

## FIRST CONTACT

- Ask the person to be advised who the **personal contact person** at the **Foreigners' Registration Office** is and point out that please coordinate all residence law questions/appointments **directly** via this person (reason: **time saving**).
- The **Fachinformationszentrum Zuwanderung (FIZU)** also provides **information on residence law issues** to international students free of charge.

## FIRST INTERVIEW

- The **W-question method** is used to analyze problems and tasks. With the W-questions „Who?, What?, Why?, For what?, Where?, When?, How much?, With what? and How?“ **complex problems** can be broken down into essential components, problem definitions can be checked and higher-level connections can be recognized. This **helps both, the advisors and the person being advised**, to better **understand** and **organize the consulting case** at hand.
- Internationals should have a good **knowledge of German (B1 at least)**. (**Recommendation** for education **B2**). **German course** is **mandatory for apprenticeship**, if not at least B1 certified is available.
- At least **6 months** are needed for a **language course** (approx. 700 teaching units)
- When recording the **competencies**, the **BERUFENET tool** (online) is recommended. This helps to show options and future paths to the person advised.
- If the person to be **advised already** has a **degree** (e.g. Bachelor's degree from the home country), **direct employment should also be considered**, provided that the degree enables employment on the labor market (the **ANABIN database** helps to assign the degrees).
- IBAS** helps with advice on recognition (recognition costs money/must be paid as a private expense - no funding/deduction possible).

## ORIENTATION

- To give the students **safety and security**, digital **communication options** are recommended, as they are **fast and uncomplicated** (Telegram, WhatsApp, Discord, etc. have proven to be useful to clarify urgent questions and to share updates in progress. But be careful: professional context & healthy measure are important). Regular face-to-face meetings are nevertheless indispensable.
- The **BERUFENET** of the German Federal Employment Agency can help in **determining and evaluating qualifications**. This also offers the possibility to watch videos about professions/ apprenticeships and to show orientation options. (See also: <https://web.arbeitsagentur.de/berufenet/beruf>)
- When looking for a **job or apprenticeship**, it is advisable to contact the IHK and HWK directly and to use **BERUFENET** or the job exchange of the Federal Employment Agency (also advantageous for **priority check**).

## COMPETENCIES

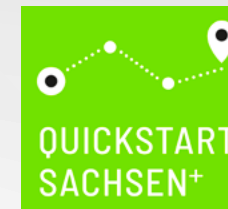
- Use **apprenticeship networks/qualification centers** in the region for skills acquisition.
- Language Courses** at adult education centers can be **subsidized by 50%**. Contact points for certified language courses are location-specific (Eckert Schulen, FBAB, SBH, VHS, WBS...).  
*Time saving tip:* An **integration course** can also be started during studies, but without direct funding. In order to reach B1 without previous knowledge, **700 teaching units are necessary in the integration course**. If there is already a good language level (B1), only 400/500 teaching units may be necessary to reach B2. If the B2 course is taken in preparation for apprenticeship, it can be subsidized. For this purpose, the residence permit for the apprenticeship can already be applied for. A language course can also be continued during the apprenticeship (e.g. evening school). For the start of the apprenticeship, the language course must be completed at the required level (normally B1).
- If there are corresponding competences (language level B1), there is the possibility to change the **residence permit to „purpose of an apprenticeship“**. In case of already existing (recognized) apprenticeship or university degrees or distinct practical vocational knowledge, there is the possibility to apply for a residence permit for „employment as a skilled worker“.

## APPLICATION & INTERNSHIPS

- We also recommend to create a **LinkedIn profile** in order to find jobs/apprenticeships there or to let the **automated job newsletter** work for you and to be visible for companies and recruiters.
- Students are considered by the **BA (Federal Employment Agency)** as the RaSu (advice seekers = those who are e.g. firmly in a job and have no threat of unemployment & want a **counseling appointment** because they want to reorient themselves professionally/change employer etc.). However, it is unrealistic that international persons will find a training in four weeks only with the counseling by the BA. They need **close, individual, time-consuming support**.

## AUTHORITIES & CONTRACTS

- Reassure** the person being advised: If the **appointment at the Foreigners' Registration Office** is AFTER the expiration date of the current **valid residence permit**, the application is still considered to have been submitted on time.
- You can **de-register yourself**. Otherwise, exmatriculation is done automatically by the university at the end of the semester. If there is a change in the situation, the **Foreigners' Registration Office must be informed**. The best time to do this is already when the exmatriculation is foreseeable. However, the Foreigners' Registration Office must be informed of concrete plans for a change of purpose up to **4 weeks after the de-registration**. A confirmed date is considered to be within the deadline. **The confirmation of exmatriculation must be presented** on this date. If the student does not contact the authority, the request to leave will follow within a few weeks. If the person has not left within the deadline, deportation is imminent.
- In the event that the **apprenticeship contract** has been concluded but the training subsequently „wobbles“, provide the reference to **VerA** (short for „Verhinderung von Ausbildungsabbrüchen/ Preventing Apprenticeship Dropouts“ is a nationwide initiative that brings together young people who are struggling with apprenticeships with retired volunteer professionals). This service helps in the event of impending training discontinuation. If the **apprenticeship** does not take place or if the training **is terminated** prematurely (for reasons for which the international student is not responsible), the student has 6 months to look for a new training program.



## ORIENTATION GUIDE FOR ADVISORS

in case of doubts about studies | drop-out  
of international students

## Information

Schedule about important upcoming appointments with authorities/offices, FIZU, IBAS & consultants of the Agency of Employment!

## Scenarios

Temporary residence permits are issued under certain conditions and are intended for a specific purpose. Individual advice on residence law is strongly recommended.

## Basic options for action

+ Continue studying (continue studies, semester off, changing the course of study)

+ Start vocational training

+ Work as a skilled worker (if there is a recognized qualification or practical professional knowledge IT)

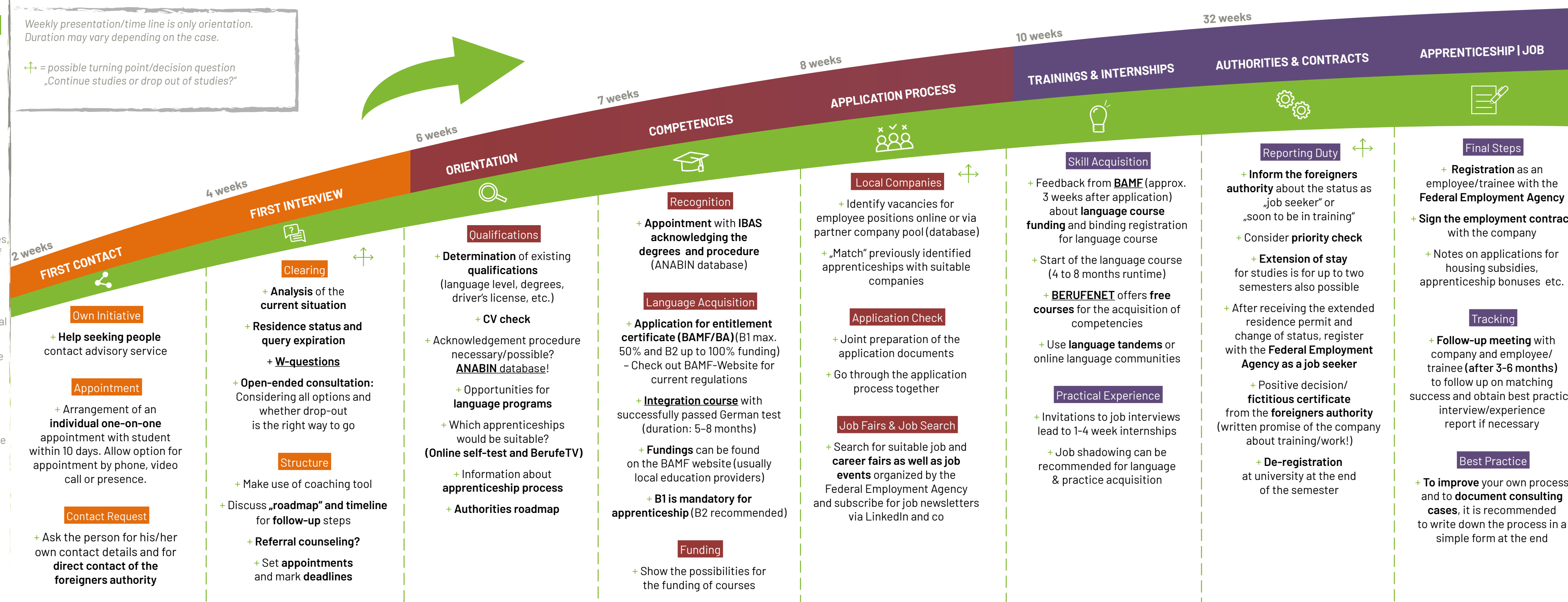
+ Leave the Federal Republic (if there is no other reason for residence)

The residence permit for the new purpose must be applied for at the Foreigners' Registration Office and can be issued with the approval of the Federal Employment Agency.

This information is based on the legal status as of 08/2023.

*Weekly presentation/time line is only orientation. Duration may vary depending on the case.*

*↕ = possible turning point/decision question „Continue studies or drop out of studies?“*



## PLANNING | SCHEDULING (10)

- 1<sup>st</sup> interview: **Situation analysis**
- 2<sup>nd</sup> interview: **Orientation**
- 3<sup>rd</sup> interview: **Language courses | Qualifications | Competences**
- 4<sup>th</sup> interview: **Application documents & training companies**
- 5<sup>th</sup> interview: **Dialogue with companies & schools**
- 6<sup>th</sup> interview: **Tour of authorities**
- 7<sup>th</sup> interview: **2<sup>nd</sup> orientation (depending on status)**
- 8<sup>th</sup> interview: **Status update**
- 9<sup>th</sup> interview: **Final interview**
- 10<sup>th</sup> interview: **Follow-up (after about 3-6 months after starting apprenticeship/job)**

*The appointment guideline is only a recommendation and is based on experience made in the project. The order and the corresponding topics, can be individually adjusted depending on the case.*

## NOTES & CONTACTS

**Tracking**

- + **Follow-up meeting** with company and employee/trainee (after 3-6 months) to follow up on matching success and obtain best practice interview/experience report if necessary

**Best Practice**

- + **To improve** your own process and to **document consulting cases**, it is recommended to write down the process in a simple form at the end