



## Manual

## Refugee work in the administrative district Märkisch-Oderland

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## Dear Citizens,

People arrive in our district looking for protection from war and persecution. This means great challenges in accommodating and caring for people who turn to us for help in their distress.

The need to integrate all those people from completely different parts of the world, with their own traditions, opinions and values, leads us to another, much greater task.

Many citizens worry about the increase number of refugees and wonder whether the problems accompanying this can be shouldered.

People are different from one another. That was always the case and will hopefully continue to be so in the future. Whenever different people meet there can be restraint and fear, but there is also cultural exchange and enrichment. That is completely normal.

But it is also normal that restraint and fear disappear, when we get to know each other. Let us break the spell. Let us approach one another!

The people I am talking with don't want a special status, no special treatment nor a better life. The people coming to our district are motivated by the desire for social equality, with all appropriate rights and duties and without special status in our society.

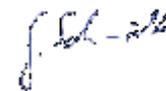
I have met strong and proud people grateful for every kind of help they receive. They are willing to contribute and to give as something back soon as possible.

Regarding the dimensions of this challenge we shall not despair nor totter. Instead it is just the right time to solve this task with full energy and determination. The challenge is great, but the chances are even greater!

On that note, I thank you for your previous voluntary work and recommend that you read this practical manual.

Sincerely

The District Administrator,



Gernot Schmidt



## 1. Introduction

This handbook is for volunteers dealing with asylum seekers and refugees. It is also for interested citizens who want to know more about the issue. In this handbook we want to give insight into the refugees situation and want to show the structures for counselling and support in Märkisch-Oderland.

We cannot answer all possible questions in this handbook. The issues are complex and change often. Concerning the latest situation we cannot reliably say how many refugees will come to us. This handbook provides an initial orientation and further information<sup>1</sup> like:

- numbers and facts about the refugee issue in Märkisch-Oderland, Brandenburg and Germany,
- a description of the formal asylum process,
- an explanation of important parts of the refugee work in Märkisch-Oderland, especially regarding the welcoming culture, residence, language school, social participation and voluntary work.

In our understanding every person should be able to freely participate in all aspects of social, political, cultural and economical life while maintaining respect for his cultural origin.

Essential for this aim of the local administration are the sections education, work, living, free time and social participation. We need a welcoming culture practised both by the inhabitants and the refugees, to integrate those new citizens in the society.

This handbook is published by Netzwerk für Toleranz und integration in Märkisch-Oderland (NTI). The provider is Kreis-Kinder- und Jugendring Märkisch-Oderland.

<sup>1</sup> You can find current information for Brandenburg State on the website of the Ministry of Labor, Social, Health, Women and Family of Brandenburg under the link : [www.masgf.brandenburg.de/cms/detail.php/bb1.c.186635.de](http://www.masgf.brandenburg.de/cms/detail.php/bb1.c.186635.de)  
You can find current information for Märkisch-Oderland County under the link : [www.maerkisch-oderland.de/cms/front\\_content.php?idart=4193](http://www.maerkisch-oderland.de/cms/front_content.php?idart=4193).

## 2. Data and Facts

### *Refugees and asylum seekers*

A big part of the refugees and asylum seekers originate from parts of the world that are instable in politics or in which a civil war is taking part. At the moment those are especially Syria, Ukraine, Iraq, Afghanistan, Somalia and Eritrea. Many people from Balkan countries, like Serbia, Kosovo and Albania leave their countries because the life circumstances there aren't good for them. Often entry into the European Union happens in an illegal way. With the help of organised escape helpers the refugees come to Europe on different routes, for example over the Mediterranean Sea to Italy and Greece or on the dry land via Turkey.

### *Responsibility in the European Union*

Currently the country responsible to process an asylum application is based on Dublin-III-laws. Normally that is the first EU-Country that a person has been in. For the asylum process it doesn't count whether the border crossing was legal or illegal.

### *Asylum in Germany*

Those who are persecuted for political reason are admitted for an asylum application in Germany. Political persecution happens when there are laws which infringe on his political or religious opinion. Normally, people from safe Countries (for example the countries of the EU) aren't admitted for an asylum application.

The right for asylum is one of the human rights fixed in article 16a of the German Constitution. It is the only right that exclusively counts for non-German people.

Civil wars, natural disasters and difficult live circumstances, like poverty, do not count for asylum. But many people affected by these circumstances „Flüchtlingsschutz“ (protection for refugees).

Only few asylum seekers are given the right to asylum. But when there is justified fear of being harassed in the matter of race, religion, nationality or political opinion they can get an approval as a refugee. Those given the right to asylum and refugees status get a fixed-term residence permit and after that an unlimited settlement permit. Often those refused asylum and refugee status can also get a fixed-term residence permit in cases where they could be harmed in their home country (e. g. torture, death penalty, or random violence). This is called subsidiary protection.

In Germany refugees and asylum seekers are subject to restrictions in their residence rights and are obligated to follow special residence laws. After their arrival they are mostly placed in refugee camps. Their work possibilities are restricted and they are dependant on transfers of goods plus services.

### Definition:

**Refugees** („Flüchtlinge“) and **asylum seekers** („Asylsuchende“) are people that fled from war, violence and persecution in their home countries. Migrants are people who came from other countries to Germany – regardless of their current nationality. Mostly the words migrants and immigrants are used synonymously. Foreigner („Ausländer“) are people with non-German nationality dwelling in Germany (e.g. tourists)

### Refugees and asylum seekers in Märkisch-Oderland

In Märkisch-Oderland dwell at the moment (October 2015) around 2000 refugees and asylum seekers



Picture 1: Refugees and asylum seekers in Märkisch-Oderland

### Migrants in Germany and in Brandenburg

In 2013 there lived in Germany around 16.5 million people having a migratory background (entire population of Germany: 80.62 million). This represents an amount of 20,5%. To the people of migratory background belong those persons who came after 1950 to Germany, their children and the foreign population. 9.7 million people of migratory background had a German passport and around 6.8 million were foreigners<sup>2</sup>.

Even twenty-five years after the reunion of GFR and GDR into Germany, there are differences between eastern and western Germany, concerning the population of migratory background. Most of them lived in 2013 in former western Germany and Berlin (16 million; 96,6%). In former eastern Germany (excluding Berlin) only 570.000 people (3,4%) lived. The amount of people with migratory background reached from 4.1% in Thuringia up to 28.9% in Hamburg.

On December 31, 2013 around 123.600 people with migratory background lived in Brandenburg. Compared to the population of Brandenburg (around 2.45 million people) that is 5%. Most of them are German citizens. The amount of foreigners living in Brandenburg is 59.580 (2,4% of the population).<sup>3</sup>

### Refugees and asylum seekers in Brandenburg

In Brandenburg the number of asylum seekers increased from 3.305 in 2013 to 6.315 in 2014. At the end of April 2015 the figure was 7.455. In addition, there were 99 with a right to asylum, 2.969 tolerated people<sup>4</sup> and 981 people that were approved as refugees according to the Geneva Convention on Refugees<sup>5</sup>.

By the end of September 2015, 17.200 people came in into the reception centre. At least one third of them came in September. According to a forecast of the federal government 24.600 refugees will arrive in Brandenburg in 2015. The minister of the interior, Karl-Heinz Schröter (SPD), figures with more than 30.000 refugees. For 2016 the ministry of the interior does not want to make a forecast.<sup>6</sup>

<sup>2</sup> Source : micro census 2013, federal office for statistics, statistical office for Berlin-Brandenburg.

<sup>3</sup> Source : Immigration, integration and Asylum, [www.masgf.brandenburg.de/cms/detail.php.bb1.c.186635.de](http://www.masgf.brandenburg.de/cms/detail.php.bb1.c.186635.de)

<sup>4</sup> Tolerated foreign refugees who are obliged to leave, whose deportation has been temporarily suspended.

<sup>5</sup> The convention relating to the status of Refugees of July 28, 1951, called the Geneva Convention, is an International Agreement. It defines who is to be regarded as refugee and benefit from the rights of refugee. It is the most important foundation of the international refugee right.

<sup>6</sup> Source : [www.rbb-online.de](http://www.rbb-online.de) (October 2015)

In 2014 most of the asylum seekers who came to Brandenburg were from Syria, Serbia, the Russian Federation, Eritrea and Cameroon.<sup>7</sup> In this year the amount of people from Albania increased.<sup>8</sup>



Picture 2: Successful asylum applications in Brandenburg per year

### Refugees and asylum seeker in Germany

The amount of asylum applications in Germany had its first peak in 1992 when 438,191 people asked for asylum. Afterwards that number decreased continuously until 2008, when there were 28,018 asylum applications. After that it increased again. In 2014 the Federal Office for Migration and Refugees received 202,834 asylum applications. With the great influx of refugees in the summer 2015, the Federal Office expects up to 1 million refugees asking for an asylum application by the end of 2015.

In 2014 most of the refugees asking for asylum came from Syria (23 %), Serbia (10 %), Eritrea (8 %), Afghanistan and Albania (each 5 %), Kosovo (4 %), Bosnia-Herzegovina, Macedonia, Somalia and Iraq (each 3 %). The other 33 % came from other countries.<sup>9</sup>

### Asylum seeker and Refugees in the European Union

The number of asylum seeker in the European Union (population of 506.8 million people in 2014<sup>10</sup>) increased in 2014 to 626,000 people. That was 191,000 more than in the year before.

7 Source : Immigration, integration and asylum (figures 2014)

8 Source : [www.rbb-online.de](http://www.rbb-online.de) (August 2015)

9 Source : The Federal Office in figures 2014. Asylum, migration and integration, BAMF 2014.

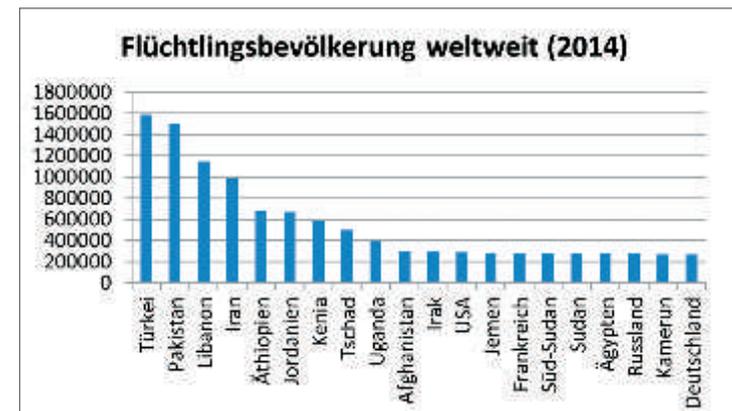
10 Source : [www.ec.europa.eu/eurostat/tgm/table.do?tab=table&init=1&language=de&pcode=tps00001&plugin=1](http://www.ec.europa.eu/eurostat/tgm/table.do?tab=table&init=1&language=de&pcode=tps00001&plugin=1)

One third of the asylum applications within the EU were posted in Germany. In 2014 most of the asylum seekers were registered in Germany (202,700 that is 32 % of all applicants), followed by Sweden (81,200 resp. 13 %), Italy (64,600 resp. 10 %) and France (62,800 resp. 10 %). But if those numbers are set in relation to the population of those countries, Sweden is with 8.4 asylum seekers per thousand inhabitants at the top of the comparison of EU-Countries. So Sweden has the highest rate of asylum seekers in the EU. This rate is much higher than in Hungary (4.3), Austria (3.3), Malta (3.2), Denmark (2.6) and Germany (2.5).<sup>11</sup> From January until June 2015 around 400,000 people made an initial request for an asylum application in the EU. Nearly two third of them were made in at the ministries of Germany, Hungary and Italy.<sup>12</sup>

### Refugees Worldwide

The number of asylum seekers and refugees increased worldwide as a consequence of the many crises and wars around the world. At the end of 2014 around 60 million people were fleeing worldwide.

It is not the European countries which received the largest refugee population in absolute terms, but countries like Turkey, Pakistan, Lebanon and Iran, followed by Ethiopia and Jordan, as well as more African countries (see the chart in picture 3, depicting the situation in 2014).



Picture 3: Global refugee population (2014)<sup>13</sup>

11 Source : [www.ec.europa.eu/deutschland/press/pr\\_releases/13188\\_de.htm](http://www.ec.europa.eu/deutschland/press/pr_releases/13188_de.htm)

12 Source : [www.ec.europa.eu/eurostat/documents/2995521/6996930/3-18092015-BP-DE.pdf/d08b4652-2b94-4da0-9fff-bb2924a09754](http://www.ec.europa.eu/eurostat/documents/2995521/6996930/3-18092015-BP-DE.pdf/d08b4652-2b94-4da0-9fff-bb2924a09754)

13 Source : UNHCR (United Nations High Commissioner for Refugees), Global trends 2014

### 3. Accommodation and Asylum Procedure

#### *Arrival and distribution in Germany*

Those who do not want to stay illegally in Germany sign themselves up as an asylum seekers. This is possible directly at the border or at every ministry in Germany. In both cases the asylum seeker will be referred to the next reception centre.

In the branch office of the Federal Office for Migration and Refugees related to that reception centre the asylum seeker puts in his asylum application.

The distribution of refugees to the different reception centres depends on one hand on their latest capacity. On the other hand it depends which branch office handles requests coming from the country of origin of the refugee. Not every office handles every country. In addition, there are quotas for the various federal states. Those quotas determine how many refugees one state has to accommodate. The quota is calculated on the basis of two parts. Part one is the yield of taxes, which counts 2/3 and the second part is the population, which counts 1/3.

For Brandenburg the quota according to this formula is 3.1 %. In result Brandenburg has to gather 3.1 % of the refugees coming to Germany. For example, Nordrhein-Westfalen has a quota of 21.24 %.

#### *Accommodation in Brandenburg and distribution to the districts*

The asylum seekers distributed in Brandenburg will be first accommodated in the reception centres in Eisenhüttenstadt, Frankfurt/Oder, Ferch or Potsdam. Normally, the people should stay there for 6 weeks, but not longer than 3 months. After that the asylum seekers will be distributed to the districts and cities according to a special formula. They will stay there in camps or in flats. According to its population Märkisch-Oderland accommodates 7.6% of the asylum seekers coming to Brandenburg. The accommodation of refugees and asylum seekers is the duty of the districts and cities according to the laws of Brandenburg. The further distribution to local communities is task of the foreign registration office.

In the local communities the asylum seekers live in camps, flats maintained by a welfare provider and emergency shelters. A smaller proportion of asylum seekers and tolerated people get their own flats.

#### *The Asylum Application*

After the application for asylum is made to the proper authorities, the decision for asylum takes some time. It could take a few weeks, but also some months or years. The asylum seeker has the right to demand at least one hearing in attendance of a worker from the Federal Office for Migration and Refugees. With the help of a translator the refugee has to justify his asylum application and has to explain the reasons for his persecution. The decision will depend on that hearing and further investigation.

During the asylum procedure the refugee is allowed to travel freely within Berlin and Brandenburg, but he is not allowed to move to another place. For living and everyday needs an adult mostly gets 362€ per month.

In special situations he may be allowed to work while the asylum procedure is still running (further information in Chapter 4.7).

#### *Decisions on the Asylum Application*

If the asylum is granted, the refugee will be allowed to stay in Germany. He will be allowed to work (as employee or self-employed), to travel and has the right to social welfare payments according to the SGB II law („Sozialgesetzbuch 2“) and has the right for further integration courses. His near dependents get the same status. It is possible to get his family to Germany. After 3 years they can get an unlimited right of residence and after 6 years they can get German citizenship.

If the asylum application is rejected and the refugee will not be tolerated, he gets besides his refusal notification, a summons to leave the country voluntarily and a threat for aliens deportation. Responsible for that is in the most cases the Bundespolizei (Federal Police).

At the moment there are around 3.000 tolerated refugees in Brandenburg. Their application was refused but for different reasons their aliens deportation was not executed. For example, because the deportation to their home country would be life-endangering or because there is a chance to reconsider their asylum application. In the case that a refugee is tolerated, it may be allowed for him to go to work. After 18 months, he can get a limited residence permit. But an unlimited residence permit or German citizenship are impossible for him, even if he is tolerated for many years. A refugee is allowed to sue against the refusal of his asylum application before the administrative court („Verwaltungsgericht“). After going through all official channels he is also able to go before the Federal Constitutional Court („Bunverfassungsgericht“) or the European Court of

Human Rights. There is also the possibility to contact the „Härtefallkommission“ of Brandenburg. It checks if there are important personal or humanitarian reasons that justify his staying in Germany even if he has a summons to leave.<sup>14</sup>

## 4. Refugee work in the administrative district Märkisch – Oderland

### 4.1. Welcoming culture

#### *Accommodation is our Human Duty*

The organisation of the communal life of people of different origin, culture and religion is an essential task for Märkisch-Oderland also in the future. Especially the great number of new people coming to the district is a strong challenge for the administration. The new people need accommodation and places in schools and kindergartens. Until now, this has been manageable for the district, because of much help from civilian facilities and dedicated citizens.

Many citizens understand, that the accommodation of refugees is our humanitarian duty. The administration alone cannot manage this task, it is only manageable with the aid of the whole society.

#### *Prospect for the district*

At the moment, around half of the refugees move to a big city to live with their relatives after they get their residence permit. The other half of them remains in the district. Regarding the demographic change this is also a great chance. The aim of politics, citizens and companies is, to integrate those people who are willing to work and live here for a longer time. They contribute to obtaining schools and kindergartens, refresh the local infrastructure and are the employees of tomorrow.

<sup>14</sup> See : Ministry of Interior and the municipal for Brandenburg states (MIK), [www.mik.brandenburg.de/de/haertefallkommission](http://www.mik.brandenburg.de/de/haertefallkommission)

### *Development of a Welcoming Culture*

Concerning the duties in accommodation offering of places in schools and kindergartens, the district does more than the law demands. The development of a welcoming culture is a process done by many people from the administration and the civilian society as well. This happens in many ways: At the places where camps will be build the local population will be prepared and informed through several meetings. Those meeting are done by people from the Landrat, the police and the provider of the camp. They all answer the questions of the citizens. Until now those meeting were mostly factual and constructive in their atmosphere. In most cases a „Willkommenskreis“ was founded after such a meeting, to support the refugees and their needs.

Fulfilling certain requirements the district is able to support the voluntary work in a „Willkommenskreis“ with a little amount of money (see chapter 5).

### *Structures for support and consulting*

Two facilities supported by the district, IB Berlin-Brandenburg gGmbH Betrieb Brandenburg Nord-Ost and Integrationsverein Seelow e. V., support the refugees who are accommodated in flats (see chapter 4.2). In addition there is a counsellor giving advice for traumatised refugees (see chapter 4.4).

An important element of welcoming culture in the district is the „Netzwerk für Toleranz und Integration in Märkisch-Oderland“ (NTI). In the NTI there are more than 50 institutions to work on those aspects connected with the development of a tolerant and democratic society.

The working group “Migration” within the NTI works on the subjects concerning the integration of migrants and the life circumstances of refugees in Märkisch-Orderland. This strong network is very useful for the participating institutions to exchange information, to bring refugees to the matching adviser and to give a voice to their demands in politics and administration.

In addition the district works with „Mobiles Beratungsteam“ (MBT) on the subject of far-right-extremism and works together with the local departments for education, integration and democracy.

Further information:

**Netzwerk für Toleranz und Integration in Märkisch-Oderland (NTI), Arbeitskreis Migration**  
[www.leben-in-mol.de/index.php/nti](http://www.leben-in-mol.de/index.php/nti)

**Mobiles Beratungsteam zum Thema Rechtsextremismus (MBT)**  
[www.gemeinwesenberatung-demos.de](http://www.gemeinwesenberatung-demos.de)

**Regionale Arbeitsstellen für Bildung, Integration und Demokratie (RAA)**  
[www.raa-brandenburg.de](http://www.raa-brandenburg.de)

## 4.2. Accommodation, Placement and Living

### *Accommodation*

After the refugees are first accommodated in a reception centre, the Federal Office for Migration and Refugees will place them into refugee camps of the districts (see chapter 3).

The refugees are very different. They do not necessarily share the same ethnicity, religion, language and culture. Most refugees in Brandenburg are from the civil-war-countries in the Near East (Syria, Iraq), the Balkan (mostly Kosovo, Serbia, and Bosnia-Herzegovina), as well as from the Russian Federation (Tschetschenien), Afghanistan, Pakistan, and some African countries.

### *Refugee Camps and Communal Flats*

In Märkisch-Oderland the refugees are currently accommodated in refugee camps as well as in communal flats. There are refugee camps in Garzau-Garzin, Müncheberg, Letschin OT Voßberg, Neuhardenberg, Bliesdorf, Gusow-Platkow, Lietzen, Hoppegarten and Bad-Freienwalde. Most of them are planned and will be installed, when there are needed. They are also accommodated in gymnasiums because there is currently a great amount of refugees.

The providers of the accommodations are the Internationaler Bund (IB), Sozialpark MOL e.V. and Arbeiter-Samariter-Bund (ASB).

In the camps the refugees are accommodated in groups into rooms.

Each person has at least 6 m<sup>2</sup>. In addition there shall be at least:

- a bed with a mattress, a pillow and blankets
- bed linen and towels
- a wardrobe
- a place to store food
- one rubbish bin per room
- one place at a table and one chair per person

Sanitary facilities, kitchen, laundry rooms and children's playrooms shall be used by all people together.

Based on the strong increased numbers of refugees, there are also emergency accommodations that do not match the standards mentioned above.

### *Counsel and support*

Offers for counselling and support exist in the accommodations. They give the refugees orientation for them to the unknown environment. The counsel covers especially the topics of their legal and material situation, health insurance, living in the camp, registration of children in kindergarten and school and free time activities.

Alternatives in accommodation are flats provided by a social welfare organisation. The refugees accommodated in these flats can ask for advice from the counsellor of their provider.

Few of the refugees live in their own flats in different places of the district. To get their own flat, it is necessary that the person or the family puts in an application at the social assistance office. Requirements are: a good chance to be allowed to stay in Germany and also personal, health and family circumstances.

Before the decision is made whether the flat is granted or not, the foreigners registration office, the provider of the accommodation and the public health office give their recommendation to the social assistance office. In the case the flat is granted, the costs of it will be paid by the social assistance office.

If the asylum application is accepted, the refugees get a residence permit. They register themselves at the job centre and have the right to look for a flat themselves and to get it paid for by the job centre, according to SGB II. It is also possible for private flat providers to make contracts with the accepted refugees. For refugees living in flats, the district offers counsel for the flat contract, for living in the neighbourhood, health care, kindergarten and school and further subjects of daily life. This counsel is especially provided by:

***IB Berlin-Brandenburg gGmbH Betrieb Brandenburg Nordost***

Integrationsbegleitung in Wohnungen

Friedrich-Engels-Str. 46–49

15320 Neuhardenberg

Tel.: 03347 660 35 25

***Integrationsverein Seelow e. V.***

Unterbringung und Sozialbetreuung in Wohnungen

Ernst-Thälmann-Str. 6–9

15306 Seelow

Tel.: 03346 201 58 74

### 4.3. Language

To learn the German language is one of the most important requirements for a good integration and social participation. Those able to speak German can handle their daily life themselves, for example at government offices, at the doctor or speaking with the teachers of their children. Also the starting work education or going to work require good knowledge of the German language. Accepted refugees who get money according to SGB II are not only allowed to, but actually must do an integration course.

These courses are funded by the Federal Office for Migration and Refugees and are realised by different organisations. Normally the courses take 660 hours. The German language skills are taught to the level B1, knowledge of daily life in Germany, as well as knowledge about German justice,

culture and history. Besides this, there are special courses for alphabetisation, as well as courses for women, parents and courses for young adults.

People who are waiting the end of their asylum procedure and tolerated refugees are not able to participate in integration courses. But in April 2014 Brandenburg started the program „Deutschkurse für Flüchtlinge“ (German lessons for refugees) to also offer them German courses. These courses take up to 600 hours and can be ended with an official certificate of level A2 or B1.

**Provider of integration courses and German courses for refugees in Märkisch-Oderland are:**

***Strausberger Bildungs- und Sozialwerk e. V.***

Wirtschaftsweg 71

15344 Strausberg

Tel.: 03341 30 16 50

info@sbsw-online.de

***SBH Südost***

Mittelstraße 9

15306 Seelow

Tel.: 03346 85 41 38

Furthermore, accepted refugees as well as asylum seekers and tolerated refugees (in case they match the requirements to go to work, see chapter 4.7) can have a special language course for their work, funded by the European Social Fund (ESF) and the Federal Office for Migration and Refugees. Provider of those courses in Märkisch-Oderland is the Strausberger Bildungs- und Sozialwerk e. V., which offers those courses for professions in tourism and catering and hotel industry and for professions in health and nursing.

Children, teenagers and adults who are under compulsory education and have to visit a school cannot take part in these courses. They will receive their language education in their school. Many citizens help the refugees voluntarily, by helping them to learn the German language, showing them where to find local institutions and helping children and teenagers by assisting them with their homework.

## 4.4. Health

### *Initial examination and health care services*

When refugees arrive at the reception centre they will be examined for communicable diseases and their general health will be checked. The results will be sent to the health office of the accommodating district.

For asylum seekers and tolerated refugees there are limits concerning the health care services. For those people who come under the „Asylbewerberleistungsgesetz“ law (asylum seeker benefit law, AsylbLG) medical treatment is only granted for acute diseases and pain. To explain this further, there is an example for dental treatment: painful caries and root disease will be treated, but artificial teeth will only be granted if there is a threat of pathological consequences.

According to § 6 AsylbLG the social welfare department is allowed to grant further “health ensuring” medical treatment, for example in the case of chronic diseases or handicaps.

It is allowed to make unlimited use of vaccinations, screening for pregnant women and health services for delivery and care (for example delivery nurses), and the screenings for children (U1 till J1).

The costs of the treatment are paid by the local benefit provider. In the case of disease the refugee has to get a „Krankenschein“ from the social welfare office. It is valid for a quarter year and certifies that the social welfare office will pay for the treatment. Normally, with this certificate it is only possible to go to doctors within the district.

There are exceptions, if a qualified doctor does not exist in the district.

The limitations for medical treatment are currently valid for 15 months. After that time people are entitled to claim for benefits similar to those of the statutory health insurance. They will get an insurance card then.

Some Bundesländer (Bremen, Hamburg, Nordrhein-Westfalen) distribute for practical reason insurance cards also in the time before 15 months are up. Also in Brandenburg there are plans to do so.

### *Doctors*

A common problem for going to the doctor is the language. Here it can be helpful to find translators, either from the support organisations of the district, or voluntary helpers. But also this way may lead to misunderstanding. Children should not translate.

For the doctors it is good to use easy speech. The company Medilang ([www.medilang.com](http://www.medilang.com)) develops questionnaires for the anamnesis of non-German-speaking people.

Further information is available in „Gesundheitswegweiser für Migrantinnen und Migranten“. This handbook is available in 6 languages (German, English, French, Polish, Serbo-Croat, Russian and Vietnamese).<sup>15</sup>

On [www.arztsuche.kvbb.de](http://www.arztsuche.kvbb.de) you can find doctors with different language skills. In Märkisch-Oderland are for example some Russian, but also Arabic and Persian doctors.

### *Trauma counselling*

For traumatised refugees, there is a counsellor working in the camps, but also supporting the procedure to get treatment by a specialised doctor.

### *IB Berlin-Brandenburg gGmbH Betrieb Brandenburg Nordost*

Beratungsbüro in der Gemeinschaftsunterkunft Neuhardenberg  
Traumaberatung  
Friedrich-Engels-Str. 46–49  
15320 Neuhardenberg  
Mobil: 0175 214 72 47

### *Refugees with a special need of protection*

Refugees with a special need for protection, need special care concerning their accommodation and health care. Then they shall be granted medical treatment and further help, especially psychotherapeutic treatments against trauma.

<sup>15</sup> Published by MASGF (2007). Download : <http://www.masgf.brandenburg.de/cms/detail.php/bb1.c.348088.de>

**People with a special need for protection are:**

- children under the age of 18
- unattended children
- handicapped people
- elderly people
- pregnant women
- single parents with under aged children
- victims of slave trade
- people with strong physical disease
- people with psychological malfunction
- people who suffer from torture, rape or other strong forms of psychological, physical or sexual violence

For this group the special needs shall be investigated. These needs may be met by the responsible social welfare organisation by giving Sachleistungen (according to §6 AsylbLG).

Further information of health care for especially needy refugees may be found on [www.kooperation-für-flüchtlinge-in-brandenburg.de](http://www.kooperation-für-flüchtlinge-in-brandenburg.de).

## 4.5. Kindergarten and School

### *Children*

As long as they live in the reception centre the children of asylum seekers only have the right to education. There is no compulsory education. There is also no claim for a place in the kindergarten. Since the school year 2013/14 school lessons are offered in the reception centre of Einsenhüttenstadt and its branch office in Ferch. German, arts, music and general knowledge are taught there 4 hours per day. After the distribution of the refugees to the camps, their children have claim for a place in a kindergarten, respectively have to go to school. In the last years, kindergartens all over Märkisch-Oderland had children from migrant families and are thus experienced with problems of communication and possible trauma. If the situation continues as at the moment, it is probable, that there will not be enough places in the kindergartens.

For the children who are visiting kindergarten, there are many chances and opportunities. They learn German fast and get in touch with children outside the camp. Mostly the participation in a language course for the parents is only granted, if childcare is ensured. For parents it is possible to get the money for the kindergarten from the youth welfare office.

But most parents refuse to let their children go to a kindergarten, because they do not know this form of childcare from their country or they are hesitant because of their refugee experience. One solution might be to do parent-child-groups in kindergartens or camps. Those groups are also promoted by the government of Brandenburg.

Children in the age for compulsory education shall be registered in a school when they are placed in their camp. This procedure is supported by the social service of the camp. According to the law, children shall be put directly in the first grade. If they are better in German, they can be put directly in a higher grade. Further language education can be given in extra lessons in school. At places where many non-German-speaking children need to be taught German, extra courses for them may be established. In those courses the participants learn German for 6 months (grade 1-3) or 12 months (grade 4–10) until they go into the regular classes.

**Contact for school questions:**

***Landesschulagentur (LSA)***

Gerhard-Neumann-Str. 3

15236 Frankfurt (Oder)

Tel.: 0335 521 04 00

**[www.schulaemter.brandenburg.de](http://www.schulaemter.brandenburg.de)**

Especially near large camps the number of new refugee pupils presents a challenge to school. Sometimes they do not have the rooms or the teachers to teach all children properly. For the German-learning-courses, the school mostly use special external teachers.

The RAA offers support for schools in the context of their program “Intercultural opening at schools in Brandenburg”. School teachers may be informed further of the issues in this program.

## **RAA Brandenburg**

### **Niederlassung Frankfurt (Oder)**

Wieckestr. 1a

15230 Frankfurt (Oder)

Tel.: 0335 500 96 63

frankfurt@raa-brandenburg.de

**www.raa-brandenburg.de**

### **Payments for families**

Families who get payments according to AsylbLG or SGB II can ask the provider of their school to excuse them from the duty to pay for a part of the school books. Refer to the school administration regarding this process.

Families have a claim for money from the Bildungs- und Teilhabepaket (BuT, fund for education and participation). This money is for kindergarten and school trips, for school materials, lunch in school, social and cultural participation (for example for the membership fee for a club, at maximum 10 € per month) and transportation to school.

**The application forms are available at schools. The application should be sent to:**

**district Märkisch-Oderland**

**Schulverwaltungs-, Kultur- und Sportamt**

Bildungs- und Teilhabepaket

Puschkinplatz 12

15306 Seelow

**www.maerkisch-oderland.de/cms/front\_content.php?idart=1872**

## **4.6. Sports, culture and encounters**

Beside work and family, citizen and sports clubs play an important role in the social life of the society. Many chances for contacts come in clubs. Thus clubs shall be open for refugees.

The understanding of each others culture helps them to respect each other. To meet this aim, clubs may organise events especially for refugees, or may open exiting activities also for them.

## *4. Refugee work in the administrative district Märkisch – Oderland*

Beside, refugees must have the chance to maintain their own culture. To give them a voice in society, self-organised institutions shall be supported. So they can participate effectively in the development of the society. City festivals for example may be enriched by the participation of refugees and give many opportunities to get to know each other.

Sports clubs in Brandenburg and the sports clubs of Märkisch-Oderland support different sport activities with refugees, also in the camps.

Sports clubs in Brandenburg closed an insurance contract for asylum seekers and refugees, to make it possible for them to do sports without being member of a sports club.<sup>16</sup>

### **Further information:**

#### **Brandenburgische Sportjugend im Landessportbund Brandenburg e. V.**

Programm Integration durch Sport

Tel.: 033205 20 48 09

E-Mail: [integration@sport-fuer-alle.net](mailto:integration@sport-fuer-alle.net)

[www.sport-fuer-alle.net](http://www.sport-fuer-alle.net)

#### **Kreissportbund Märkisch-Oderland e. V.**

Wohnpark Rotkäppchen 1

15306 Seelow

Tel.: 03346 852 520-2

[www.ksb-mol.de](http://www.ksb-mol.de)

## **4.7. Education and work**

### **Chances for the labour market**

Facing the demographic change migrants are a good chance for the labour market. Preparing and integrating them is a task of the job centre, education providers and local companies all together.

Many asylum seekers and refugees have good working qualifications and are highly motivated to work for a good working perspective in Germany. Depending on their residence status, there are different ways for refugees to get a job.

<sup>16</sup> Further information : [www.lsb-brandenburg.de](http://www.lsb-brandenburg.de).

### ***Asylum seekers and tolerated refugees***

After 3 months of residence, asylum seekers and tolerated refugees have a claim on a working permit. Both, asylum seekers and refugees have a lower priority in the labour market. If they get a job, the ministries will check, if there is an European applicant for the work. If there is one, he will get the job.

This rule ends at least after 15 months of residence. For people having an accepted education or academic degree in a profession in great demand, this rule does not apply.<sup>17</sup> To get a permission to work, there has to be a concrete document stating that the refugee will get a position in a company. After this, the Foreigners Office will be asked for the permission. The need for this permission ends after 48 months of residence. If there is a concrete wish of a company to employ someone, the permission may be granted even if the passport states that going to work is not allowed. One exception is tolerated refugees with an explicit prohibition. This may happen for people who are slated for deportation, but who their own fault are hindering their deportation.

For cities, as well as for camp providers it is possible to generate working opportunities according to AsylbLG §7b. The requirements are similar to the ones for 1 €-workers (SGB II).

From November 2014, it got easier for asylum seekers and tolerated refugees to get a job. From the beginning of their residence on, they can start a study work education, after four months of residence, they can start their education in every profession accepted as an official profession. They can also start an internship or do voluntary work. This can be done without permission of the Foreigners office. If language skills are good, an opportunity for local companies might be to educate highly motivated young refugees with a good chance to get a residence permit. Those people should register themselves at the job centre, to get support for finding a job.

According to Brandenburg law, it is also possible to start a university education as a refugee, but this opportunity is not used often. The Viadrina University in Frankfurt (Oder) offers guest seats for refugees in their lectures. Asylum seekers and tolerated refugees can only get BaföG (monetary support for university education) and BAB (monetary support for education in a profession) after 4 years of residence in Germany.

<sup>17</sup> See the list of the Federal Employment Agency : [www.make-it-in-germany.com/fileadmin/content/.../positivliste\\_dt.pdf](http://www.make-it-in-germany.com/fileadmin/content/.../positivliste_dt.pdf)

#### ***Agentur für Arbeit Seelow (Mark)***

Fichtenweg 3  
15306 Seelow

#### ***Agentur für Arbeit Strausberg***

Prötzeler Chaussee 8  
15344 Strausberg

#### ***Agentur für Arbeit Bad Freienwalde***

Amtsstr. 1  
16259 Bad Freienwalde

#### **For all jobcentres:**

Tel.: 0800 4 5555 00 (Arbeitnehmer)\*

Tel.: 0800 4 5555 20 (Arbeitgeber)\*

\* Both numbers are free of charge.

### ***Persons entitled to political asylum, accepted refugees and persons entitled to subsidiary protection***

Persons entitled to political asylum, accepted refugees and persons entitled to subsidiary protection do not have any limits for getting a job. They shall register themselves in the job centre and can get the same benefits from SGB II as Germans. Trainees from this group of people have a claim for BaföG and BAB.

#### ***Jobcenter MOL - Standort Seelow***

Küstriner Str. 23a  
15306 Seelow  
Tel.: 03346 852 56 00  
E-Mail: [Jobcenter-Maerkisch-Oderland.Seelow.3@jobcenter-ge.de](mailto:Jobcenter-Maerkisch-Oderland.Seelow.3@jobcenter-ge.de)

#### **Jobcenter MOL - Standort Strausberg**

Prötzeler Chaussee 7k

15344 Strausberg

Tel.: 03341 305 56 00

E-Mail: [Jobcenter-Maerkisch-Oderland.Strausberg@jobcenter-ge.de](mailto:Jobcenter-Maerkisch-Oderland.Strausberg@jobcenter-ge.de)

#### **Jobcenter MOL - Standort Bad Freienwalde**

Amtsstr. 4

16259 Bad Freienwalde

Tel.: 03344 301 56 00

E-Mail: [Jobcenter-Maerkisch-Oderland.Bad-Freienwalde@jobcenter-ge.de](mailto:Jobcenter-Maerkisch-Oderland.Bad-Freienwalde@jobcenter-ge.de)

### **Acceptance of school and professional qualification**

Independent of their status or origin, all refugees and asylum seekers have a claim for the procedure to accept their school and professional qualification. Someone should ask a proficient counsellor. There are proficient counsellors from the Network IQ (integration through qualification) in Frankfurt (Oder), Oranienburg, Cottbus, Eberswalde and Neuruppin. The addresses of those counsellors are available on the internet: [www.brandenburg.netzwerk-iq.de](http://www.brandenburg.netzwerk-iq.de).

Further information concerning the acceptance of school and professional qualification and the acceptance of foreign university degrees may be found at

[www.masgf.brandenburg.de/sixcms/detail.php/bb1.c.185581.de](http://www.masgf.brandenburg.de/sixcms/detail.php/bb1.c.185581.de).

## **4.8. Unattended underage refugees**

Children under the age of 18 years who flee from their home country into another country without their parents are named unattended underage refugees.

Due to the crisis in the world there are ten of thousands of unattended underage refugees looking for a new future in Germany. Most of them are from Afghanistan, Syria, Somalia and Iraq. One main reason is the opportunities for school and work training for young people in Germany.

### **The legal situation of unattended underage refugees<sup>18</sup>**

First the local youth welfare office takes the unattended underage refugees into its custody. After that it starts a so-called clearing-procedure. That procedure shall evaluate the need of help for every single teenager. It clarifies for example the age, psychological and physical condition, health status, information of identity and if there are relatives in Germany.

In addition, there will be an investigation as to which benefits of the youth welfare service the refugee will need in his daily life, which accommodation would be suitable, who will accompany him and how he can get a good future.

The accommodation in a youth help centre with personal care and a legal guardian from the youth welfare office are designated. The procedure itself usually takes from 2 to 4 months. After that, the youth welfare office, the caretaker and the teenager make together a decision on the form of the accommodation in the future (youth help centre, living in community or independent living).

With the help of their caretaker, teenagers can apply for asylum. If they do so, the teenager has to take part in an interview with a worker from the Federal Office for Migration and Refugees. The caretaker is allowed to participate also. The applicant has the right to have a translator for that. After that the Office makes a decision on the application.

### **Unattended underage refugees in Brandenburg and Märkisch-Oderland<sup>19</sup>**

The main ministry responsible for unattended underage refugees in Brandenburg is the ministry for education, youth and sports in collaboration with the youth welfare offices of the districts. The first place to go is the reception centre of Brandenburg in Eisenhüttenstadt. Because of the high number of refugees in this year, there will be around ten times more teenager refugees to be taken care of than in the last years. The government calculates 1500 to 2500 people. In Märkisch-Oderland, there are currently 60 unattended underage refugees.

<sup>18</sup> Source : [www.diakonie.de/thema-kompakt-unbegleitete-minderjaehrige-fluechtlinge-16189.html](http://www.diakonie.de/thema-kompakt-unbegleitete-minderjaehrige-fluechtlinge-16189.html) (April 2015) / Federal Association for unaccompanied minors refugees, UMF e.V., [www.b-umf.de/](http://www.b-umf.de/)  
<sup>19</sup> Source : [www.rbb-online.de/politik/thema/fluechtlinge/brandenburg/2015/10/neuregelung-fuer-unbegleitete-minderjaehrige-fluechtlinge.html](http://www.rbb-online.de/politik/thema/fluechtlinge/brandenburg/2015/10/neuregelung-fuer-unbegleitete-minderjaehrige-fluechtlinge.html) (October 2015)

**Contact:****District Märkisch-Oderland****Jugendamt Strausberg**

Klosterstraße 14

15344 Strausberg

Tel.: 03346 850-64 00

jugendamt@landkreismol.de

## 5. Voluntary work

### *Voluntary work and donations*

At all refugee camps in the district, citizens do work voluntarily to support and to take care of refugees. They help them to learn the language, to do their homework, to play with children, help them to visit offices and doctors, support them in writing letters of application and a lot more. The best way is to ask them what they need.

In addition, it is possible to support the refugees in camps with everyday things: for example, with clothes, furniture or bicycles. Also in this case someone should ask what they need in camps before the donation.

Contact persons are the directors of the camps and the local mayors. Interested citizens may also contact the following addresses:

**Netzwerk für Toleranz und Integration****c/o Kreis- Kinder- und Jugendring Märkisch-Oderland e. V.**

Ernst-Thälmann-Straße 6-9

15306 Seelow

Tel.: 03346 201 58 71

E-Mail: info@leben-in-mol.de

### 5. volunteer work

**Migrationsbeauftragter des Landkreises MOL**

Puschkinplatz 12

15306 Seelow

Tel.: 03346 850 60 05

E-Mail: beauftragter@landkreismol.de

### *Support for voluntary workers*

In certain circumstances voluntary workers can apply for financial support of their work.<sup>20</sup> In some places the voluntary people organised themselves in welcoming circles, where they meet regularly. Brandenburg supports the work of local welcoming circles with up to 1000 €.

Applications may be made to the commissioner for migration in Brandenburg.<sup>21</sup>

Mostly the work with and for refugees requires special knowledge and specific competences, especially in legal and cultural matters, but also in how to deal with traumatised people. Several providers work on advanced training programs for voluntary workers.<sup>22</sup>

### *Further information for voluntary workers*

The website **[www.ehrenamt-in-brandenburg.de/ehrenamt-und-fluechtlinge/](http://www.ehrenamt-in-brandenburg.de/ehrenamt-und-fluechtlinge/)** describes the possibilities and requirements for voluntary work to support refugees and migrants.

Currently the refugee-help-site “HelpTo” is under construction. This site provides a place for offers and petitions. Interesting initiatives may be also found. “HelpTo” is provided by the charitable club „Neues Potsdamer Toleranzedikt“.

**[www.helpto.de](http://www.helpto.de)****[www.mol.helpto.de](http://www.mol.helpto.de)** (website for Märkisch-Oderland)

<sup>20</sup> See the appropriate policy of the district of Märkisch-Oderland from 28.04.2015 under [www.maerkisch-oderland.de/cms/upload/pdf/formulare/sozialamt/migration/2015\\_04\\_28\\_Richtlinie\\_Migration.pdf](http://www.maerkisch-oderland.de/cms/upload/pdf/formulare/sozialamt/migration/2015_04_28_Richtlinie_Migration.pdf)

<sup>21</sup> Detailed information and documents to see at [www.masgf.brandenburg.de/cms/detail.php/bb1.c.409352.de](http://www.masgf.brandenburg.de/cms/detail.php/bb1.c.409352.de).

<sup>22</sup> For example FaZiT, see [www.fazit-brb.de](http://www.fazit-brb.de)

The Agency for Civic Education in Brandenburg has chosen welcoming culture as one of their main works in 2015 and supports information events on that issue. Information, event tips and background information are available on the website of the agency:

[www.politische-bildung-brandenburg.de](http://www.politische-bildung-brandenburg.de)

The refugee council of Brandenburg describes itself as a voice for refugees and has a great impact on integration issues in Brandenburg. Since 1994 people with and without migration background, people from counsel institutions, welfare providers, churches and politic initiatives, organise themselves in the council. Its work is supported by the government, the European Social Fund, Pro Asyl and the protestant church. The council works in many committees on integration and is thus also for voluntary workers an important contact person.

[www.fluechtlingsrat-brandenburg.de](http://www.fluechtlingsrat-brandenburg.de)

## 6. Important locations and addresses

### Citizen information

The district provides important addresses on the Link Sozialwegweiser, Chapter 8 „Angebote für Migranten und Flüchtlinge“: [www.maerkisch-oderland.de/sozialwegweiser2](http://www.maerkisch-oderland.de/sozialwegweiser2)

All Questions concerning the asylum situation may be asked under:

**03346 85 08 585 or [asyl@landkreismol.de](mailto:asyl@landkreismol.de)**

### Refugee camps

#### **Gemeinschaftsunterkunft Bliesdorf pro shelter**

Am Gewerbepark 3  
16269 Bliesdorf  
Tel.: 033456 72 34 23

#### **Gemeinschaftsunterkunft Garzau-Garzin Sozialpark MOL e. V.**

Gladowshöhe 3  
15345 Garzau-Garzin  
Tel.: 033435 15 83 61

#### **Gemeinschaftsunterkunft Voßberg Arbeiter-Samariter-Bund**

Hauptstr. 7  
15324 Letschin OT Voßberg  
Tel.: 033475 57 07 1

#### **Gemeinschaftsunterkunft Müncheberg IB Berlin-Brandenburg gGmbH Betrieb Brandenburg Nordost**

Seelower Str. 7  
15374 Müncheberg  
Tel.: 033432 736 00 28

#### **Gemeinschaftsunterkunft Neuhardenberg IB Berlin-Brandenburg gGmbH Betrieb Brandenburg Nordost**

Friedrich-Engels-Str. 46-49  
15320 Neuhardenberg  
Tel.: 033476 60 35 25

#### **Gemeinschaftsunterkunft Derfflinger Hof IB Berlin-Brandenburg gGmbH Betrieb Brandenburg Nordost**

Hauptstr. 33a  
15306 Gusow-Platkow

#### **Gemeinschaftsunterkunft Lietzen NOVO UG**

Am Kalisch See 2  
15306 Lietzen

#### **Gemeinschaftsunterkunft Bad Freienwalde Arbeiter-Samariter-Bund**

Eberswalderstr. 44c  
16259 Bad Freienwalde

#### **Gemeinschaftsunterkunft Bad Freienwalde Berufsbildungsverein Eberswalde e. V.**

An der Alten Oder 1 / Am Weidendamm  
16259 Bad Freienwalde

#### **Gemeinschaftsunterkunft Hoppegarten IB Berlin-Brandenburg gGmbH Betrieb Brandenburg Nordost**

Handwerkerstr. 8  
15366 Hoppegarten

## Consulting Services for refugees and migrants

### **Caritas Beratungszentrum | Migrationsberatung für erwachsene Zuwanderer**

15344 Strausberg

August-Bebel-Str. 12

Tel.: 03341 31 17 84

[www.caritas-brandenburg.de/91853.html](http://www.caritas-brandenburg.de/91853.html)

### **Caritas Beratungszentrum | Flüchtlingsberatung im Landkreis Märkisch-Oderland**

August-Bebel-Str. 12

15344 Strausberg

Tel.: 03341 31 17 84

[www.caritas-brandenburg.de/91852.html](http://www.caritas-brandenburg.de/91852.html)

### **Diakonisches Werk Oderland - Spree e. V. | Jugendmigrationsdienst**

Ernst-Thälmann-Str. 19b

15306 Seelow

Tel.: 03346 89 69 18 • E-Mail: [jugendmigrationsdienst@diakonie-ols.de](mailto:jugendmigrationsdienst@diakonie-ols.de)

[www.diakonie-ols.de/jugend\\_migrations\\_dienst.html](http://www.diakonie-ols.de/jugend_migrations_dienst.html)

## 7. Further information

On the next pages books and websites with further information on refuge and asylum are listed. These information may only give a rough insight in the matter like this manual does. In particular the numbers cannot be exact at the moment. Even changes in the legal basis are possible.

### **Märkisch-Oderland**

The Landratsamt of Märkisch-Oderland created an FAQ concerning Integration and Asylum on this address:

[www.maerkisch-oderland.de/cms/front\\_content.php?idart=4193](http://www.maerkisch-oderland.de/cms/front_content.php?idart=4193)

## 7. Further information

### **Brandenburg**

Information of the government on refuge, asylum and voluntary work for tolerance and integration: [www.asyl-brandenburg.de](http://www.asyl-brandenburg.de); [www.tolerantes.brandenburg.de](http://www.tolerantes.brandenburg.de)  
[www.ehrenamt-in-brandenburg.de/ehrenamt-und-fluechtlinge](http://www.ehrenamt-in-brandenburg.de/ehrenamt-und-fluechtlinge)

### **Alliance against violence, right-extremism and xenophobia:**

[www.aktionsbuendnis-brandenburg.de](http://www.aktionsbuendnis-brandenburg.de)

- wrote a booklet “Migrants in municipality” (July 2014), a good description of the situation of refugees in local authorities.

### **Refugee Council of Brandenburg:**

[www.fluechtlingsrat-brandenburg.de](http://www.fluechtlingsrat-brandenburg.de)

- “guideline for supporting refugees in Brandenburg” (September 2014)

### **For entire Germany**

#### **Federal Office for Migration and Refugees:**

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

- information on the procedure of an asylum application

The Federal Office for Migration and Refugees provides on their website also information on integration for special groups of people: [www.integration-in-deutschland.de](http://www.integration-in-deutschland.de)

- for example also information for journalists: [www.mediendienst-integration.de](http://www.mediendienst-integration.de)

The “Project Q – Qualification of refugee counselors” of **GGUA Flüchtlingshilfe e. V.** offers advanced education, work aids and manuals on the different legal parts of migration and refugee counsel: [www.einwanderer.net](http://www.einwanderer.net)

**Pro Asyl e. V.** provides for several issues basic knowledge and opinions (for example numbers and facts, politics, asylum law, human rights): [www.proasyl.de](http://www.proasyl.de)

- for example “Welcome – how someone can work voluntarily for integration” (April 2015)

[www.migration.paritaet.org](http://www.migration.paritaet.org) ▶ Publications

- for example knowledge on the asylum procedure (December 2014), “Summary of the Changes in the Asylum Seeker Benefit Law for 1st of March 2015”, (March 2015)

## List of Abbreviations

**ASB:** Arbeiter-Samariter-Bund  
**AsylbLG:** Asylbewerberleistungsgesetz  
**AsylVerfG:** Asylverfahrensgesetz  
**BAB:** Berufsausbildungsbeihilfe  
**BAföG:** Bundesausbildungsförderungsgesetz  
**BAMF:** Bundesamt für Migration und Flüchtlinge  
**BuT:** Bildungs- und Teilhabepaket  
**ESF:** Europäischer Sozialfonds  
**EU:** Europäische Union  
**IB:** Internationaler Bund  
**JMD:** Jugendmigrationsdienst  
**KJHG:** Kinder- und Jugendhilfegesetz  
**KKJR:** Kreis- Kinder- und Jugendring Märkisch-Oderland e.V.  
**MASFG:** Ministeriums für Arbeit, Soziales, Gesundheit, Frauen und Familie des Landes Brandenburg  
**MBE:** Migrationsberatung für erwachsene Zuwanderer  
**MBJS:** Ministerium für Bildung, Jugend und Sport des Landes Brandenburg  
**MBT:** Mobiles Beratungsteam Frankfurt (Oder)  
**MIK:** Ministerium des Innern und für Kommunales des Landes Brandenburg  
**MOL:** Märkisch-Oderland  
**NTI:** Netzwerk für Toleranz und Integration  
**RAA:** Regionale Arbeitsstelle für Bildung, Integration und Demokratie  
**SGB II:** Sozialgesetzbuch (SGB) Zweites Buch (II)  
**UNHCR:** United Nations High Commissioner for Refugees (Flüchtlingshilfswerk der Vereinten Nationen)  
**ZAV:** Zentrale Auslands- und Fachvermittlung

## List of pictures

**Abb.1:** Flüchtlinge und Asylsuchen im Landkreis Märkisch-Oderland  
**Abb.2:** Aufnahme von Asylsuchenden pro Jahr im Land Brandenburg  
**Abb.3:** Flüchtlingsbevölkerung weltweit (2014)

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### Gedicht auf der Umschlagrückseite

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Der vorliegende Leitfaden dient der Information und Orientierung zum Thema. Es kann nicht der Anspruch erhoben werden, damit eine abschließende Darstellung der Rechtslage zu erhalten. Insbesondere die Zahlen und Statistiken, auch mitunter die Rechtsgrundlagen, unterliegen der Veränderung. Wir empfehlen daher, bei konkreten Rechtsfragen und zu aktuellen Zahlen die einschlägigen Beratungs- und Informationsstellen zu konsultieren.

I was not born as a refugee.  
I never dreamed or decided to be a refugee.  
It is a long story.  
If you want to listen to me,  
Then give me your hand,  
And open your heart,  
I am a human being,  
You are a human being.

*Layla, Syrien*