

# Education and Training in Germany

Your guide to starting out in Germany



**Bundesagentur für Arbeit**

Zentrale Auslands-  
und Fachvermittlung (ZAV)



**Note from the publisher:** The International and Specialized Services (“ZAV”) is responsible for the international advisory and placement service of the German Federal Employment Agency. The ZAV offers advice worldwide and recruits foreign skilled workers for the German labour market. The BA is a member of the Euroguidance network, the European network of national career guidance services with more than 40 centers in 35 European countries. Euroguidance promotes educational mobility in Europe by providing information on training and study opportunities throughout Europe and is the co-initiator of this brochure ([www.euroguidance.eu](http://www.euroguidance.eu)).

*Make it in Germany*

Working in Germany: the official website  
for qualified professionals



## Your guide on your way to Germany

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@ make-it-in-germany@arbeitsagentur.de

www.linkedin.com/showcase/internationale-dienstleistungen

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## Germany: Key facts

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<b>Capital city</b>	Berlin
<b>Form of government</b>	Parliamentary democracy
<b>Form of state</b>	Parliamentary federal republic with 16 constituent states
<b>Population</b>	82.7 million (status: 30.06.2017) of which 10.6 have a foreign passport (status: 31.12.2017)
<b>Area</b>	357,385.71 km <sup>2</sup>
<b>GDP (gross domestic product)</b>	3,263.35 bn. euros (status: 31.12.2017)
<b>Largest cities</b>	Berlin, Hamburg, Munich, Cologne, Frankfurt am Main

### Germany...

... lies in the centre of Europe.

... has nine neighbouring states and a total of 3,757 kilometres of border.

... has optimal connections to major European cities such as Amsterdam,

Brussels, Copenhagen, London, Paris, Warsaw, Vienna and Zurich.

... also offers strong companies in the country: Accommodation and living are cheaper here and there are fewer applicants per training place.



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# Finished school – What now? Off to Germany!

You have your school leaving certificate in your pocket. Time for the next step! Training or study in Germany offers you outstanding prospects. The German education system has an excellent reputation internationally. Training or study in Germany are your ticket to the dynamic German labour market and will also open many doors for you all over the world.

It is easy to learn and live in the centre of Europe. Compared with the rest of Europe, the costs of accommodation, food and living are still relatively low here. The various cities and regions, the social security, the cultural openness and the central location with its proximity to many major European cities make Germany an attractive country for training and study – even after work.

This brochure is the guide to your future in Germany. On the following pages you will find the most important things you need to know in order to make a successful start.

## STUDY OR TRAINING?

The qualifications from German universities and higher education institutions are in demand worldwide. Linguistic and cultural diversity are regarded as enriching – as a student with an international background, you will therefore always be welcome. Indeed, the German vocational training system is also regarded as exemplary all over the world. Under the so-called dual system, you can learn a profession directly in a company at the same time as attending vocational college. You therefore gain professional experience even during your training, earn your own money and take your first step into the world of work. Other professions can be learnt at specialist vocational colleges.

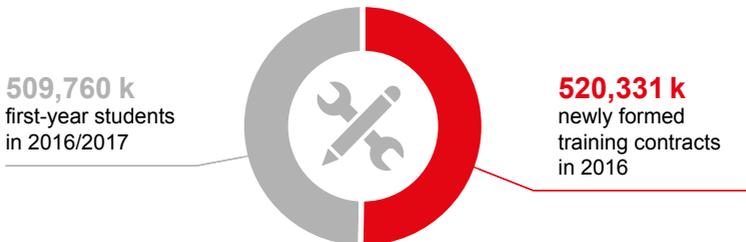


## Your qualification – your opportunities

	Dual training	Vocational college	Higher education institution	University
Basic secondary school leaving certificate	X	(X)*		
Intermediate school leaving certificate	X	X		
Higher education institution entrance qualification	X	X	X	
A-level equivalent (“Abitur”)	X	X	X	X

\*Some courses at vocational colleges require the intermediate school leaving certificate, whereas the basic secondary school leaving certificate is sufficient for others. Find out about them from the respective vocational college.

## Number of people in Germany who have opted for training and study



Source: Statista



## LINKS

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Interested? The following links will help you to find out which training or study is right for you:

Which training is right for you? Find your dream job here:

⇒ [www.arbeitsagentur.de/bildung/ausbildung/welche-berufe-passen](http://www.arbeitsagentur.de/bildung/ausbildung/welche-berufe-passen)

Do you want to study? Then have a look here at:

⇒ [www.studienwahl.de](http://www.studienwahl.de)

⇒ [www.hochschulkompass.de](http://www.hochschulkompass.de)

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# Vocational training: The best opportunities for trainees

Training in Germany is demanding. Many professions that require university attendance elsewhere, such as specialist health-care professions, are learnt in apprenticeships here – work experience included. Trainees (called “Azubis” in German) therefore have the best chances later on the labour market. Particularly in the technical and caring professions, there is urgent demand for specialists over the next ten years. The chances of a training place and subsequent position are particularly good here. Depending on the profession, you do your training either directly in the business or at a specialist vocational college. We present the two training routes for you here.

## DUAL TRAINING: VOCATIONAL EXPERIENCE FROM DAY ONE

In the dual training system, you work in the company from day one. That means colleagues, professional practice and a training salary. At the same time, you gain

theoretical knowledge, which you can often apply directly in the company. This is the way to learn especially in the manual and demanding technical professions, for example as a surveying technician or electronic systems technician. You apply directly to the company for a training place – and it is not only about good qualifications here but also about convincing your future bosses of your qualities as a colleague. If you do well, you have a chance of being taken on later.



### CHECKLIST

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- ✓ Professional practice and contact with colleagues in the company right from the start
  - ✓ No training costs
  - ✓ Trainee salary from day one
  - ✓ Chance of being taken on after the training
  - ✓ Application directly to the training company
  - ✓ Training start: Generally on 1<sup>st</sup> August or 1<sup>st</sup> September
-



## DEADLINES FOR APPLICATION

There are no fixed application deadlines, although most companies make their selection up to one year before the training starts – larger companies generally earlier than smaller companies. Further information can be found here:

➔ [www.planet-beruf.de/  
schuelerinnen/mein-fahrplan/  
berufswahlfahrplan](http://www.planet-beruf.de/schuelerinnen/mein-fahrplan/berufswahlfahrplan)

## COLLEGE-BASED TRAINING: SPECIALIST KNOWLEDGE FROM A HIGHER EDUCATION INSTITUTION

Not all professions can be learnt directly in a company. Especially in the social and caring sectors, you attend a so-called specialist vocational college. Compulsory work placements ensure the required practical experience. Unlike in the dual system of training, you will generally not receive a training salary here. If you are interested in college-based training, you should therefore consider the financing early on. The caring professions in demand in the health sector are an exception: Here, you complete long practical phases in the hospital or nursing home, and there is also a salary for the entire training period.



## CHECKLIST

- ✓ Collaborative learning with a smooth transition between school and career
- ✓ Free of charge at state schools; tuition fees may be charged at private schools
- ✓ Resolve financing at an early stage
- ✓ Salary and long practical phases in the caring professions
- ✓ Application directly to the vocational college
- ✓ Training start: Dependent on the college and the course



## APPLICATION DEADLINES

Specialist vocational colleges generally have fixed application deadlines, which you must not miss. Find out from the respective vocational colleges at least one year before application!

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## **AND AFTERWARDS? GOING ABROAD AFTER TRAINING**

With German vocational training, you will be in demand later with employers all over the world. In the so-called regulated professions, prior formal recognition of your training may be required for this. In the countries of the European Union as well as in Iceland, Luxembourg, Norway and Switzerland, there are standard regulations for this and it is therefore generally no problem. In many other countries too, your chances of recognition are also good.

## **GET A TRAINING PLACE IN SIX QUESTIONS**

Training in Germany has to be well planned. The following questions should be answered beforehand:

1. Am I allowed to come to Germany to train?
2. Which profession do I want to learn?
3. How do I apply for a training place?
4. How do I finance the training?
5. What do I need to do to be allowed entry into Germany for training?
6. Which deadlines do I have to meet?

The advice services that we have compiled for you on pages 30 and 31 will help you with all these questions. On pages 32 and 33, you will find a detailed roadmap to training in Germany.



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### **FURTHER INFORMATION**

Further information about individual professions, admission requirements and application processes can be found here:

➞ [www.make-it-in-germany.com/de/fuer-fachkraefte/ausbildung-lernen/ausbildung](http://www.make-it-in-germany.com/de/fuer-fachkraefte/ausbildung-lernen/ausbildung)

➞ [www.planet-beruf.de/schuelerinnen](http://www.planet-beruf.de/schuelerinnen)

➞ [www.arbeitsagentur.de/bildung/ausbildung/welche-berufe-passen](http://www.arbeitsagentur.de/bildung/ausbildung/welche-berufe-passen)

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## Study – For enquiring minds

Study at German universities is renowned for its high quality and often closely linked with research. As a student, you can choose from a large range of subjects, from natural, social and cultural sciences through economics and technology to law and medicine. On many courses, for example such as in mechanical engineering, compulsory work placements offer good preparation for professional life. In research, an international exchange is even compulsory. International students are therefore considered to be enriching and university life is no longer imaginable without them.

The most common qualifications in Germany are bachelors' and masters' degrees. Today, both final qualifications are subject to standard regulations all over Europe and also enjoy an excellent reputation internationally. They therefore offer you opportunities all over the world – and obviously also in Germany.



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### UNIVERSITY GRADUATES ARE IN DEMAND IN THESE AREAS

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**MINT** – This stands for Mathematics, Information Technology, Natural Sciences and Technology. In knowledge-based society, clever minds from these areas are the driving force of industries of the future.

**Medicine and health** – Society is aging and we all want to stay healthy and to work. Demand for specialists from these areas is therefore constantly increasing.

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## Dual study: Study and earn money

With dual study, you combine university study with professional practice in a company. Large companies in particular are happy to offer training places for dual courses to train their own young talent for middle management. If you do not want to choose between theory and practice, this gives you certain advantages over conventional study: You gain intensive practical experience; you often even earn a trainee salary – even whilst sitting in the lecture theatre; and you might even meet your future employer. Even at the end, you do not have to compromise, as you receive a full university degree. All paths are therefore open to you – both in a career and in research.

### THEORY MEETS PRACTICE: HOW DOES THAT WORK?

Dual study courses are available in two variants: With courses that **integrate training**, you attend a university at the same time and complete training in a recognised training profession; by contrast, courses that **integrate practice** include only very extended practical phases.

Both alternatives can be found chiefly in application-oriented courses of study in technical, commercial and social subjects. In many cases, the civil service also trains its young talent on dual courses. These are offered by many (technical) education institutions as well as vocational and business academies.

Whichever alternative you choose: The company in which you complete your practical experience plays a crucial role under the dual system. Many study courses require formation of a training or qualification contract, and applications for dual study are often made directly through the company. Find out about application conditions and deadlines early on, at least one year in advance.



## FURTHER INFORMATION

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Further information on the subject of dual study can be found here:

⇒ [www.hochschulkompass.de/  
studium/rund-ums-studieren/  
studienformen/duales-studium.html](http://www.hochschulkompass.de/studium/rund-ums-studieren/studienformen/duales-studium.html)

⇒ [www.bibb.de/ausbildungplus/de/  
index.php](http://www.bibb.de/ausbildungplus/de/index.php)

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## Conventional higher education

Conventional higher education offers you the whole range of scientific subjects and leads you, over several years, to an academic degree. During this time, you attend lectures, seminars and tutorials, generally full-time, and do your swotting for exams together with other students. Unlike dual study, conventional higher education is not tailored to the needs of a company. Instead, the focus is on conveying specialist knowledge. Compulsory work placements, which generally take place during the winter and summer breaks, will provide you with the required professional experience.

### THE DIVERSITY OF THE UNIVERSITY LANDSCAPE

The vast majority of students in Germany attend one of the many **higher education institutions and universities**. Here, the principle of the bond between research and teaching applies, so that you gain experience of working scientifically even whilst you are studying.

At universities, you also have the opportunity to conduct your own research after your master's degree and thus to obtain a doctorate. This also applies at the **technical higher education institutions**, which differ from other universities chiefly with regard to their specific profile in the technical subjects.

At **technical higher education institutions**, you study with a strong practical link to your subsequent profession – practice semesters in companies and institutions are often part of the study here. Technical higher education institutions generally have a narrower range of subjects, usually in the applied areas of engineering, business studies, social and healthcare as well as design. Contact with lecturers at technical higher education institutions is often also more intensive and more direct.

In addition, Germany also has a range of specialist **art and music colleges** as well as **sports colleges**. Furthermore, you could study at the higher education institutions of the German federal armed forces. If you are interested in studying there, you will need to prove your fitness in exams and work tests as well as a relevant school-leaving qualification.



## LINKS FOR GUIDANCE

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A list of all German higher education institutions can be found here:

⇒ [www.hochschulkompass.de/  
hochschulen.html](http://www.hochschulkompass.de/hochschulen.html)

The ranking of German higher education institutions will tell you which courses have the best reputation and offer the best conditions (although the most important thing is for the course to suit your individual preferences):

⇒ [www.ranking.zeit.de](http://www.ranking.zeit.de)

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## FLYING HIGH: HIGHER EDUCATION QUALIFICATIONS AT A GLANCE

In general, study will initially provide you with a bachelor's degree and, building on this, an appropriate master's degree. The **bachelor's degree** conveys the basics of your subject, generally within a standard study period of six semesters, and prepares you for many professional positions. The **master's degree**, which generally takes four semesters, then opens further professional doors to you.

Alternatively, in some subjects you finish with a **state examination**, for which you are examined by a federal authority. The state examination is equivalent to the master's degree and is offered if you wish to work for example as a judge, medical doctor, pharmacist or teacher after the respective studies.

If you have not had enough of research after your master's degree and state examination, the path to a PhD is open. This will give you a doctorate. You will then be qualified you to work in higher education teaching, in research and development and also in high-ranking civil service positions.

In addition to these qualifications, many universities offer postgraduate courses. These enable you to add to your existing qualification gain further professional qualifications.



## FURTHER INFORMATION

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Are you interested in a doctorate in Germany? You can find out more here:

⇒ [www.hochschulkompass.de/  
promotion.html](http://www.hochschulkompass.de/promotion.html)

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## Routes into study

If you want to study in Germany, there are a few things to note. You should therefore find out all about it in your home country. On the following pages, we provide you with a guide of what to consider. There are two main topics here: Your study place and entry into Germany. In addition, you will also find a box with further links about these topics. At the end of the brochure, on page 32, we have compiled a detailed roadmap to studying.

Always bear in mind here that each course may have individual requirements. So, plan as early as possible what you want to study where and find out which requirements apply there.



### FURTHER INFORMATION

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A good summary can also be found at:

⇒ [www.make-it-in-germany.com/de/fuer-fachkraefte/ausbildung-lernen/studium/in-5-schritten-zum-studium](http://www.make-it-in-germany.com/de/fuer-fachkraefte/ausbildung-lernen/studium/in-5-schritten-zum-studium)

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## ALL ABOUT ENTRY INTO GERMANY

### What conditions apply for your country of origin?

If you come from an EU state, Iceland, Liechtenstein, Norway or Switzerland, you do not need to apply for a visa in order to study in Germany. By contrast, if you come from a so-called third country, you must obtain a visa. Moreover, as a rule, you are then generally allowed to stay in Germany to study for no longer than ten years in total (including master's degree and any doctorate).

### Before entry: Visa and residence permit

Under certain circumstances, you might require a visa for study in Germany, which you can obtain from a German mission abroad in your home country. To do this, you generally need to clarify three things: You must submit a **letter of admission from your higher education institution**, you must prove that you are able to support yourself **financially** whilst studying, and you must produce proof of **health insurance**.

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## **How can you prove your financing?**

If you need to apply for a visa, you will have to prove that you have a certain amount of money available each year to finance your study and living – such as from savings or a scholarship. In 2018, this was 8,640 euros per year. Alternatively, if you have friends or relatives in Germany, they can submit a declaration of commitment for you, in which they undertake to pay for your living costs.

## **ALL ABOUT YOUR STUDY PLACE**

### **Do you have the necessary school-leaving and degree qualifications?**

For a study place, you must produce certain qualifications – above all a university entrance qualification, i.e. a school-leaving certificate equivalent to the German “Abitur” (A-level equivalent) or a technical higher education institution entrance qualification. If you want to do a master’s degree or a doctorate in Germany, you also need a previous degree. Many foreign qualifications are now recognised in Germany – obviously including those from German schools abroad.

What you need to consider in your case can be found from the German Academic Exchange Service (DAAD).

### **Does your course have admission restrictions?**

In Germany, there are so-called open-admission and restricted-admission courses. If yours is a restricted-admission course, only a certain number of students are admitted each year. Then you will be expected to have not only a higher education admission qualification but also additional qualifications – generally a specified average grade. Find out from your higher education institution which conditions apply.

### **Do you have the necessary language skills?**

In most cases, proof that you have command of German to a good level is sufficient. In addition, there are special international courses for which you need to prove English language skills. There are tests for both, about which your higher education institution will inform you.

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### **Are there any additional requirements?**

Language and qualifications are not everything; for some courses – for example in the area of art or sport – additional skills are required. Some higher education institutions also require foreign applicants to take the standardised test for foreign students (TestAS). And finally, some courses require students to have completed certain work placements beforehand. So, find out here in good time what applies for your course and whether you need to pass further aptitude tests. Your first port of call here is the international students' registry or the international office of your higher education institution.

### **Do you need to attend a preparatory course?**

If you have a higher education entrance qualification that is not recognised in Germany, you can take a so-called "Studienkolleg" (preparatory course), which lasts for two semesters. You must apply separately to take a preparatory course and admission test. The preparatory courses have established a working group from which you can obtain information online.

### **How do you apply for your course?**

If you meet all the requirements, there is theoretically no further obstacle to your application. The homepage of your higher education institution will tell you exactly how to proceed. For foreign applicants, many higher education institutions work together in the uni-assist service centre, which checks your documents. This can take up to eight weeks. You may then have to submit further documents. So, allow a time buffer. If you are then accepted on a course, your higher education institution will inform you of the admission.

### **When and where can you enrol?**

Once you have received your admission, all that remains is enrolment at the higher education institution – also called "matriculation". To enrol, you normally have to appear at the higher education institution in person. Find out exactly which documents you need to bring with you for this.



## CUT-OFF DATES AND DEADLINES FOR STUDENTS

You can generally begin a course in Germany in the summer or the winter semester. The summer semester begins on 1<sup>st</sup> April and the winter semester begins on 1<sup>st</sup> October. The deadlines for enrolment often end considerably before these cut-off

dates – so find out in good time from your higher education institution. The same applies for advance application. When applying, remember to allow a time buffer for testing and for submitting additional documents.



## FIND OUT MORE HERE

Further helpful information for your route into study can be found under the following links:

Guide to everything concerning study:

⇒ [www.hochschulkompass.de](http://www.hochschulkompass.de)

Recognition of qualifications:

⇒ [www.anabin.de](http://www.anabin.de)

Application, enrolment and language skills:

⇒ [www.daad.de](http://www.daad.de)

⇒ [www.uni-assist.de](http://www.uni-assist.de)

⇒ [www.study-in.de/de](http://www.study-in.de/de)

German Academic Exchange Service:

⇒ [www.daad.de](http://www.daad.de)

Preparatory courses:

⇒ [www.studienkollegs.de](http://www.studienkollegs.de)

Visa and entry into Germany:

⇒ [www.daad.de](http://www.daad.de)

Restricted-admission courses: See the websites of the higher education institutions and universities as well as

⇒ [www.hochschulstart.de](http://www.hochschulstart.de)

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# Living and learning in Germany

Trainees and students can live relatively cheaply in Germany. A room in a shared apartment, discounts on health insurance, local public transport and in many other areas – all these help to keep your expenses relatively low during your “training years”. Nevertheless, you should give some thought to money at an early stage. We will explain the most important items for you, which you should bear in mind in your expenses, and we will show you how you can finance your living.

## WHICH COSTS SHOULD YOU EXPECT?

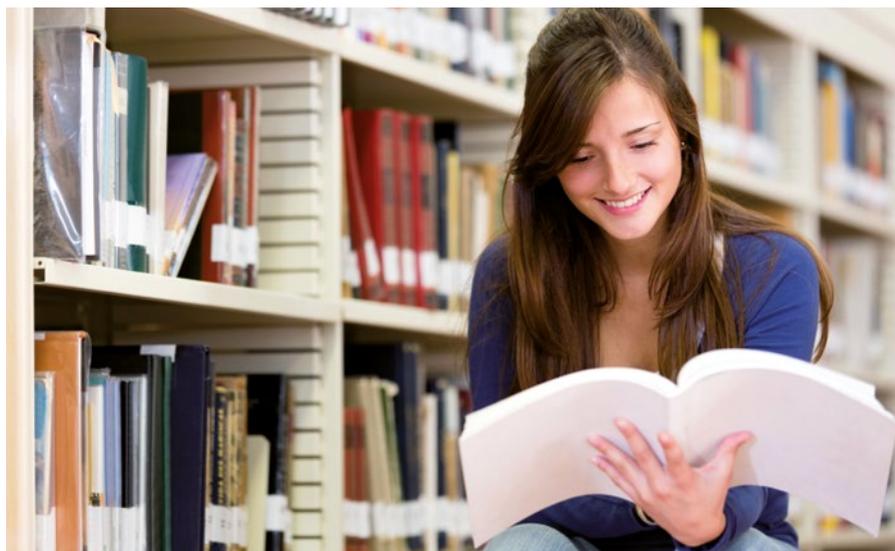
### Training costs and tuition fees

Training or study in Germany is generally free of charge. This is true at least for initial training at public institutions such as state universities, technical higher education institutions and specialist vocational colleges. There are also no fees for training in the dual system – you even earn money here. However, modest study fees may be charged for further masters’

degree courses. One exception is in the German state of Baden-Württemberg: As a student from outside the EU, you will pay tuition fees of 1,500 euros per semester here.

### Semester contribution

If you are studying at a higher education institution, a so-called “semester contribution” is charged. This is set by the higher education institution and is between approx. 100 and 450 euros per semester. However, it is worthwhile, as the higher education institution uses the semester contribution among other things to finance various facilities that are useful to you as a student, for example such as the canteen. However, the lion’s share is taken by the semester ticket, which enables you to use the local public transport at your place of study – and sometimes even all over the federal state – at no additional cost. Find out which rules apply specifically for your higher education institution.



### **Studying at private colleges and higher education institutions**

As a general rule, you will have to pay tuition or study fees at a specialist vocational college or higher education institution. To study at a private higher education institution, you should expect around 500 euros per month for a bachelor's degree and around 700 euros for a master's degree. The fees are lower at private specialist vocational colleges. Here, you should expect between 75 and 300 euros per month.

### **Costs of learning materials**

As further items, you should bear in mind expenses for so-called learning materials. These include textbooks and specialist literature, costs of copies as well as working materials for the applied subjects and courses. Depending on the subject, the costs can be considerable; architecture students, for example, must procure their own drawing materials and law students must buy their own legal texts and always keep them up to date.

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## **Living expenses and accommodation**

On average, students spend around 300 euros per month on food, clothes, the internet and leisure – you can also use this as a guideline for a trainee. However, remember that you cannot be extravagant at this amount. A room in a shared apartment costs between 200 and over 500 euros. The region where you are doing your training or studying makes a big difference here. Especially in the major cities, rents are often significantly higher; you can get by on a lot less money in smaller cities. This is also true for eastern Germany, where living is often cheaper than, for example, in Bavaria.

## **Health insurance**

One final major item is health insurance, which is compulsory for everyone in Germany. The costs you incur here will depend on your age and the nature of your training. As a student, you are entitled to cheap rates up to the age of 30 or the 14<sup>th</sup> semester, under which you will manage at around 70 euros per month for health insurance and 17 for nursing care insurance. The same applies if you are doing college-based training. If you have a training placement, you will automatically have health insurance from this.

## **HOW CAN YOU FINANCE YOUR TRAINING OR STUDIES?**

### **Training allowance and vocational training grant in company-based training**

If you are doing training in the dual system or in dual study, you will receive a training allowance. This is dependent on the industry in which you are working and the training year you are in. This money is generally enough to cover at least most of your cost of living. If you receive a training allowance and it is not enough, you may possibly be able to apply for a federal vocational training grant (German: BAB) from the German Federal Employment Agency. Eligibility requirements and payment rates are linked to the BAFÖG government grant – see the information there.

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## **BAFöG (government grant) for students and those in vocational training**

Students and trainees under the age of 30 in college-based training may be entitled to monthly payments in accordance with the German federal training assistance act – “BAFöG” for short. BAFöG is governed by defined standard rates, which should ensure that you can cover the cost of living. However, entitlement to BAFöG is linked to you having already lived in Germany for a longer period and, if you do not have German nationality, not having come there only for training or to study. So, find out in advance from your local BAFöG office.

## **Scholarships**

Scholarships, which are offered by many organisations, are one major option for financing your studies. Good academic performance as well as voluntary commitment will increase your chances. You should find out about this option in your home country, especially if you are dependent on a scholarship to finance your studies. Scholarships are available for trainees at technical colleges, although the range is smaller here.



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## **WHERE CAN SCHOLARSHIPS BE FOUND?**

Scholarship guide of the German federal ministry of education and research (BMBF): [➞ www.stipendienlotse.de](https://www.stipendienlotse.de)

Scholarship database of the German Academic Exchange Service (DAAD): [➞ www.daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben](https://www.daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben)

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## **Part-time jobs**

Working alongside university – this is normal in Germany for many students. In addition to the classic jobs such as waiting or tutoring, jobs as student assistants at the university or in a company are also an important first step into the world of work. As a basic principle, you are allowed to work alongside to your training as long as you inform your college or employer. However, your salary will be deducted from your BAFöG or BAB if you receive one of these benefits.

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Whether or not you are allowed to work alongside study or training also depends on your country of origin. If you come from the EU, Iceland, Liechtenstein, Norway or Switzerland, there are no restrictions you need to observe. If you come from another country, you can make enquiries with the German embassy or the immigration authorities in Germany.



## **Advice at German schools abroad**

If you go to a German school abroad, you can often get advice personally from your school. This applies especially if you go to a school in the EU, Iceland, Liechtenstein, Norway, Switzerland or Turkey. Ask locally whether such provision is available at your school.

## **Advice from the German Federal Employment Agency (BA)**

International Specialized Services (ZAV) will support you with the planning of your training or study in Germany. This is part of the German Federal Employment Agency (BA) and one of its main tasks is to provide skilled workers from abroad. This also includes advising teenagers and young adults who are interested in training or studying in Germany.

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## WHAT THE BA CAN DO FOR YOU

- **Initial advice:** If you have questions about training or studying in Germany, the ZAV is your first port of call. From general information about Germany as an education country through guidance on the range of offers to specific questions such as about language learning, immigration or health insurance in Germany – the staff will send you information materials about your questions.
- **Personal advice:** If you need further advice, the staff will be happy to offer you consultations with personal contacts (by telephone or online using Skype for Business).
- **Reference advice:** In Germany, there are many official contact points and organisations to support you on the path to training or studying in Germany. The ZAV offers you guidance – and will tell you who the specialists are who can best help you further.

## HOW TO CONTACT THE BA

You can contact the staff at the ZAV on the telephone number 0049 228 713 1313 or by e-mail to: [make-it-in-germany@arbeitsagentur.de](mailto:make-it-in-germany@arbeitsagentur.de).

On the website “Make it in Germany”, you can get in touch using the chat function. The website also offers you plenty of further information and links on training and study in Germany.

Make it in Germany:

➞ [www.make-it-in-germany.com](http://www.make-it-in-germany.com)



# Your roadmap to training in Germany

To do	Where to find help
Find out about training in Germany	<a href="http://www.make-it-in-germany.com">www.make-it-in-germany.com</a>
Choose your training occupation and company or vocational college	<a href="http://www.planet-beruf.de">www.planet-beruf.de</a> <a href="http://www.berufenet.arbeitsagentur.de">www.berufenet.arbeitsagentur.de</a> App “AzubiWelt” of the German Federal Employment Agency
Check the training conditions	<a href="http://www.anabin.de">www.anabin.de</a> <a href="http://www.sprachnachweis.de">www.sprachnachweis.de</a> <a href="http://www.berufenet.arbeitsagentur.de">www.berufenet.arbeitsagentur.de</a> Websites of the vocational colleges
Send the application <b>! At least six weeks before the application deadline</b> <b>! Find out the deadlines in time</b>	Desired company or desired vocational college
Resolve financing	Training allowance database: <a href="http://www.bibb.de/dav">www.bibb.de/dav</a> Federal vocational training grant (BAB): <a href="http://www.arbeitsagentur.de">www.arbeitsagentur.de</a> BAFöG: <a href="http://www.bafög.de">www.bafög.de</a> Any scholarships
Apply for any scholarship <b>! Note the deadlines for scholarships</b>	<a href="http://www.stipendienlotse.de">www.stipendienlotse.de</a>

Prepare

To do	Where to find help	
Obtain information about the visa requirement and apply for the correct visa	German embassy or German consulate in your home country	Prepare
Acquire German skills	e.g. <a href="http://www.goethe.de">www.goethe.de</a> , <a href="http://www.erasmusplusols.eu">www.erasmusplusols.eu</a>	
Look for a room <b>! As soon as possible</b>	Halls of residence for trainees, online accommodation exchanges and platforms, Facebook groups	
Register place of residence	Residents' registration office at the place of study	
Apply for a residence permit if required	Immigration authority of the place of training	
Obtain a tax identification number	Local tax office or citizens' office	
Check health insurance cover and take out health insurance if applicable	<a href="http://www.ec.europa.eu">www.ec.europa.eu</a> (European Health Insurance Card) Health insurers	
Open a bank account	Banks	
Initial medical examination	GP	

# Your roadmap to studying in Germany

To do	Where to find help
Find out about Germany as a study country	<a href="http://www.study-in.de">www.study-in.de</a>
Choose a higher education institution and course	<a href="http://www.hochschulkompass.de">www.hochschulkompass.de</a> <a href="http://www.studienwahl.de">www.studienwahl.de</a> <a href="http://www.ranking.zeit.de">www.ranking.zeit.de</a> Websites of the higher education institutions
Check the study conditions	<a href="http://www.anabin.de">www.anabin.de</a> <a href="http://www.daad.de">www.daad.de</a> <a href="http://www.sprachnachweis.de">www.sprachnachweis.de</a> Websites and international offices of the higher education institutions
Send off the application <b>! Allow a time buffer</b> <b>! Find out deadlines in good time</b>	Desired higher education institution <a href="http://www.hochschulstart.de">www.hochschulstart.de</a> <a href="http://www.uni-assist.de">www.uni-assist.de</a>
Resolve financing	<a href="http://www.study-in.de">www.study-in.de</a> BAFöG: <a href="http://www.bafög.de">www.bafög.de</a> Any scholarships
Apply for any scholarship <b>! Note the deadlines for scholarships</b>	<a href="http://www.stipendienlotse.de">www.stipendienlotse.de</a> <a href="http://www.daad.de">www.daad.de</a> (Scholarships database) <a href="http://www.stipendiumplus.de">www.stipendiumplus.de</a> (Talent promotion organisations)

Prepare

To do	Where to find help	Prepare
Obtain information about the visa requirement and apply for the correct visa	German embassy or German consulate in your home country	
Acquire German skills	e.g. <a href="http://www.goethe.de">www.goethe.de</a> , <a href="http://www.erasmusplusols.eu">www.erasmusplusols.eu</a>	Prepare
Enrol at the higher education institution and pay the semester contribution <b>! Note deadlines</b>	Student registration office International office /international students' office of the higher education institution	
Look for a room <b>! As soon as possible</b>	Halls of residence for students, online accommodation exchanges and platforms, Facebook groups	Prepare
Register place of residence	Residents' registration office at the place of study	
Apply for a residence permit if required	Immigration authority of the place of study	Prepare
Open a bank account	Banks	
Check health insurance cover and take out health insurance if applicable	<a href="http://www.ec.europa.eu">www.ec.europa.eu</a> (European Health Insurance Card) Health insurers	Prepare



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