend when most people are not at work. There are also courses during the day for people who do not work. The course fees are relatively low. Certain categories of people are offered reduced rates.

### **Volkshochschule Mitte**

City VHS, Antonstraße 37, 13347 Berlin  
Telephone 200 94 74 74, Fax 200 94 74 88  
City VHS, Liniestraße 162, 10115 Berlin  
Telephone 200927474, Fax 200947488

### **Volkshochschule Friedrichshain-Kreuzberg**

Frankfurter Allee 37, 10247 Berlin  
Telephone 90298-4600/01/02/03, Fax 90298-4176  
Wassertorstraße 4, 10969 Berlin  
Telephone 2219-5516, -5517, Fax 22195522

### **Volkshochschule Pankow**

Schulstraße 29, 13187 Berlin  
Telephone 48522820/2823, Fax 48522821  
Prenzlauer Allee 227/228, 10405 Berlin  
Telephone 42401414, Fax 42401429  
Bizetstraße 64, 13088 Berlin  
Telephone 9253712, Fax 96209822

### **Volkshochschule City West**

Pestalozzistraße 40/41, 10627 Berlin  
Telephone 902928855, Fax 902928831  
Trautenaustraße 5, 10717 Berlin  
Telephone 90291 9400, Fax 90291 9412

### **Volkshochschule Spandau**

Reformationsplatz 2, 13597 Berlin  
Telephone 33035000/5007, Fax 33035001

### **Volkshochschule Steglitz-Zehlendorf**

Markgrafenstraße 3, 14163 Berlin

Telephone 63215020 Fax 63216477  
Goethestraße 9 - 11, 12207 Berlin  
Telephone 63212050, Fax 63212376

**Volkshochschule Tempelhof-Schöneberg**

Barbarossaplatz 5, 10781 Berlin  
Telephone 75606299, -6397, Fax 75608944

**Volkshochschule Neukölln**

Boddinstraße 34, 12053 Berlin  
Telephone 68092433, Fax 68093298

**Volkshochschule Treptow-Köpenick**

Plönzeile 7, 12459 Berlin  
Telephone 6172 5411/5414, Fax 6172 5400  
Baumschulenstraße 81, 12437 Berlin  
Telephone 53699059, Fax 5328967

**Volkshochschule Marzahn-Hellersdorf**

Tangermünder Straße 30, 12627 Berlin  
Telephone 9918116, Fax 9918120  
Buckower Ring 54/56, 12683 Berlin,  
Telephone 568816-0, Fax 5644013

**Volkshochschule Lichtenberg**

Paul-Junius-Straße 71, 10369 Berlin  
Telephone 97981970, Fax 979819730

**Volkshochschule Reinickendorf**

Buddestraße 21, 13507 Berlin  
Telephone 41924800, Fax 41924812

General information about the public adult education centers in Berlin is available from  
**Senatsverwaltung für Bildung, Jugend und Sport**

Referat Weiterbildung - II F –  
Beuthstraße 6 - 8, 10117 Berlin  
Telephone 90265243, Fax 90265002





## **12. Health – Medical Care in Berlin**

Berlin has an outstandingly developed infrastructure with a dense network at hospitals, clinics, physician practices, emergency services and some special institutions. You will find a broad offer of medical care. Modern state of the art therapies save lives and ease pain every day. Members of the legal health insurance plan in Germany are free to select their physician of choice.

### **Institutions for Medical Care**

You can find a suitable institution for medical care in Berlin, for example a medical specialist, on the Berlin internet health guide of the "Gesundheits-Informationen-Service GmbH". At [www.gesundheit-berlin.de](http://www.gesundheit-berlin.de) you find a comprehensive collection of addresses for subjects concerning health: Pharmacies, physicians, dentists, hospitals and ambulances, health trade as well as e.g. optometrists, hearing device specialists, orthopedics, and birthplaces and midwives.

Information is made available for care services and services for handicapped. Under the motto "einfach gut finden" (just find it) addresses concerning the Berlin health program, news, messages, search tips and important dates are made available at [gesundheits-berlin.de](http://gesundheits-berlin.de). These services are available permanently free of charge.

Please refer also to the industries-directory "[Gelbe Seiten](http://www.gelbe-seiten.de)" which you can find on the web at [www.gelbe-seiten.de](http://www.gelbe-seiten.de).

Addresses of foreign-language physicians can be found at the "Ärztchamber Berlin". Address:

[Ärztchamber Berlin, Friedrichstr. 16, 10969 Berlin, Tel. \(030\) 40 80 6-0 – Fax. –3499](http://www.aerztekammer-berlin.de)

Opening hours: Monday to Thursday 9:00 am to 3:00 pm, and on Fridays 9:00 am to 2:00 pm. By appointment consultations are also offered at any time within the regular working hours (7:00 am to 8:00 pm).

You can find foreign-language physicians on the homepages of the "Ärztchamber Berlin" at:

[www.aerztekammer-berlin.de](http://www.aerztekammer-berlin.de)

### **Hospitals and Clinics in Berlin**

The region of Berlin-Brandenburg is part of the medicine technical centers network of Germany. Treatment in one of the Berlin hospitals, special clinics and university clinics is always according to the up to date knowledge of science.

There are 69 hospitals in Berlin, offering 20,991 units (state 2004). For almost all Berlin citizens the stationary-medical care is possible in the vicinity of their home.

Please find the addresses of the Berlin hospitals and clinics in the yellow pages or at [www.gesundheit-berlin.de](http://www.gesundheit-berlin.de).

Moreover the physician who treats you will tell you which clinic is right for you.

### **Public Institutions for Public Health**

Health care and prevention measures are part of the responsibilities of the Federal Ministry for Health and State Office for Health and Social Welfare. The authorities residing in Berlin consider themselves as being a service provider. They are ready to offer guidance and information if needed.

#### **Bundesministerium für Gesundheit**

Dienstsitz Berlin  
Mohrenstraße 62  
D - 10117 Berlin  
Tel.: +49(0) 30 20640-0  
Fax: +49(0) 3020640-4900  
Internet: [www.bmgs.bund.de](http://www.bmgs.bund.de)

#### **Landesamt für Gesundheit und Soziales**

Postfach 31 09 29  
D - 10639 Berlin  
Tel.: +49 030 9012-0  
E- Mail: [Poststelle@lageso.verwalt-berlin.de](mailto:Poststelle@lageso.verwalt-berlin.de)  
Internet: [www.berlin.de/sengessozv/lageso/index.html](http://www.berlin.de/sengessozv/lageso/index.html)

#### **Abteilung III – Einrichtungen des Gesundheits- u. Sozialwesens**

Oranienstraße 106  
D - 10969 Berlin (Kreuzberg)  
Leitung: Herr Kitzerow  
Tel.: +49(0) 309028-1710  
Fax: +49(0) 309028-2077

#### **Abt. V - Aufgaben des Gesundheitswesens**

Storkower Straße 97  
D - 10407 Berlin (Prenzlauer Berg)  
Leitung: Herr Lockwood  
Tel.: +49(0) 309022-0  
Fax: +49(0) 309022-3000

#### **Sprechzeiten:**

Montag, Dienstag, Freitag: 9.00 - 12.00 Uhr  
Donnerstag: 15.00 - 18.00 Uhr  
und nach Vereinbarung

#### **Emergency numbers**

Find at 20.4 "For all cases"

## **13. Handicapped Persons**

### **13.1 Support for Handicapped Persons**

Persons with handicap receive support in order to enable them to participate in everyday's life. If you are handicapped, you should apply for an identification card for handicapped persons ("Schwerbehinderten-Ausweis"), enabling you to claim for appropriate help programs. Please refer to the pension office of the State Office for Health and Social Services for consultation, and also help in many other questions. The pension office assesses the degree of a handicap. The printed forms for claims are also available at the information & service center of the State Office for Health and Social Services, at the social services of hospitals, at the handicapped helpdesks and the local authorities of the districts.

The identification card for handicapped is valid all over Germany. For more information, go to the web at: <http://www.berlin.de/sengessozv/lageso/schw2.html> or at the information center and service center of the pension office Berlin.

Address:

[Landesamt für Gesundheit und Soziales](#)  
[Versorgungsamt, Info & Service Center](#)  
[Albrecht-Achilles-Str. 62-65](#)  
10709 Berlin  
Tel.: 9012-0

Directions: U7 Adenauerplatz, bus: 109, 110, M19, X10 to Adenauer Platz, bus: M 29 to Olivaer Platz, bus: 104 to Hochmeisterplatz, elevator available

#### **Telebus**

For handicapped persons who cannot use public transportation, a transportation system - Telebus – is available for a so-called door-to-door-traffic. Persons approved for Telebus have the possibility to claim for Telebus, Teletaxis and a taxi-account-system.

Prerequisite for an authorization to use the Telebus is the determination of the state of severe handicap ("Schwerbehinderteneigenschaft") and approval for class "T".

#### **Apartments for Wheelchair Users**

Apartments for wheelchair users have specially designed kitchen equipment and kitchen areas, sanitary areas, and they have step free access. The available wheelchair friendly apartments comprise wheelchair accessible council apartments and handicapped-friendly apartments.

If you are interested in a wheelchair accessible apartment, address yourself to the

[Landesamt für Gesundheit und Soziales](#)  
[Abteilung II](#)  
[Integrationsamt und Hauptfürsorgestelle](#)  
[Sächsische Straße 28](#)  
10707 Berlin  
Telephone: 9012-6695

There you can register as a handicapped person in need for an apartment.

In order to sign a lease contract you need a special warrant ("Wohnberechtigungsschein"), with the confirmed notice "wheelchair user". Application forms are available in the stationary shops or at the housing office of the district council.

### **13.2 Profession and Handicap**

The equality of handicapped persons is to be secured in all areas of the public and private life and must be practiced in the every day's life. In order to help secure the job of severely handicapped humans, personal assistance and financial achievements can be granted to this circle of acquaintances and employers.

On the web at "Profession and Handicap" you get information about protection against dismissal, special achievements, privileges or assistance in working life, workshops for handicapped persons and more. For handicapped persons and also employers, there are many publications about work and profession for downloading or ordering.

Internet: <http://www.berlin.de/sengessozv/lageso/arb.html>

Address:

Landesamt für Gesundheit und Soziales  
Hauptfürsorgestelle und Integrationsamt  
Sächsische Str. 28  
10707 Berlin  
Tel.: 9012-0

Directions:

U3/ U7 to Fehrbelliner Platz, bus: 101 and 104 to Fehrbelliner Platz and bus: 115 to stop Emser Platz or Fehrbelliner Platz. Elevator available at entrance Württembergische str. 6

### **13.3 State Commissioner for Handicapped Persons**

The state commissioner occurs for a barrier free city, with the idea to tear down not only structural barriers, but rather all barriers. Especially those in the heads of the persons that reflect in boundary structures in all social areas: school, education, job market, in the care service, in cultural life or leisure time.

The state law for equal rights, "**Landesgleichberechtigungsgesetz**" (LGBG), prohibits the discrimination of persons with handicap. The law emphasizes that each citizen can address himself to me, if he knows about discrimination of a handicapped person.

**Senatsverwaltung für Gesundheit, Soziales und Verbraucherschutz**

**Büro des Landesbeauftragten für Behinderte Berlin**

Oranienstraße 106, 10969 Berlin, (Räume E 009 bis E 011), Tel. 90 28 29 98

The commissioner for handicapped persons in every district council is the contact person for questions about profession and handicapped persons. You can find the addresses of the district authorities at I. 3.

## 14. Miscellaneous

### 14.1 Consumer Protection

#### 1. Consumer Center ("**Verbraucherzentrale**")

The consumer center is the most important contact point for consumer questions. The representation of consumer interests and the personal consultation in a prompt dialog by phone or letter is in the focus of our activities. The fields of activity are:

**Consumer Protection:** The consumer center is active in the mediation of claims of all kind, private legal advice ("Rechtsberatung") and legal commission ("Rechtsbesorgung"), credit legal advice, debtor and insolvency consulting, patient consulting, savings and investors protection, construction financing measures against overcharging and fraud, as well as information on laws and ordinances.

**Special Consultations:** savings and investors consultation, energy, heating, tenants consultation, travel claim, patient consulting, credit, debtor, and insolvency consultation, insurance affairs, construction financing. For an appointment, please call: 214 85-260

For more information about consultation, please contact

[Verbraucherzentrale Berlin e.V.](#)

[Bayreuther Str.40](#)

[10787 Berlin](#)

[Tel.: \(030\) 214 85 260, Fax: \(030\) 211 72 01](#)

[Email: \[mail@verbraucherzentrale-berlin.de\]\(mailto:mail@verbraucherzentrale-berlin.de\), Internet: \[www.Verbraucherzentrale-Berlin.de\]\(http://www.Verbraucherzentrale-Berlin.de\)](#)

Appointments for personal consultations

Phone: 030 - 214 85-260

The services are subject to charge. Credit and insolvency legal consultation are free of charge. Consultations by phone are possible (1.86 Euros min.).

#### 2. German Product Test Foundation ("**Stiftung Warentest**")

The institute STIFTUNG WARENTEST was founded in 1964 by the Federal Government in order to execute comparing tests on products and services. It is an independent institution, so no one can prescribe what is to be tested and how it has to be done.

Task of the foundation is to establish transparency on the market. Moreover the foundation informs consumers about possibilities for an optimal household leadership, about a rational income use and about healthy and environmentally conscious behavior. Products and services are tested according to scientific methods. In its publications, the foundation informs the public about the results of the investigations.

For more information about the activities and tasks of the foundation, please refer to

[Stiftung Warentest](#)

[Stiftung Bürgerlichen Rechts](#)

[Lützowplatz 11/13](#)

[10785 Berlin](#)

[Telephone: 2631-0, Telefax: 2631-2727](#)

[E-Mail: \[Kontaktformular auf der Internetseite\]\(#\), Internet: \[www.warentest.de\]\(http://www.warentest.de\)](#)

## 14.2 Self-Help: Civil Engagement

Berlin and its thousands of initiatives are known as the capital of self-help. Self-help groups care for particular concerns that, from their point of view, are not sufficiently fulfilled by the public administration. Many of these groups control high specialty competence and therefore became an indispensable part of the social and health provision. The self-help groups in the health area dedicate their activities, besides mastering of illness determined and illness triggered life situations, also to health protection. They strengthen the responsible acting of citizens, which is a prerequisite for prevention.

Civil engagement means active formation of, and responsibility for our society. Citizens bring in their ideas of a good living together in this city, and therefore accept to take responsibility. The administration is no longer the exclusive participant who encounters decisions for the community, but rather all engaged citizens.

Civil engagement is coming. Almost each fourth Berlin citizen is an honorary volunteer. Current representative investigations show that the readiness for voluntary engagement further increases. A lively and solidary community needs civil engagement!

Voluntarily honorary engagement begins with neighborly aid and support, social and health affairs to activities in cultural institutions, in urban development and environmental protection, sport, or civil defense and disaster prevention/ control and more.

For more information about the activities and consultation of self-help groups at SEKIS.

Address:

SEKIS

Albrecht-Achilles-Str. 65

10709 Berlin

Tel: 892 66 02

Email: [sekis@sekis-berlin.de](mailto:sekis@sekis-berlin.de), Internet: [www.sekis-berlin.de](http://www.sekis-berlin.de)

You find detailed information about civil engagement on the web at **BeePort**, the "state homepage" for civil engagement at <http://www.berlin.de/SenGesSozV/beeport/index.html> or by the entrance citizens active in Berlin at <http://www.berlin.de/buergeraktiv/index.php>

### **14.3 Debtor Information Centers ("Schuldnerberatungsstellen")**

If you should come into a financial state of distress, you can ask for advisory support at a debtor information center. About 2.8 million households in Germany are overindebted. Many slip so deeply into the red, that it appears nearly impossibly to them, to lead ever again a life without debts. Debtor information centers help and support persons in the attempt of debt relief.

Nationwide approximately 1100 debtors information centers support cost-free persons and families in financial and personal need. Institutions are the German Caritas association, the diaconic work of the Evangelic church, the German Red Cross, the workers welfare, the German shared welfare association, the consumer information centers and the social offices.

In the debtor information centers, specialists of different fields (social work, law, etc.) are active, and experts who are experienced in bank affairs but also in house economy. Altogether they are familiar with the difficulties of over-indebtedness and the resulting problems. They also advise and help for example people facing housing need. Above all, they bring people appealing for help back into position to get their financial situation again under control. In addition they call in with credit banks and collection firms.

You can ask for addresses of debtor information centers on the helpline:

**0180 5 329 329** and on the internet at:

<http://www.forum-schuldnerberatung.de/www.forum-schuldnerberatung.de>

The [Bundesministerium für Familie, Senioren, Frauen und Jugend](#) has published the brochure: "**Was mache ich mit meinen Schulden?**"

From indebtedness to over-indebtedness: what is to be done, how debt can be regulated and where to get advice is shown in this brochure. It clarifies also the legal side.

The brochure can be requested at [Bundesministerium für Familie, Senioren, Frauen und Jugend](#), phone 01805-329 329 (0,12EUR/call) or by E-Mail at [broschuerenstelle@bmfsfj.bund.de](mailto:broschuerenstelle@bmfsfj.bund.de)

**Brochures can be downloaded at:**

<http://www.bmfsfj.de/Kategorien/Publikationen/Publikationen,did=3032.html>





### III. Communication, Culture, Religion, Recreation

#### 15. Getting Around

##### 15.1 Public Transportation (BVG and VBB)

Use public transportation! You can easily reach most goals within the city by public transportation.

While in the west part of the capital the majority of the public local passenger traffic is mastered by **subway** ("**U-Bahn**") **and bus**, in the east part of the city public transportation is run mainly by **urban railway** ("**S-Bahn**"), **street car** ("**Tram**") **and bus**. After the fall of the Berlin wall in 1989, many of the interrupted connections between east and west were re-connected again. Among others, the formerly locked railway stations along the U6 and U8 were re-opened, as well as routes of the urban railway to the surrounding countryside.

##### Transportation Association Berlin-Brandenburg (VBB)

The large public transports – BVG, "Deutsche Bahn", the "S-Bahn", the Public Transportation Potsdam and further companies – merged to the Public Transportation Berlin-Brandenburg (VBB). Now it is easy to explore the Berlin surrounding countryside.

##### Schedule information:

Phone: 030/ 19 44 9

##### Berliner Verkehrsbetriebe (BVG)

Potsdamer Straße 188

10783 Berlin

Tel: 19 44 9

Fax: 256 49 256

<http://www.bvg.de/>

##### S-Bahn Berlin GmbH

Invalidenstraße 19

10115 Berlin

Tel: 29 74 33 33

Fax: 29 74 38 31

<http://www.s-bahn-berlin.de/>

##### VBB Verkehrsverbund Berlin-Brandenburg GmbH

Hardenbergplatz 2

10623 Berlin

Tel: 254 14 0

Fax: 254 14 112

<http://www.vbbonline.de/>

## 15. 2 Bike, Car, Taxi

### Riding Your Bike

In Berlin you have to ride your bike!

For individual excursions in the city the bike is well suitable. Most routes can be easily mastered by bike, and much is seen of the environment. Bikes for rent are available at numerous bike rentals and stores. In many parts of the city and in the suburbs, there is a well expanded bike path network. Bicycle path plans are available at the "Allgemeine Deutschen Fahrrad-Club" (ADFC) and in the book stores. The ADFC acts for the interests of bikers and offers some service-information.

Riding your bike the traffic rules are mandatory. Like any other vehicle, the bike must be technically sound (illumination, brakes etc.) Children can learn the bicycle rules at school or at the police.

Information at [www.adfc.de](http://www.adfc.de)

The [Senatsverwaltung für Stadtentwicklung](#) generated a map of the all bike routes in Berlin.

You can find this map on the web at:

<http://www.stadtentwicklung.berlin.de/verkehr/radverkehrsanlagen/de/karte.shtml>

You can receive the print version "Fahr Rad – aber sicher, Ausbau des Fahrradrouennetzes in Berlin, 2004" free of charge at

[Senatsverwaltung für Stadtentwicklung, Info-Center](#)

[Behrenstr. 42-45, 10117 Berlin](#)

Phone: (030) 90 20 55 55, Fax: (030) 90 20 52 64, E-Mail: [SenStadt Info-Center](#)

For the shipment you will be charged the postage fee. If you want to receive it by mail, please send an envelope with stamps.

### Bike-Guides

The bike-guides of "Berlin on Bike" show the most interesting parts of the city. With easy going rental bikes, and mostly on side-streets and bike routes, this kind of sightseeing offers an unusual experience. Regular tours are on the former wall strip, or "Berlin in an overview", "Nightseeing", "Fun- & Club-Tour"... There are special offers for groups, works outings and families.

### Rent a bike

The German Railway Company "Deutsche Bahn" offers a rental bike service "Call a Bike". This rental service can be used by phone: (07000) 522 55 22 (credit card registration). Once registration is accomplished you are ready to go. The starting credit balance amounts to 5.00 EUR.

### Bike taxi

Bike taxis offer a special and very comfortable way to enjoy Berlin on a ride. Modern bicycle-Rikschas run on four different routes within the city: "Kurfürstendamm", "Tiergarten", "Potsdamer Platz" and "Unter den Linden". Individual tours are possible upon appointment.

Fares are EUR 2.50 per person (short tour), EUR 7.50 per person for the large tour (30 min. individual trip); advance order daily 1.00 pm to 8.00 pm. Phone 0172/328 88 88.

## Car Driving

### Driver's license

With your foreign driver's license, you may drive a motor vehicle within the first six months after your arrival. Afterwards you need a German driver's license! Therefore you should address yourself to the driver's license office within the first six months. You will be told whether your driver's license can be circumscribed or if you must do a driver's test, and if you need a translation of your foreign driver's license. Your foreign driver's license must be valid when you deposit your application for a German driver's license.

Normally you will receive the German driver's license without renewed test if you received your driver's license in a country of the European Economic Area (all EU member states and Iceland, Norway and Liechtenstein). For the case you do not want to drive a car right away: the application to circumscribe your driver's license you must be placed within three years.

If you have a driver's license from another country (third-party country), you have to do the theoretical and practical test at a technical test center for the motor vehicle traffic. This can only be done under the supervision of a driving school. However, the prescribed drivers training for first applicants (theoretical and practical instruction) is not necessary.

Apply for the circumscription of a foreign driver's license at

**Führerscheinebüro (Fahrerlaubnisbehörde / Personenbeförderung)**

**Landesamt für Bürger- und Ordnungsangelegenheiten**

Referat Fahrerlaubnisse, Personenbeförderung und Güterbeförderung, III C

Puttkamerstr.16 – 18, 10958 Berlin

**Telephone:** (030) 90269 0

**Verkehrsverbindungen :** U6 (Kochstr.), Bus 129

You can apply for the acquisition of a German driver's license also at the registration office of your district. Find the addresses of district authorities in I. 3.

### Automobile clubs and associations

There are several traffic associations with different offers. Some offer help to members which have a car-breakdown on the road, and also offer special travel insurances. The ADAC ("Allgemeiner Deutscher Automobil Club") and the ACE ("Auto Club Europa") are the largest traffic associations. The VCD ("Verkehrs-Club Deutschland") acts for the interests of train passengers and bikers and has special offers for this target group.

The internet addresses of some of the traffic clubs are:

[www.adac.de](http://www.adac.de)

[www.vcd.org](http://www.vcd.org)

[www.ace-online.de](http://www.ace-online.de)

You can apply for registration and exemption of a vehicle or motorcycle at the motor vehicle admission authorities at two different locations in Berlin.

#### **Addresses:**

**1. Kraftfahrzeugzulassungsbehörde located at Hohenschönhausen**

**Landesamt für Bürger- und Ordnungsangelegenheiten**

Referat Kraftfahrzeugzulassung

Ferdinand-Schultze-Str. 55, 13055 Berlin

**Telephone:** (030) 90269 0, **Fax:** (030) 90269 3391

**Connections:** Bus 294, Tram M6, M 17, 16, 27

**Free of charge parking is available**

## **2. Kraftfahrzeugzulassungsbehörde located at Berlin Friedrichshain-Kreuzberg Landesamt für Bürger- und Ordnungsangelegenheiten**

Referat Kraftfahrzeugzulassung

Jüterbogener Str. 3

10965 Berlin

**Phone, reception:** (030) 90269 0, **Fax:** (030) 90269 3091

**Connections:** Bus 104, 341

Opening hours of motor vehicle admission authorities

Monday: 7:30 am - 2:30 pm

Tuesday: 7:30 am - 2:30 pm

Wednesday: 7:30 am - 2:30 pm

Thursday: 8:00 am - 6:00 pm

Friday: 7:30 am - 12:00 am

**For information by phone please use our helpline. Our working hours are:**

Monday – Wednesday 7:00 am - 3:00 pm

Thursday 7:30 am - 6:00 pm

Friday 7:00 am - 12:30 am

At motor vehicle admission authorities located in Berlin-Lichtenberg you can also ask for an appointment.

### **Taxi Rides**

In Berlin, approx. 6,000 taxis are waiting for you. Halts are often in the vicinity of large hotels or sightseeing.

You can call selected halts directly from the call boxes or you just call one of the taxi radio headquarters. The phone numbers can be found in the Yellow Pages.

### **Taxi-Rates in Berlin**

The taxi-rate is stringent for all taxi-entrepreneurs. The Taximeter must be switched on at the beginning of the trip; otherwise no insurance protection can be claimed in case of an accident.

Basic rate for a trip: 2.50 EUR

Normal rate: 0 - 7 km: 1.53 EUR per km, more than 7 km: 1.02 EUR / km.

Short trips (less than 2 kilometers and shorter than 10 minutes) add up to 3.00 EUR if you stop the taxi on the street.

The fare for trips outside Berlin city zone and "Schönefeld" can be made upon agreement.

## **16. Religions in Berlin**

A variety of religions related with Berlin, even if the majority of the population is not religiously bound. 23.4 % of the Berlin citizens are associated with the Protestant church, 9.1 % with the Roman-Catholic church. About 200,000 people confess themselves to the Islam, i.e. 5.9 % of the population.

The Jewish community doubled within the last ten years, mainly because of immigrants from former Soviet Union Republics. Presently the Jewish community of Berlin amounts to about 11,000 members. Hindu and Buddhist religion communities are represented in the city as well.

### **16.1 Protestant Church**

#### **Der Presse- und Öffentlichkeitsbeauftragte der EKBO**

Pfr. Markus Bräuer

Georgenkirchstraße 69, 10249 Berlin

Tel.: (030) 24 344 290, Fax: (030) 24 344 289

Email: <mailto:info@ekbo.de>, Internet: [www.ekibb.de](http://www.ekibb.de)

### **16.2 Catholic Church**

#### **Erzbischöfliches Ordinariat Berlin**

- Pressestelle –

Niederwallstraße 8-9, 10117 Berlin

Tel.: (030) 326 84-221, Fax: (030) 326 84-193

Internet: [www.erzbistumberlin.de](http://www.erzbistumberlin.de)

### **16.3 Jewish Community**

#### **Jüdische Gemeinde zu Berlin**

##### **Sozialabteilung**

Socially deliberation and right deliberation, especially also in stay legal matters, as well as support in the placement of proposing, among other things on compensation

Joachimstaler Straße 13, 10719 Berlin

Tel.: 880 28-145. Fax 880 28-115

### **16.4 Islam**

#### **Islamische Föderation in Berlin**

Boppstraße 4, 10967 Berlin

Tel.: +49(0) 30/ 692 38 72, Fax: + 49 30 / 695 08 218

E-mail: [info2@islamische-foederation.de](mailto:info2@islamische-foederation.de)

#### **Türkisch-Islamische Union der Anstalt für Religion - DITIB**

Wiener Straße 12, 10999 Berlin

**Telephone:** 612 41 56, **Telefax:** 611 23 12

#### **Kulturzentrum Anatolischer Aleviten e. V.**

Waldemarstraße 20, 10999 Berlin

**Telephone:** 616 58 394, **Telefax:** 616 58 395

**Mail:** [info@aakm-cemevi.de](mailto:info@aakm-cemevi.de)

## **16.5 Other Religions**

### **Buddhist Center Berlin**

Grunewaldstr.18, 10823 Berlin

Tel: 49-30-78 70 42 13, Fax: 49-30-78 70 42 14

**Mail:** [Berlin@diamondway-center.org](mailto:Berlin@diamondway-center.org), **URL:** <http://www.buddhismus-ost.de>

### **„Das Buddhistische Haus" Frohnau**

Edelhofdamm 54, 13465 Berlin

Tel.: 030-401 5580, Fax: 030-401 03227

### **Sikhgemeinde in Berlin**

Gurdwara Sri Guru Singh Sabha Berlin e.V

Kögelstrasse 6, 13403 Berlin

Telephone: 0173 / 62 58 717, Mail: [kontakt@gurdwara-berlin.de](mailto:kontakt@gurdwara-berlin.de)

Internet: [www.gurdwara-berlin.de](http://www.gurdwara-berlin.de)

## **16.6 Ideological Free Institutions**

### **Humanistischer Verband Deutschlands**

Landesverband Berlin e. V.

Wallstraße 61-65, 10179 Berlin

**Telephone:** 613 904-0, **Telefax:** 613 904-50

**Mail:** [hvd-berlin@humanismus.de](mailto:hvd-berlin@humanismus.de), **Internet:** [www.humanismus.de/hvd-berlin](http://www.humanismus.de/hvd-berlin)

### **Deutscher Freidenker-Verband**

Landesverband Berlin

Pistoriusstraße 41, 13086 Berlin

**Telephone:** 92 40 94 84, **Telefax:** 36 03 43 67 71

**Mail:** [dfvberlin@aol.com](mailto:dfvberlin@aol.com), **Internet:** [www.freidenker-berlin.de](http://www.freidenker-berlin.de)

**More information on religions in Berlin on the web at:**

<http://www.meinestadt.de/berlin/home/kat/100-541-876-98404>

## **17. Media: Press, Radio, Television**

### **Press**

There are around 20,000 press publications in Germany, including numerous professional journals and trade magazines.

Newsagents at train stations usually have the widest range of German and international newspapers and magazines. But almost all kiosks and supermarkets also have a selection of the most important regional and national papers.

### **Radio / Television**

Anyone who owns a radio or television is obliged by law to pay licensing fees to the "Gebühren-Einzugs-Zentrale" or "GEZ" for short. Registration forms for the GEZ can be found in many Sparkassen and banks.

Radio and television broadcast can be received in many foreign-languages. Please check the public program of RBB and "Offener Kanal Berlin".

#### **RBB – Radio multikulti**

Masurenallee 8 - 14 14046 Berlin

Telephone: 3031-1678, Telefax: 3015-062

E-Mail: [multikulti@rbb-online.de](mailto:multikulti@rbb-online.de), Internet: [www.multikulti.de](http://www.multikulti.de)

Reception: on antenna 96.3 MHz, and on the Berlin cable network 91.6 MHz

"Radio multikulti" - the radio of cultural variety providing information about living together in different cultures here and elsewhere. Programs in German and 19 other foreign languages, for a travel through Berlin and around the globe. Rap from Senegal, karelien music from Finland, Flamenco, Klezmer or Merengue – all the tunes from the world can be heard.

#### **Offener Kanal Berlin**

Voltastraße 5

13355 Berlin

Telephone: 4640 05-0, Telefax: 4640 05-98

E-Mail: [info@okb.de](mailto:info@okb.de), Internet: [www.okb.de](http://www.okb.de)

Reception: by antenna 97.2 MHz, and on the Berlin cable network 96.2 MHz

#### **Medienanstalt Berlin-Brandenburg**

Kleine Präsidentenstr. 1

10178 Berlin

Telephone: 26 49 67-0, Telefax: 26 49 67-90

E-Mail: [mail@mabb.de](mailto:mail@mabb.de), Internet: [www.mabb.de](http://www.mabb.de)

The "Medienanstalt" of Berlin-Brandenburg is the joint media institute of Berlin and Brandenburg. Besides accreditation and supervision of private radio and television programs in Berlin and Brandenburg, the Media Institute Berlin-Brandenburg is involved with the development of the broadcast provision.





## **18. Cultural Events and Recreation**

### **18.1 Restaurants: Eat and Drink in Berlin**

Berlin is known for its high stands in international gastronomy. A broad selection of first-class restaurants offers a variety of delicious dishes. Almost 9,500 restaurants, coffeehouses, bars, taverns, Trattorias and pubs welcome you to wine and dine. If you are busy Fast-Food meals like "Hamburger", "Döner", and last but not least the famous Berlin "Currywurst" are served in most snack-bars and eat-ins in the city

### **18.2 Shopping in Berlin**

The Berlin shopping streets, shopping-centers and markets offer all you can imagine. The boulevard and window shopping areas at "Kurfürstendamm", the new "Stadtquartier am Potsdamer Platz" and the traditional "Friedrichstraße" down to "Spandauer Vorstadt" are very popular. Fans of designer cloths or trendy secondhand fashion will find what they want in scene-boutiques in "Prenzlauer Berg" or all around the "Hackesche Markt" in the city district "Mitte". A stroll over to the Berlin weekly markets or flea markets, art markets and jumble sale is always an interesting experience.

Information about Berlin markets and street and folk festivals can be found at [www.berlin.de/SenWiArbFrau/markt/index.html](http://www.berlin.de/SenWiArbFrau/markt/index.html).

A list of all markets are published by the Senate Department for Economy, Labour and Women's Issues, Martin-Luther-street 105, 10825 Berlin, Tel: 9013-8446, fax: 9013-7274, in collaboration with the departments for economy of the district authorities. You can have this information also by mail. However, you have to send a stamped envelope (0.56 EUR ) first.

### **Shopping Guide Berlin**

The current shopping guide of the "Berlin Tourismus Marketing GmbH" and IHK Berlin presents the numerous shopping centers in the city. This guide is a good orientation for visitors for a shopping stroll in the city. It provides you with updated opening hours, Tax Free purchase information and many other interesting references. Go by the shopping guides' motto: Fashionable and fancy, books, art and antiques, jewelry and accessories, craftwork and delicacy from all over the world: there is nothing that does not exist in Berlin. German and English editions of the shopping guide are available at

BTM-Versandservice DVG:

Tel.: +49(0) 30491023-14

Fax: +49(0) 30491023-25

## **18.3 Events: Museums, Theater, Filmstadt Berlin, Exhibitions, Conventions**

### **Events in Berlin**

Berlin is an experience - every single day of the year. Concerts, parties and dancing clubs, international film and theater events are on the program as well as the famous "Lange Nächte der Kultur und Wissenschaften" – a unique program worldwide.

### **Museums and Galleries in Berlin**

It is in the 174 Berlin museums where the culture of the humanity is met - from Nefertiti to Teddybears, from prehistoric hand-axe to modern art. Large expositions open this fund again and again.

### **Museums at Night (Lange Nacht der Museen)**

In 2006 the "Lange Nacht der Museen" in Berlin has entered its tenth consecutive year. At the "Lange Nacht der Museen" visitors have the opportunity to discover new museums – in Berlin there are almost 170 of them – and it has animated other cities to organize similar events. Twice a year a selection of museums are chosen with different focal points matching the season (winter and summer). Along a multitude of routes BVG buses run from 6 pm to 2 am connecting about 60 museums. In the first "Lange Nacht der Museen" about 12 museums were involved. On behalf of the 17th event about 80 museums, expositions and temporary art projects are involved.

In the institutions visitors experience guided tours, expositions, and a rich spectrum of cultural events of all kind: concerts, performances, readings, presentations, painting action events, films and much more assembles to an exciting program for everyone. And our catering-service provides you with delicious food and drink. Combined ticket costs 12.00 EUR; reduced tickets cost 8.00 EUR per person. Bus shuttles, admission to museums, institutions, and events, as well as the info-brochure are all included. The bus shuttles are attended by professional personnel.

You find program information on our websites, in the special program schedule and in the MuseumsTip-newsletter "Ausstellungen": [www.lange-nacht-der-museen.de](http://www.lange-nacht-der-museen.de)

### **Berlin Theaters and Concerts**

Germany's largest theater and orchestra city offers daily an overwhelming program of culture and entertainment. The Berlin cultural events can serve everyone's taste.

The theater city Berlin has over 300 stages, from the solemnly National Theater to professional engaged Off-theater, 12 children and youth theaters, new Musical-theater at "Potsdamer Platz", to layman-ensembles. Some of the highlights are "Friedrichstadtpalast", "Theater des Westens", "Staatsoper unter den Linden", "Deutsche Oper", "Wintergarten Varieté", "Theater am Kurfürstendamm". The Berlin stages and their colorful programs attract 3.5 million visitors a year.

### **Theater with performances in a foreign language**

Overview of theater groups which perform plays in a foreign language. Some of these groups do not have their own fixed location; they perform in different places. Information about these groups can be obtained through their office.

[Tiyatrom](#) (with its own location) - plays in Turkish

[Alte Jakobstr. 12](#)

[10969 Berlin](#)

[Tel.: 615 20 20](#)

[Friends of Italian Opera](#) (with its own location) - plays in English

[Fidicinstr. 40](#)

[10965 Berlin](#)

[Tel.: 693 56 92](#)

Russisches Theater Berlin (with its own location) - plays in Russian  
Knaackstr. 97  
10435 Berlin  
Tel.: 441 39 01

Platypus Theater (without its own location) - plays in English for young people  
Office: Markgrafenstr. 87, 10969 Berlin, Tel.: 614 01 920

Out to lunch (without its own location)  
Simon Newby  
Potsdamer Str. 161  
10783 Berlin  
Tel.: 217 52 153

### **Music Highlights**

Three opera houses, eight symphony orchestras – including the exceptional Berliner Philharmonic Orchestra – ten chamber orchestras, approximately 880 choirs, four open opera ensembles and innumerable music groups of all directions and styles.

### **Unique Cultural Environment**

The "Museumsinsel in Mitte", which is part of the UNESCO world cultural heritage, and the Jewish Museum designed by Daniel Libeskind are attraction points for persons from the entire world.

### **Art Scene**

A permanently growing gallery scene enriches the cultural program: 200 private galleries and 260 expositions every day, offer an abundance of inspiration and leisure.

### **Cinema and Filmstadt Berlin**

With 97 movie theaters, Berlin has nationwide the highest cinema density. 12 million visitors annually show the fascination for films in Berlin.

13 Multiplex movie theaters in Berlin offer film Movie Theater of a new generation. Altogether 128 lines and 32,231 places offer modern movie theater entertainment for thousands of spectators daily.

### **International Film Festival Berlin**

The "Berlinale" attracts each year film makers as well as cineastes from the entire world to Berlin. When the "Berlinale" was organized for the first time at "Potsdamer Platz", the guests were enthusiastic about the ultra-modern quarters. With 1,800 seats in the classic two-rank-style, the Musical-theater of Renzo Piano at "Potsdamer Platz" – watched by the world - became the "Berlinale" Palace.

<http://www.berlinale.de/>

### **Exhibition and Congress**

With exceptional exhibitions, international events and forums the city hosts global business, consumers and humans out from the entire world.

Some of the most important events of "Messe Berlin" are the "Internationale Funkausstellung" - [IFA](#), the "Internationale Tourismus-Börse" - [ITB](#) Berlin, the "Internationale [Grüne Woche](#) Berlin", the [bautech](#) – "Internationale Baufachmesse Berlin" and the [ILA](#) – "Internationale Luft- und Raumfahrttausstellung Berlin-Brandenburg" - and the [HomeTech Berlin](#).

In addition the [InnoTrans](#) – "Internationale Fachmesse für Verkehrstechnik" and the [FRUIT LOGISTICA](#) – "Internationale Messe für Früchte- und Gemüsemarketing" are informative communication and contact exchanges.

With the International Congress Center (ICC), Berlin provides a multifunktionale conference site.

Further information you can find on the web at: [www.messe-berlin.de](http://www.messe-berlin.de), [www.berlin.de](http://www.berlin.de)  
[www.berlin-partner.de](http://www.berlin-partner.de)

In the magazines of the districts and in the daily press all kinds of events are being announced.

## **18.4 Sports and Outdoors**

In a multicultural city like Berlin, sport has an important function as a medium for integration. It is part of every day's life that people from different countries have physical training together. Over 3,000 sports halls, stadiums and fields are available. Some of them are very well known, like the Olympic Stadium and the Max-Schmeling-Hall. The "Velodrom" is one of the largest organization hall of Berlin. Here, some of the top events from sport, concert and show business take place. In the arena of the "Velodrom" a 250 meter of bicycle race track is stationary mounted. Because of its point symmetrical construction and the high-value material used, it is said to be one of the fastest bicycle race tracks of the world. There are even two golf courses within the Berlin city zone.

### **Sport and Game Sites in Berlin**

Berlin is not only the culture-capital, but rather also the sport-capital of Germany. Sporting events of national and worldwide importance are regularly held in the capital. Other regularly organized events are e.g. the soccer cup finale (women and men), the international athletic sports festival (ISTAF), the Berlin-marathon the "Internationale Reit- und Springturnier" and the "Internationale Deutsche Tennismeisterschaften der Damen" at the "Hundekehlesee".

Berlin citizens really like sport. There are approximately 1,900 associations with about 525,000 members. Berlin citizens also rejoice in the national league games of the first league soccer club "Hertha BSC". The city and the surrounding countryside attract people with manifold recreation sport opportunities like: water sport, horse riding, parachuting, golf, gliding and motor gliding.

### **Sites for Big Events**

In Berlin arenas and stadiums not only the sport-events are nationally significant highpoints. International stars can fill the stadiums just like high class sport-events.

### **Olympic Stadium**

The Olympic Stadium is location for the FIFA soccer world championship 2006, national league home play of "Hertha BSC", DFB-cup games and the international athletics sport festival (ISTAF). Moreover, events of high-ranking church and culture organizations take place.

### **Velodrom**

The Velodrom is the largest event hall in Berlin. Top-events from the sport, concert and show business take place here. Whether exposition hall or formal event, showroom or congress hall: the Velodrom offers not only best prerequisites, but rather also a highly attractive frame for all kinds of events.

### **Max-Schmeling Hall**

The Max-Schmeling hall is location for home plays of the basketball national league society "Alba Berlin", competitions of the state dance sport association, box fights and music big-events.

### **Swimming Pools**

Berlin offers ideal conditions for enthusiasts of water sports and leisure time athletes. With 42 open air pools and summer pools and 66 indoor pools there are many possibilities available.

### **Golf and Courses**

In a metropolis like Berlin the enthusiasts of outdoor sports get their money worth. With numerous units in the surrounding countryside and smaller training units in the city, golf is completely established as a sport in Berlin

### **Ice Skating**

In the winter season, the capital offers numerous indoor possibilities for ice skating. The Berlin ice hockey professionals training is sometimes open for public and people can watch it live. Around the clock the Berlin ice rings offer more than just a speed course.

### **Horse Race**

#### **Trabrennbahn Mariendorf**

Adresse: Berliner Trabrenn-Verein e.V., Mariendorfer Damm 222 – 298, 12107 Berlin

Tel.: +4930(030) 7401 - 212

Fax.: +4930(030) 7401 – 211, Email: [btv@berlintrab.de](mailto:btv@berlintrab.de), Internet: [www.berlintrab.de](http://www.berlintrab.de)

#### **Galopprennbahn Hoppegarten**

Adresse: Union Klub von 1867, Goetheallee 1, 15366 Dahlwitz-Hoppegarten,

Tel.: 03342 38 93 – 0, Fax: 03342 300 691, [mail@galopprennbahn-hoppegarten.com](mailto:mail@galopprennbahn-hoppegarten.com)

### **Jogging and Walking**

Berlin offers pretty routes for jogging and walking. The Senate Department for Urban Development has published a cost-free brochure "**Berlin in Bewegung**, Die schönsten Jogging- und Walkingrouten durch die Berliner Innenstadt, 2004". You can receive this brochure at

[Senatsverwaltung für Stadtentwicklung](#)

Info-Center, Behrenstr. 42-45, 10117 Berlin

Tel.: (030) 90 20 55 55, Fax: (030) 90 20 52 64

E-Mail: [SenStadt Info-Center](mailto:SenStadt Info-Center)

Opening hours: Monday – Thursday 10:00 am to 4:00 pm

Friday 10:00 am to 2:00 pm

Further information and brochures about sport sites, sports clubs and sporting events in Berlin at [Infopunkt der Senatsverwaltung für Bildung, Jugend und Sport](#)

Beuthstraße 6 - 8

(Eingang Beuthstraße 8, rechts neben dem Haupteingang)

D-10117 Berlin

Tel.: +49(0) 30 9026-5000

Fax: +49(0) 30 9026-5530

E-Mail: [infopunkt@senbjs.verwalt-berlin.de](mailto:infopunkt@senbjs.verwalt-berlin.de)

and at

[Landes Sportbund Berlin und der Sportjugend Berlin](#)

Jesse-Owens-Allee 2

14053 Berlin

Tel.: +49(0) 30 300 02 – 0

Fax: +49(0) 30 30 00 21 07

Internet: [www.lsb-berlin.net](http://www.lsb-berlin.net)

## 18.5 Local Recreation Areas

You will be surprised, how many parks, forests and lakes there are in Berlin. Hardly any other metropolis has so many green areas like Berlin. Parks and gardens, city places and green areas of different size and shape quality dating from different time epochs dominate the view of the city. More than 2,500 public lawns, green areas and city places of different size and shape offer various possibilities for recreation in the city.

The forests, parks, garden plots and over 400,000 parkway trees render Berlin a green city. People walking on warm summer nights through the parks of Grunewald, in taking a stroll in the garden of the Schloss Charlottenburg or visiting the Domäne Dahlem and the pot-bellied pigs, sometimes forget that they live in a metropolis with almost 3.4 million inhabitants.

In the center of Berlin is the large city park Tiergarten. Animals have become fewer today, but - at least on warm days - you find large families of entirely different nationalities enjoying their grill, a romantic lake and a café „am Neuen See“ with its large beer garden. Numerous parks in the districts invite for recreation, e.g... the "Volkspark Friedrichshain", the "Gärten der Welt" in Marzahn, and a Japanese and a Chinese garden inside the "Britzer Garten" (<http://www.gruen-berlin.de/home/index.php>). The two rivers Havel and Spree, and the two most important canals "Teltowkanal" and "Landwehrkanal" cross the city of Berlin. However, 6.6 percent of the city zone are water areas, almost 18 percent are covered by forest, and 11.5 percent are recreation areas and more than five percent are agriculturally used.

At all seasons, Berlin offers many possibilities for recreation by foot, by bike or by boat. For example the "Müggelsee" <http://www.berlin.de/berlin-im-ueberblick/linkfoto/mueggelsee.html> and the "Müggelberge", the "Pfaueninsel" and "Schwanenwerder", the bays along the "Havelchaussee" or the "Jagdschloss Grunewald". In winter people do ice skating on the frozen lakes "Schlachtensee" and "Krummen Lanke", and if there is enough snow, in Berlin forests and lawns is not only toboggan, but even skiing possible.

Potsdam is on the other side of the "Glienicker Brücke", where "Park Sanssouci" and "Schloss Sanssouci" are just in the vicinity. More excursions, which follow the traces of the poet Fontane will lead to surrounding countryside of Berlin, like for example the nearby "Spreewald" or "Schloss Rheinsberg".

The Senate Department for Urban Development offers many information about public parks and recreation areas on its webpage. Selected public parks and places are described and presented with pictures, especially with respect to recreational offers and accessibility. Besides, you receive indications about public parks (garden monuments) which are under monument protection as well as information to "special public parks", like the botanical garden, the zoological garden or the "Tierpark Friedrichsfelde". In addition the Senate Department for Urban Development hands out many brochures - sometimes cost-free. Some publications are available in book shops or from publishing houses. You can receive information about the publications on the web at:

<http://www.stadtentwicklung.berlin.de/umwelt/stadtgruen/gruenanlagen/index.shtml> or at

Senatsverwaltung für Stadtentwicklung

Info-Center, Behrenstr. 42-45, 10117 Berlin

Tel.: (030) 90 20 55 55, Fax: (030) 90 20 52 64

E-Mail: [SenStadt-Info-Center](mailto:SenStadt-Info-Center@senatsverwaltung.de)

Opening hours:	Monday-Thursday	10:00 am - 4:00 pm
	Friday	10:00 am - 2:00 pm

## 18.6 Tierpark, Zoo, Aquarium

### One City - Two Zoo Parks

The fall of the wall in 1989 and the reunification of Germany meant another incision for the zoo. Now, after the "Tierpark" had been established in the district "Friedrichsfelde" in 1955, Berlin suddenly was facing the situation of having two zoological gardens. It was clear to all politicians in charge that both zoos will stay and complement one another. A cooperation contract was signed, that forms the basis for a narrow collaboration. The goal is, that each zoo retains and expands its specific character: on the one hand the inner cities-zoo with its many animal houses and the large aquarium, on the other hand the wide-ranging landscape park with large enclosures. Both zoos together have at present an animal population, which has reached at variety and rarity like no other city of the world. <http://www.zoo-berlin.de/willkommen.html>  
<http://www.tierpark-berlin.de/start.html>

### "Tierpark Berlin-Friedrichsfelde"

#### Largest and Prettiest Scenery Zoo in Europe

"Tierpark Berlin-Friedrichsfelde" is opened for its visitors all 365 days of the year - also on christmas eve and new year's eve.

On a surface of 150 ha, you find a scenery park like no other. Generous outdoor bawns for hoofed animal droves, large water areas for geese birds and flamingos as well as imposing vivariums ("Alfred-Brehm-Haus" for felids and tropical birds, pachyderm house for elephants, rhinos and manatees, "Kolibri-Krokodil-Haus" and African primates) welcome you. A visit in the snake farm shows one of the most extensive collections at venomous snakes in a European showcase terrarium. New: units for Asian and European mountain animals and a unit for Japanese egret monkey.

The historic center of the Tierpark is Schloß Friedrichsfelde, now used as a museum, with the historic formation of the north ground floor and south ground floor, which you can visit as well.

#### Address:

[Tierpark Berlin-Friedrichsfelde](#)  
[Am Tierpark 125, 10307 Berlin](#)

#### Public transport:

Directly to the station "Tierpark" with subway line U5, Tram-lines 26, 27, 28; bus-lines 296, 396

#### Admission / day cards

**Adults:** 10.00 EUR

#### Reduced:

**Students** (valid semester identification card)

**Vocational students** (valid student identification card with photo) 7.50 EUR

**Unemployed** (identification card / official notification)

**Civil service and army service** (identification card / official notification)

**Children** 3 to 15 years

**Students** 16 years (valid student identification card)

**Social welfare** (with valid identification card)

**Blinds and handicapped** (100%) and their companion, each 5.00 EUR



**Opening hours:****Cash desk opening:** daily at 9:00 am**Cash desk closing:**

January– February 4:00 pm

March 5:00 pm

April – September 6:00 pm

October 5:00 pm

November – December 4:00 pm

24. December 1:00 pm

**Visiting hours:** 1 hour after cash desk closing**Zoologischer Garten Berlin – Largest Number of Species in the World**

The Berlin Zoo lies as a green oasis in the western part of the city. Today the Berlin zoo has the largest number of species in the world. Opened in 1844 under Prussia king Friedrich Willhelm IV, it was the first zoological garden of Germany. On 35 hectares a large surface with old trees and pictorial watercourses are historical vivariums in exotic style next to modern high-tech plants, like the rhino house and the penguin plant, with its underwater windows. Berlin zoo extends even to sub ground: one of the few night animal houses in Europe.

**Address:** [Hardenbergplatz 8, 10787 Berlin, Tel. 030 25 40 10](#)**Opening hours:**

Monday – Sunday

Springtime: March 1 – March 27, 9:00 am – 5:30 pm

Summertime: March 28 – October 3, 9:00 am – 6:30 pm

Wintertime: October 4 – February 28, 9:00 am – 5:00 pm

**Aquarium Berlin**

The aquarium is a world for itself. On 3 floors you see fish live, but also reptiles, amphibians, insects and invertebrates. Here is also the first accessible crocodile hall of the world!

<http://www.aquarium-berlin.de/>[Budapester Straße 32](#)[10781 Berlin](#)Opening hours: **Monday to Sunday**, the whole year 9:00 am – 6:00 pm**Admission:** Day card ZOO**Adults** 10.00 EUR**Students, vocational student, unemployed,  
Civil service and army service** 7.50 EUR**Children** - 3 to 15 years,  
**Students** 16 years, (student identification card),  
**Social support** 5.00 EUR**Admission:** Day card Aquarium**Adults** 10.00 EUR**Students, vocational students, unemployed,  
Civil service and army service** 7.50 EUR**Children** - 3 to 15 years,  
**Students** 16 years, (student identification card),  
**Social welfare** 5.00 EUR

**Admission:** Combined ticket ZOO/Aquarium

**Adults** 15.00 EUR

**Students, vocational student, unemployed,  
Civil service and army service** 12.00 EUR

**Children** - 3 to 15 years,  
**Students** 16 years, (student identification card),  
**Social support** 7.50 EUR

## IV. Integration

### 19. Legal Information for Your Continued Stay in Berlin

#### 19.1 Residence Permit

Here we can only give you some preliminary information. For more information please refer to the guide **to the new residence laws**, which has been issued by the Commissioner for Integration and Migration. The guide is available in German, English, Russian and Turkish: [www.berlin.de/sengessozv/auslaender/recht.html](http://www.berlin.de/sengessozv/auslaender/recht.html) or [www.integrationsbeauftragte.de](http://www.integrationsbeauftragte.de)

Moreover, the Federal Ministry of the Interior offers further information about residence laws on its website at [www.bmi.bund.de](http://www.bmi.bund.de), especially in the section “frequently asked questions” (FAQ), [www.zuwanderung.de/2\\_faq.html](http://www.zuwanderung.de/2_faq.html).

Further important information can be found on the website of the Aliens Authority under [www.berlin.de/lab0/auslaender/dienststelle](http://www.berlin.de/lab0/auslaender/dienststelle).

**The residence laws apply one set of rules to citizens of the other EU member states as well as to citizens of the countries in the European Economic Area and Switzerland including their family dependants (preferred persons), and another set of rules to all other persons (non-preferred persons).**

#### 1 a) Residence Law for non-preferred persons

##### Purpose of residence

You can obtain a residence title for various reasons:

- a) education (e.g. study or language course)
- b) gainful employment (both employment and self-employment)
- c) for reasons of international law and for humanitarian or political reasons (e.g. as a recognized refugee)
- d) for family reasons (e.g. spouse or children who follow at a later date)
- e) special statutory residence rights (e.g. of foreigners who lived in Germany as minors).

##### Residence Titles

The **residence permit** ("**Aufenthaltserlaubnis**") is valid for a limited time and is granted for specific purposes of residence. The length of stay depends on the respective purpose. The residence permit states whether the holder is eligible to work or not.

The **settlement permit** ("**Niederlassungserlaubnis**") is unlimited in time or place and includes the right to work. It must not be accompanied by supplementary clauses, except that under certain circumstances political activities may be prohibited or the place of residence restricted.

##### General Requirements for a Residence Title

To begin with, the following preconditions of issue must usually be met in order to obtain any residence title at all:

- a) You must be in possession of a valid passport or substitute passport,
- b) You must have assured means of subsistence: that is, you yourself must be able to pay for your own costs of living and adequate health insurance without being dependent on public funds;
- c) Your identity and citizenship must be clarified,
- d) There must be no reason for expulsion,
- e) Your stay may neither impair, nor endanger, the interests of the Federal Republic of Germany,
- f) You must have entered the country with the required visa and have provided the information pertinent to the issue of a residence title when you applied for this visa,

- g) You must not have already been prohibited from entering or residing in the country, and
- h) You must not be involved in contrary asylum proceedings that are still in progress, unless you have a right to issue of a residence permit.

### **1 b) Residency of persons from the EU and other preferred persons**

Citizens of the European Union have the right to **enter** other EU states at any time, **reside** at any place of their choice (**right to freedom of movement** / "**Freizügigkeitsrecht**") and to settle there in the pursuance of their own aims (**freedom to settle** / "**Niederlassungsfreiheit**"). Citizens of **EEA countries** who are not EU citizens are treated as equal to EU citizens with regard to freedom of movement. In many respects, the freedom of movement rules also apply to **Swiss** citizens.

The EU law on Freedom of Movement lists the EU citizens who are entitled to freedom of movement. This applies to **self-employed persons** and to those who are **gainfully occupied as employees, providers and recipients of services, students, senior citizens, and those who are not gainfully employed** as well as those who are **entitled to remain** (these are persons who have left gainful employment in the country of admission).

Citizens of the Central and Eastern European countries which joined the EU on May 1, 2004 are restricted in their right to move and settle freely if they come to Germany for the purpose of gainful employment. Employees need an EU work permit for the right to move which must be approved by the responsible work agency.

EU citizens who want to stay in Germany for three months to **look for work** or for **vocational training** are also entitled for freedom of movement.

EU citizens who are **not gainfully employed, old-age pensioners** and **students** have the right of entry and of residence only if they have sufficient health insurance cover and can independently provide for their own keep.

Citizens who are entitled for freedom of movement are being issued a certificate of freedom of movement. The certificate is issued by the citizens office ("Bürgeramt").

### **19.2 Settlement Permit ("**Niederlassungserlaubnis**")**

The settlement permit offers a more secure status than the residence permit. The settlement permit is unlimited and includes the right to work. It has not time or spatial restriction and may not be restricted by conditions. However, under certain circumstances political activities are prohibited and residency can be restricted.

### **19.3 Naturalization**

EU citizens who are entitled to freedom of movement and citizens of an EEA state, as well as those in possession of a settlement permit or a residence permit for specific purposes, are entitled to claim for German citizenship. Holders of a residence permit for educational purposes or for specific humanitarian reasons are excluded from the possibility of naturalization.

A period of eight years of lawful and ordinary residence is the condition for claim to naturalization ("**Anspruchseinbürgerung**"). However, if you successfully complete a course of integration, seven years of lawful and ordinary residence are sufficient for you to claim naturalization.

## V. Help in Emergencies

### 20. Crisis Services

#### 20.1 Domestic Violence

Violence in family and partnership occurs in all cultures and social backgrounds. It encounters women and children, independent of age, development, religion and national origin. “Normal” fathers, husband, partners who threaten, beat or sexually mistreat women, forbid contacts to friends and acquaintances and keep them in financial dependence. Out of shame and fear many women fail to seek for help and support. Possibilities for foreign women to escape from a situation of mistreat are complicated by residential status, marriage, no work permit and financial needs. A women’s concern to build up independent life perspectives for her children is very big. Appropriate psychosocial and legal help for migrants are of special importance. In a situation where help is needed, confidential consultation in your own language is very important.

#### Hotline and Refuge Institutions

BIG-hotline, 9:00 am – 12:00 pm, phone 611 03 00

The BIG-hotline (Berliner intervention project against domestic violence) offers a helpline for women who experience physical and mental violence. Also anonymously if wanted. There is information and mediation to refuge institutions. Interpreters assist in personal consultations. The hotline is also for friends and acquaintances from the private and social background of the women as well as the authorities and social institutions.

#### 20.2 Women’s Refuge ("Frauenhäuser") and similar facilities

In Berlin six women’s refuges offer 24 hours places for women and their children who are in need for protection. A stay at the women’s refuge can help the victim to disengage from a violent partner, to clear her situation and find new perspectives. We advise and support woman individually and help to clarify the situation.

In women’s refuges women from different nationalities and languages are employed. The colleagues seek for collaboration with women interpreters, so women who come to the refuge have the possibility to communicate in their own language. The stay in the women house is anonymous and cost-free.

<b>2. Autonomous women’s refuge</b>	phone 37 49 06 22
<b>3. Autonomous women’s refuge</b>	phone 559 35 31
<b>4. Autonomous women’s refuge</b>	phone 91 61 18 36
<b>Women’s refuge Bora</b>	phone 986 43 32
<b>Women’s refuge of the Caritas</b>	phone 851 10 18
<b>Intercultural women’s refuge</b>	phone 80 10 80 50

#### Guide for Female Migrants who are affected by Domestic Violence

The “AG Migrantinnen“ at BIG (Berlin intervention project against domestic violence) in cooperation with the Senate Department for Economics, Labour and Women's Issues published a guide for female migrants who experience domestic violence. Translations of selected parts of the guide are available in Arabic, English, French, Polish, Russian, Serbo-Croatian, Spanish, Thai, Turkish and Vietnamese.

The guide is available, among other places, from the Commissioner of the Berlin Senate for Integration and Migration, Potsdamer Straße 65, 10785 Berlin, phone: 9017-2351 (opening hours see section 4) and on the web at: [www.big-hotline.de](http://www.big-hotline.de) (pdf download).

### **20.3 Crisis services for children and youths**

The Senate Department for Education, Youth and Sports has set up three emergency services which are open **at all times (24 hours)** to young people in emergencies where help is needed. Counselling and lodging are voluntary. In one of these services lodging is for a limited period of time; therefore it is necessary to clarify as soon as possible which alternatives can be found for the children and youths affected.

#### **Youth Emergency Services ("Jugendnotdienst"):**

The youth emergency services are for all girls and boys from 14 to 18 years of age who are in an emergency or crisis situation. It provides counselling and short-term lodging.

Toll-free phone number: 0130 86 52 52

Addresses: [Mindener Straße 14, 10589 Berlin, Telephone 34 40 27/28/29](#)

[Herzbergstraße 83, 10365 Berlin](#), 24 hour service: 55051900

[www.maedchennotdienst.de](http://www.maedchennotdienst.de)

E-mail [L-berg@maedchennotdienst.de](mailto:L-berg@maedchennotdienst.de)

#### **Emergency Service for Girls ("Mädchennotdienst")**

The emergency service for girls and young women from 14 to 18 years of age offers counselling and temporary lodging after sexual violence.

Address: [Herzbergstraße 83, 10365 Berlin](#)

phone: 55 05 19 00

[www.maedchennotdienst.de](http://www.maedchennotdienst.de)

E-mail: [mail@maedchennotdienst.de](mailto:mail@maedchennotdienst.de)

#### **Emergency Service for Children ("Kindernotdienst")**

The emergency service for children is part of the cross-district emergency services of the Senate Department for Education, Youth and Sports. Children up to age 14 can be accepted there on short notice without bureaucratic formalities. The child's family will be notified of the child's whereabouts by an employee of the emergency service. These persons also conduct crisis conferences with the child's parents and provide counselling. All children may call this service by themselves at any time.

Address: [Gitschiner Str. 48/49, 10969 Berlin-Kreuzberg](#), Tel.: 61 00 61

## **20.4 All-purpose – Emergency Numbers and Emergency Services**

### **General Emergency**

Police	<b>110</b>
Fire department	<b>112</b>
Ambulance control station	<b>112</b>
Criminal Investigation (police), helpdesk	<b>4664-973466</b>

### **Road Service**

ACE - road service	<b>0180-234 35 36</b>
ADAC - road service	<b>0180-2 22 22 22, mobile phone 22 22 22</b>
ADAC- travel call service	<b>86 86-0</b>
ADAC - rescue helicopter	<b>110 oder 112</b>

### **Medical Emergency Service**

Information centers for symptoms of poisoning	
Poison emergency center	<b>192 40</b>
Poison emergency call (only for adults)	<b>45 05-5 35 55</b>
National medical on-call service	<b>310 03-1</b>
National dental emergency service	<b>89 00 43 33</b>
Dental night emergency service	<b>42 21-14 37</b>

### **Customer Services of utility companies**

Gas: GASAG clearance service	<b>78 72-72</b>
Water: clearance service	<b>0800-292 59 59</b>
Phone: Telecom trouble shooting	<b>0800-3 30 20 00</b>
Radio interferences	<b>0180-3 23 23 23</b>

### **Customer Service Public Transport**

BVG customer service (6:00 am – 11:00 pm)	<b>1 94 49</b>
Deutsche Bahn AG automatic	
Schedule information	<b>0800-150 70 90</b>
Bus station Funkturm	<b>3 02 53 61</b>
Credit cards emergency call (loss)	<b>069-79 33 19 10</b>
Check cards emergency call (loss)	<b>069-79 33 19 10, 01805-02 10 21</b>

### **Social Emergency Call Facilities**

Hotline for vacationers in danger	<b>0188 81 70</b>
Berlin crisis service	<b>390 63-00</b>
Women crisis telephone:	
Monday and Thursday 10:00 – 12:00 am	
Tuesday, Wednesday, Friday 7:00 – 9:00 pm	<b>615 42 43</b>
Saturday, Sunday 5:00 – 7:00 pm	<b>615 75 96</b>
LARA crisis and counselling center	
for women who have been raped	<b>216 88 88</b>
Hotline (BIG)	<b>6 11 03 00</b>
Gay attack helpline Berlin (Mann-O-Meter)	<b>216 33 36</b>
Children's emergency service	<b>6 10 06-1</b>
Youth emergency service	<b>3 49 99 34</b>
Children protection center Berlin	<b>0800 111 0 111</b>
Church telephone counselling	<b>0800 111 0 222</b>
Victim aid Berlin, helpdesk	
for victims of criminal offenses	<b>395 28 67</b>
White ring	<b>833 70 60</b>
Victims helpline	<b>01803- 34 34 34</b>

### **Lost and Found**

BVG lost property office	
Potsdamer Str. 182	<b>25 62 30 40</b>
Lost propety office Deutsche Bahn AG	<b>01805 99 05 99</b>
central lost property office	
Platz der Luftbrücke 6	<b>75 60-0</b>