



Bundesagentur für Arbeit
Regionaldirektion
Nordrhein-Westfalen



**Generalkonsulat
der Ukraine**
in Düsseldorf

Ministerium für Arbeit,
Gesundheit und Soziales
des Landes Nordrhein-Westfalen



Information for people from Ukraine who cannot support themselves (last updated 02/06/2022)

From 1 June 2022, people from Ukraine will be entitled to benefits provided by the basic income support for jobseekers (SGB II – Social Code Book II) under the conditions described here if you are in need of assistance and do not have enough money to live on. The Job Centre is responsible in this case. You need to submit an application to the Job Centre for this.

You should prepare the following points before applying for benefits in accordance with SGB II:

FAQs on registering, making an application, transferring money

Where do I have to register?

- You first need to register with the public office responsible for foreigners ('Ausländerbehörde') at your place of residence. You can use the [public authority locator \('Behördenfinder'\)](#) to find the relevant office responsible for foreigners. The website also provides information on whether the local foreigners' office has an online registration procedure.
- Please ask about the recommendations of the your local foreigners' office regarding when and how you should register.
- Registering involves applying to the foreigners' office for a residence permit in accordance with Article 24 of the Residence Act (Aufenthaltsgesetz – AufenthG).
- Please contact your foreigners' office if you need other types of residence document.
- Watch out for "fake" websites; if in doubt, do not pay money online and do not provide any bank details online. Foreigners' offices will never ask for this information. Not even to allocate an appointment more quickly.

What are the requirements for applying for benefits under SGB II?

- In order to receive benefits from the Job Centre (basic income support for jobseekers), you need either a residence permit (residence document) in accordance with Section 24 (1) of the Residence Act (AufenthG) or fictional certificates showing that you have applied for such a residence permit.
- **Replacement certificates issued** by the foreigners' office instead of a fictional certificate **up to 31/05/2022** may be **recognised** up to 31/10/2022 under certain conditions.

What are benefits in accordance with SGB II?

- There are two types of benefits covered by SGB II:
 - Benefits that ensure subsistence
 - Benefits to assist in taking up a job/training.
- You can find more information in the following documents:
 - [SGB II brochure – A simple explanation in Ukrainian](#)
 - [SGB II brochure - A simple explanation in Russian](#)
 - [Brief information on unemployment benefit II / social benefit in Ukrainian](#)
 - [Brief information on unemployment benefit II / social benefit in Russian](#)
 - [Flyer about the education and participation package \(Ukrainian\)](#)
 - [Flyer about the education and participation package \(Russian\)](#)

Apply for a bank account:

- You need to open an account with a German bank or savings bank so that the Job Centre can transfer money to you.
- You can find more information on the website of the Federal Financial Supervisory Authority [BaFin](#).

Choose a health insurance provider:

- You must have health insurance in Germany. This is important in order to receive medical care.
- When you receive unemployment benefit II, you are compulsorily insured in the statutory health insurance and are included in social long-term care insurance.
- You can choose a statutory health insurance provider yourself.
- Find out about membership with a statutory health insurance provider of your choice and ask them to issue a certificate for the Job Centre (certificate of membership).
- If you receive money from the Job Centre, the Job Centre will pay the monthly contributions to your health insurance fund. Please present the membership certificate to the Job Centre together with your application for benefits.
- You can find more information on the websites of the [Federal Employment Agency](#) and the [Federal Ministry of the Interior and Community](#).

Which Job Centre is responsible for me?

- Your residency can be determined for the period from the date a fictional certificate is issued. However, you will receive this at the latest when the residence permit is issued

in accordance with Section 24 (1) of the Residence Act. Determination of your residency means that you have to take up residence within the specified federal state or the specified municipality.

- Once your residency has been determined, the Job Centre in whose area you are to take up residence is responsible.
- You can find the Job Centre responsible for your place of residence here: [ADMINISTRATIVE OFFICE LOCATOR](#)

FAQs (frequently asked questions) about applying for benefits under SGB II

What do I need to do?

- If you **already have** a residence permit in accordance with Section 24 (1) of the Residence Act or a fictional certificate in accordance with Section 81 (5) in conjunction with (3) or (4) of the Residence Act with proof of application for a residence permit in accordance with Section 24 of the Residence Act:
 - Register with the Job Centre responsible for your place of residence.
- If you **do not have** a residence permit in accordance with Section 24 (1) of the Residence Act **or** a fictional certificate in accordance with Section 81 (5) in conjunction with (3) or (4) of the Residence Act with proof of application for a residence permit in accordance with Section 24 of the Residence Act:
 - Please first register with your the foreigners' office responsible for you and apply for a residence permit in accordance with Section 24 (1) of the Residence Act.

When can I submit the application??

- You should apply for benefits under SGB II as soon as you have a residence permit in accordance with Section 24 (1) of the Residence Act or a fictional certificate in accordance with Section 81 (5) in conjunction with (3) or (4) of the Residence Act with proof that you have applied for a residence permit in accordance with Section 24 of the Residence Act.
- The following requirements also apply:
 - You are in need of assistance, i. e. you do not have enough money to live on
 - You have registered with the registration office at your place of residence as determined for your residency.
 - You are at least 15 years old, do not yet receive an old-age pension in Ukraine and have not yet reached [retirement age](#) in Germany.
- You will need an appointment at the Job Centre in order to submit your application. You can arrange the appointment by telephone. Some Job Centres provide the option to book an appointment online.
- **IMPORTANT:** You need to attend the appointment in person.

Which application do I need to submit?

- [Application for unemployment benefit II](#)

- Please note that the application must be completed in German using Latin letters.
- **Important:** Please do not complete the form until you already have a residence permit in accordance with Section 24 (1) of the Residence Act or a fictional certificate in accordance with Section 81 (5) in conjunction with (3) or (4) of the Residence Act with proof of application for a residence permit in accordance with Section 24 of the Residence Act.

What documents should be included with the application?

- Copies of all residence documents / fictional certificates or replacement certificates (up to 31/05/2022)
- Completed and signed application (if you already have a customer number with the Employment Agency, please be sure to enter it)
- If available: current certificate of registration
- If available: confirmation of membership from a health insurance provider
- Housing costs:
Copy of (sub-) tenancy agreement (if a written agreement exists), other proof of the actual costs of accommodation or a certificate of the size of the apartment, the number of rooms and all persons living in the apartment.
- If available: proof of income and assets (e.g. bank statements)

How do children and young people receive money from the Job Centre?

- Children and young people generally receive money from the Job Centre together with their parents if they live with their parents, are in need of assistance, are not married and are under the age of 25.
- Children and young people aged 15 and over can receive benefits from the Job Centre if they live with other relatives, e.g. grandparents or aunt.
- Young adults aged 18 and over can receive benefits from the Job Centre if they live on their own, e.g. if their parents are still in Ukraine.

For whom can I submit the application to the Job Centre?

- For your "community of need":
- This includes you as the applicant and, where applicable, your
 - Spouse
 - Any children living with you in the household who are under 25 years of age and are not married
 - A cohabiting partner with their children / stepchildren
 - A registered civil partner (same-sex registered civil partnership comparable to marriage) with their children / stepchildren

The date set for my application with the Job Centre is after 01/06/2022 – will I still receive financial assistance?

- Yes. If you received asylum seeker benefits in May 2022, you will continue to receive money under the Asylum Seeker Benefits Act until your application with the Job Centre has been approved.

Where will I receive benefits if I entered the country on or after 01/06/2022?

- There is an entitlement to benefits under SGB II if a residence permit in accordance with Section 24 of the Residence Act or a corresponding fictional certificate has been issued.
- You may be entitled to asylum seeker benefits until you have a residence permit in accordance with Section 24 of the Residence Act or a corresponding fictional certificate, provided that you have filed an application for asylum. The foreigners' office at your place of residence is responsible in this case.

Will my assets be taken into account?

- Assets are all realisable assets.
- Currently, your assets are only to be taken into account if you have assets of more than 60,000 euros that can be used for living expenses in the short term and more than 30,000 euros for each additional person in your community of need.
- Assets located in war or crisis regions, such as property in particular, are generally not taken into account.

Will my income be taken into account?

- Income is taken into account when calculating entitlement to benefits. Please provide appropriate supporting documents as far as this is possible for you.
- Bank statements for a current account with a Ukrainian or Russian bank must be presented, where possible.
- Income from employment in Germany will be taken into account.
- If you still receive payments from employment in Ukraine, e.g. an online job, these will be taken into account as income.
- However, only funds that have accrued to you and that you can actually access in Germany may be taken into account.

Will my retirement pension from Ukraine be taken into account?

- You cannot receive money from the Job Centre if you receive a retirement pension that is comparable to a retirement pension in Germany. You may then receive money from the social welfare offices.
- Clarification is still under way as to whether the Ukrainian retirement pension is comparable to the German retirement pension.

Can I claim child benefit?

- Yes. Child benefit must be applied for as a priority benefit from the family benefits office (Familienkasse).
- Child benefit will be offset against your benefits in accordance with SGB II.
- The most important information about this benefit can be found on the page [Child Benefit for Refugees from Ukraine](#).
- Information in different languages:
 - [Ukrainian](#)
 - [Russian](#)

Am I allowed to spend time away from my place of residence?

- You can spend time away from your place of residence – for a maximum of three weeks per calendar year – **with the prior consent of your Job Centre** (called "Ortsabwesenheit" – absence from place of residence). An extension is possible in individual cases and under certain circumstances. Please check with your Job Centre in advance. You can also find more information here: [Job Centre: Information on absence from your place of residence – Federal Employment Agency \(arbeitsagentur.de\)](#)

Am I allowed to travel back to Ukraine, e.g. to pick up property left behind, to visit someone, etc.? Source: [BAMF](#)

- If you already have a residence document granting temporary protected status in Germany, it will expire under the following conditions:
 - You leave Germany not just for a temporary reason, or
 - You stay away from Germany for more than six months.
- If you already have a residence document granting temporary protection status in Germany, it is generally possible for you to travel abroad and thus also to your country of origin (please note any entry regulations of the specific countries of destination). You may re-enter Germany at any time during the validity of your residence permit and with a valid travel document.

Please note:

Persons who are living in Germany and have applied for a residence permit will be issued with a so-called fictional certificate. This does not entitle the holder to visa-free travel in the Schengen area, as no residence permit has yet been issued. The fictional certificate therefore is not a substitute for a residence document and therefore does not permit re-entry after a stay abroad (although entry is currently permitted without a residence document until 31 August 2022 under the Ukraine Transitional Residence Regulation – Ukraine-Aufenthalts-Übergangsverordnung). This applies accordingly, of course, to any official certificates of registration or application as a war refugee from Ukraine issued in place of a fictional certificate.

Do I have any obligations towards the Job Centre?

- You must appear in person at your first appointment at the Job Centre so that your identity can be verified.

- Please bring proof of your identity, e.g. passport or Ukrainian ID card.
- You must keep appointments (in person, by telephone, video) or cancel them in good time, giving a reason.
- You are obliged to provide complete and accurate information in all applications and attachments. You must also inform your Job Centre as soon as possible of any changes that may have occurred after you submitted your application. This is important because any changes may affect your benefits.

FAQs (frequently asked questions) about housing

What do I need to be aware of when I wish to rent an apartment?

- The Job Centre can cover rental costs if you cannot pay them yourself.
- Please contact your local Job Centre before signing any rental agreement.
- The Job Centre will check which actual housing costs can be covered in individual cases.

Will the Job Centre also pay for furniture?

- Please contact the Job Centre if you need furniture. They will advise you whether and, if so, how you can be assisted.

FAQs (frequently asked questions) to help you find employment

- The Employment Promotion Act provides a wide range of support options to help benefit recipients take up employment or training.
- Benefits to assist you in taking up a job or training may include a payment to cover the costs of applying for a job or reimbursement of travel expenses for a job interview.
- The Employment Agencies and Job Centres also support young people under the age of 25 in entering working life by providing vocational guidance and assistance in finding training places.
- The Job Centres will advise you on individual qualification opportunities.
- Job Centres will also support you in the recognition of formal vocational qualifications.

FAQs (frequently asked questions) about language courses

Am I allowed to participate in counselling, care and language programmes?

- With a residence permit in accordance with Section 24 of the Residence Act (AufenthG – ‘Granting residence for temporary protection’), you can participate in the following offers:
 - Federal Migration Counselling for Adults (Migrationsberatung für Erwachsene des Bundes – MBE)
 - Initial orientation courses for asylum seekers (Erstorientierungskurse für Asylbewerber – MOK)

- "Migrant women simply strong in everyday life" programme (Migrantinnen einfach stark im Alltag – MiA)
 - Integration courses
 - Vocational language courses
- Participation in the courses and counselling services is generally free of charge and possible with evidence of your origin.
 - You can find a list of EOK course providers at www.bamf.de/eok and of MiA courses at www.bamf.de/mia.
 - The [BAMF-NAVI](https://bamf-navi.bamf.de/de/) makes it easy to find out where integration courses and migration counselling are available in your area: <https://bamf-navi.bamf.de/de/>

Do I have to take up a job as a priority or can I attend a language course before taking up a job?

- If your language skills are not sufficient to take up employment, you can generally attend a language course as a priority in order to reach language proficiency level B1 (<https://www.europaeischer-referenzrahmen.de/sprachniveau.php>).
- As a rule, you can attend an integration course. You are generally not obliged to go to work parallel to the integration course.

FAQs (frequently asked questions) about working in Germany and labour law

Am I permitted to work in Germany?

- Yes, you are. Persons who have already been granted a residence permit in accordance with Section 24 of the Residence Act are permitted to pursue employment by force of law. This also includes self-employment. Permission from the foreigners' office is not required.
- If you wish to search for work directly, you can find job offers using the [job search services of the Federal Employment Agency](#).

What do I need to be aware of when I work in Germany?

- German labour law applies. If you start work, your employer is obliged to undertake the following:
 - Pay the minimum wage: there is a minimum wage in Germany. This means that every employer is obliged to pay this amount as a minimum. Any employer who fails to pay the minimum wage is in breach of the law.
 - Social security: all employees in Germany are entitled to social security cover in certain cases. This is what is known as social security. The employer must pay social security contributions for each contract of employment. Employees also have to pay social security contributions. This concerns health insurance, long-term care insurance, pension contributions and accident insurance. An exception is a mini-job. You can find more information on the page [Minijob Office](#).

- Labour law protection rights: all employers must observe labour law protection rights. For example, employers are obliged to provide appropriate protective clothing when needed.

Where can I find information on labour-related and social issues in Germany?

- In German germany4ukraine.de
- In Ukrainian germany4ukraine.de

Where can I find information on German labour law?

- A short flyer on the topic of labour law in Germany in Ukrainian, Russian, Polish, English and German can be found on the website of the counselling organisation [Fair Integration](http://FairIntegration.de)
- More detailed flyers on the topics of labour law and pay in Ukrainian, Russian and German are provided by the [German Trade Union Confederation Saxony District \(Deutscher Gewerkschaftsbund Bezirk Sachsen\)](http://GermanTradeUnionConfederationSaxonyDistrict.de)

Where can I find advice on labour law issues?

- If you need advice on labour law, you can contact the counselling project "Fair Integration" (www.faire-integration.de). "Fair Integration" operates two counselling centres in the state of NRW. The contact details of the counsellors are:
 - Aydogan Gül
Phone: +49(0) 231 997 701 50
Mobile: +49(0) 170 989 809 9
E-mail: aydogan.guel@dgb-bildungswerk.de
Address: Ostwall 17-21, 44135 Dortmund
 - Mousa Othman
Phone: +49(0) 211 158 418 67
Mobile: +49(0) 151 730 524 90
E-mail: Mousa.Othman@dgb-bildungswerk.de
Address: Graf-Adolf-Strasse 41, 40210 Düsseldorf
- The state of NRW promotes a variety of counselling services for people who are threatened or affected by labour exploitation. An important component are the Counselling Centres for Work (Beratungsstellen Arbeit – BSA) in every district and independent city in North Rhine-Westphalia (53 in total). The BSAs cooperate with language mediation services and can therefore also offer you support. The [counselling centre locator](#) is also available in Ukrainian and Russian.

Further information on good working conditions

- The counselling network "Good Work" of the organisation Arbeit und Leben has compiled a set of touchstones for good work for refugees from Ukraine. They are primarily addressed to those who accompany refugees in taking up employment, i.e. not directly to the refugees themselves. The touchstones provide guidance with the aim of preventing any risk of labour exploitation. They do not explicitly refer to the minimum standards set out in German labour law alone, but go beyond them.