



City of Munich
**Department of Labor and
Economic Development**

Working in Munich



MBO

Munich Employment and
Qualification Programme

Working in Munich



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1. Introduction

Dear reader,

Are you new in Munich? And you're looking for work? Then read on and don't hesitate to contact us if you have questions. We want you to find work and have gathered useful information on the topic of living and working in Munich for you in this brochure.


Access to work is a key element in getting settled in a country and is the foundation for a self-determined way of life. Munich's Department of Labor and Economic Development wants to help you on this path.

We know how difficult it is to come to Munich from abroad and immediately find work. Especially if you aren't familiar with Munich and maybe don't speak the language so well.

Because work and employment are such important topics, there is a special advisory centre for you: The Informationszentrum Migration und Arbeit ("Information Centre for Migration and Employment") at Sonnenstraße 12a.

Here, you can get free advice and important information about living and working in Munich.

We hope you settle in well and wish you every success!



Dr. Petra Schütt
Head of the
Employment and Qualification Policy Unit

2. Residence



EU citizens have the right to stay in Germany for up to three months.

If you want to stay longer, you have to fulfil at least one of the following conditions:

- > You are employed or self-employed.
- > You have enough money to get by and have health insurance (this also applies to students and trainees).

**Different regulations may apply to non-EU citizens. More info is available from the Ausländerbehörde (Foreigners' Office): www.muenchen.de/kvr
Information for refugees from Ukraine is available here: www.muenchen.de/ukraine**

3. Accommodation



Apartments

It's difficult to find an apartment in Munich. Rents are very high. The latest "Mietspiegel" ("rent index") can give you an idea of typical rents in various districts.

Use the online calculation programme at: stadt.muenchen.de/infos/mietspiegel

Rental contract

Rental contracts in Germany must be concluded in writing. People or organisations letting accommodation usually require a deposit in advance. The amount can vary, but may be no more than a maximum of three months "Kaltmiete".

What do "Kalt-" and "Warmmiete" mean?



Kaltmiete

= Basic rent
(excluding utilities)

Warmmiete

= Kaltmiete + utilities
(heating, water, waste collection)

Flat search using



> **Online real estate platforms**



> **Estate agents**



> **Newspaper ads**

Munich also has apartments at lower rents, known as "Sozialwohnungen" ("social housing").

Would you like to apply for social housing?

Assistance and information on applying can be found on the Soziales Wohnen Online (SOWON) platform:

www.sowon-muenchen.de

The contact point for people seeking accommodation is:

Amt für Wohnen und Migration

Franziskanerstraße 6 – 8,

81669 München,

Tel. 089 233-96820

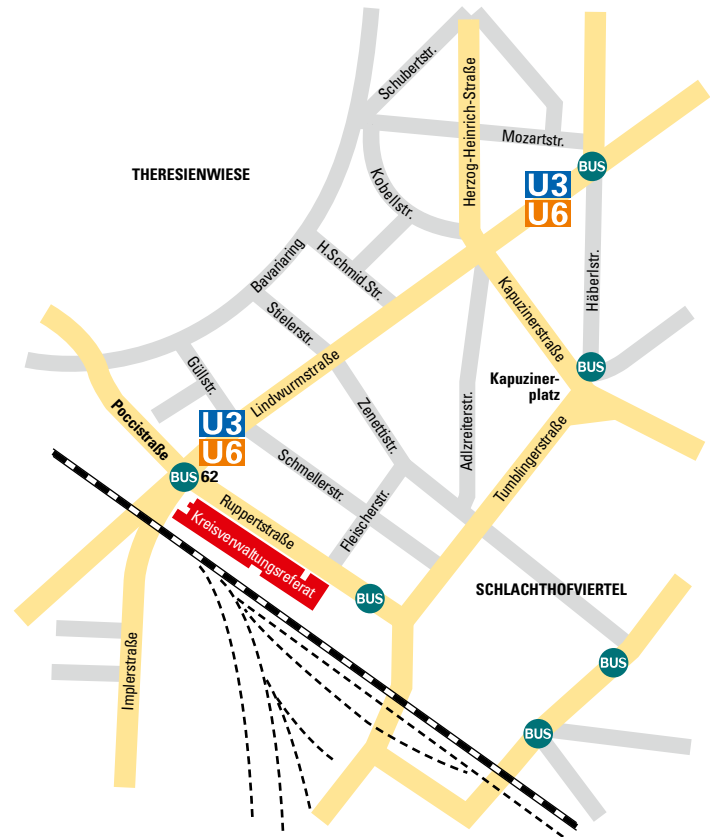
Registration

When taking up residence in Munich you have to register within two weeks at the Department of Public Order (Kreisverwaltungsreferat, KVR).

Failure to do so is an offence and will result in a fine. After you register you will automatically receive your tax identification number by post, which you will need for your employer and other authorities. So make sure your name is clearly visible on your letterbox.

**If you bring your car from abroad, you also have to register it within three months at the KVR.
Vehicle registration authority: Tel. 089 233-96090**

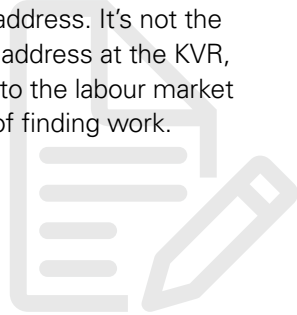
The same rules apply when moving accommodation: You must register the move within two weeks at the KVR.



**Landeshauptstadt München,
Kreisverwaltungsreferat (KVR)**
Ruppertstraße 19,
80337 München,
Tel. 089 233-96000 (Citizens' Centre)

Postal address for people without housing

Various advisory organisations in Munich, particularly those for people without fixed accommodation, offer the opportunity to get a postal address. It's not the same as an officially registered address at the KVR, but nevertheless eases access to the labour market and thus improves the chance of finding work.



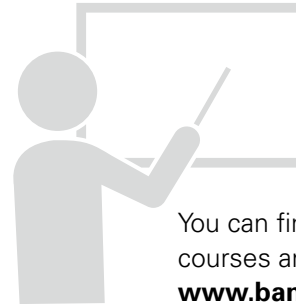
Deregistering

If you're leaving Germany, please deregister immediately at the KVR.

Please also make sure you send proof of deregistration to your health insurance provider and other relevant authorities. Otherwise, the health insurance provider will continue to charge you for insurance contributions. This can lead to debts.

4. Learning German

If you're living and working in Germany, it's important that you speak the language. Good knowledge of German is a basic requirement for most employers. Both private and state-subsidised integration courses are available in Munich.



The integration course consists of a language course and an orientation course.

You can find information on integration courses and course providers here: **www.bamf.de**

Or you can get advice from the **AWO Infozentrum Migration und Arbeit.**



**AWO Infozentrum
Migration und Arbeit**
Sonnenstraße 12a,
1. Stock,
80331 München,
Tel. 089 513 999-32

5. Work



Looking for work

The first point of contact for those seeking employment is the **Agentur für Arbeit**

- > Register as a job seeker at the Agentur für Arbeit.
- > You can look for vacancies on the Agency's website **www.jobboerse.arbeitsagentur.de**, on online job platforms, or vacancy listings in newspapers.

Refugees from Ukraine can find more specific information here: www.muenchen.de/ukraine



Agentur für Arbeit
Kapuzinerstraße 26,
80337 München,
www.arbeitsagentur.de/muenchen

Job applications/ documents

Cover letter

In your cover letter (German: "Anschreiben") you explain why you are interested in the position and what skills you have.

CV

Your CV provides an overview of your personal and professional development.

The AWO Infozentrum Migration und Arbeit offers advice and support in the form of job matching.

The aim is to help you, as an EU citizen from, for example, Bulgaria or Romania, or also those coming from Ukraine, to find long-term employment with social security contributions.



**AWO Infozentrum
Migration und Arbeit**
Sonnenstraße 12a,
1. Stock,
80331 München,
Tel. 089 513 999-32
jobmatching@awo-muenchen.de

Job matching

- helps you prepare application documents,
- advises on employment law issues,
- cooperates with the Agentur für Arbeit and an external education provider to provide contact details for companies, and puts those seeking advice in touch with the companies,
- offers support via low-threshold, occupation-focused language training,
- helps prepare all necessary documents to conclude employment contracts.

Employment contract

When you've found work, make sure you get a written employment contract from your employer.

**Don't sign anything you don't understand.
We're happy to offer further assistance.**

Self-employment

Self-employment means you are not employed by an external company. You work independently and bear the risks yourself.

There are two forms of self-employment:

- Tradesperson
- Freelancer

Before you start, get advice on:

- Registering self-employment
- Overview of legal forms and taxes
- Insurance
- Business plan
- Funding and financing
- Courses and events
- Premises

Start-up advice from the City of Munich

Free advice for Munich's entrepreneurs

Tel. 089 23321759 | Email: start@muenchen.de

Start-up knowledge, video tutorials, checklists,
info seminar

www.gruenden-muenchen.de

Advice on insurance, tax, and legal issues is not provided.

Information on trades from the Gewerbebehörde (Trades Authority, part of the KVR)

Information at:



[stadt.muenchen.de/service/info/
hauptabteilung-iii/10164604/](http://stadt.muenchen.de/service/info/hauptabteilung-iii/10164604/)

Register self-employment at the Finanzamt (Tax Office) using the ELSTER portal:



[www.elster.de/elsterweb/infoseite/
unternehmensgruendung](http://www.elster.de/elsterweb/infoseite/unternehmensgruendung)

Unemployment

If you lose your job, you need to register within three days at the Agentur für Arbeit (Employment Agency) and apply for unemployment benefits.

Register on time to ensure you have immediate access to benefits.

You can get advice and information on employment law here:

Faire Mobilität

Neumarkter Straße 22,
82673 München

Tel. 089 513-99018

www.faire-mobilitaet.de/beratungsstellen

6. Recognition of qualifications

We recommend obtaining recognition for any foreign qualifications (German: “Zeugnisanerkennung”) you may have. It will help you find work in Germany.

Zeugnisanerkennung, Stelle für den Freistaat Bayern

Stuttgarter Straße 1, 91710 Gunzenhausen,
Tel. 09831 686252

**You can get expert advice on obtaining recognition for your qualifications here: Servicestelle zur Erschließung ausländischer Qualifikationen
Franziskanerstraße 8, 81669 München
Telefon 089 233-40520,
Email: servicestelle-erkennung.soz@muenchen.de**

You can get help with the application and information on the recognition of qualifications **in your native language** from the **AWO Infozentrum Migration und Arbeit**.



**AWO Infozentrum
Migration und Arbeit**
Sonnenstraße 12a,
1. Stock,
80331 München,
Tel. 089 513 999-32

7. Banking

You need a bank account to conduct financial transactions in Germany. You have the right to a “Basiskonto” (“basic account”) or “Guthabenkonto” (“credit account”), even if you don’t yet have any income.

This right also exists if you don’t have fixed accommodation or income. The Basiskonto is a payment account which allows you to deposit or withdraw money, carry out direct debit and other transfers, as well as cash card payments. All savings, cooperative, and private banks are **obliged to provide a Basiskonto to anyone who desires one.**

You can find further information and application forms here:



[www.bafin.de/DE/Verbraucher/
Bank/Produkte/Basiskonto/
basiskonto_node](http://www.bafin.de/DE/Verbraucher/Bank/Produkte/Basiskonto/basiskonto_node)



8. Health

Everyone in Germany is obliged to have health insurance. Children are insured on their parents' policy.



So-called “mini-jobs” of up to 450 euros do not provide health insurance cover.

From 1 October 2022, the pay threshold for mini-jobs will increase to 520 euros.

If you take up employment with obligatory social insurance contributions, you are automatically insured. Note that some German health insurance providers require proof that you were previously insured abroad.

When leaving Germany you have to inform your health insurance provider in writing in order to terminate coverage. Otherwise you will be obliged to continue your monthly contributions in Germany.

Entry ticket to public health insurance

The **E-104 form** provides evidence of prior insurance, employment and time spent living abroad in the EU.

In Germany, the **E-104 form** is also your entry ticket to public health insurance. If the **E-104 form** provides evidence of public health insurance in another EU country, then a German health insurance provider is obliged to accept any applicant who is resident in Germany.

However, the application must be submitted no later than three months after arriving in Germany.

People without health insurance can contact the following organisations:

- > **Malteser Medizin für Menschen ohne Krankenversicherung (MMM)**
Streitfeldstr. 1,
81673 München,
Tel. 089 43608-550
Email: malteser-medizin-muenchen@malteser.org
www.malteser-muenchen.de

- > **open.med – Ärzte der Welt**
Dachauer Str. 161,
80636 München,
Tel. 089 452 076 58
Hotline: 0177 511 69 65
Email: openmed@aerztederwelt.org
www.aerztederwelt.org/muenchen

- > **Clearingstelle Gesundheit-Condrops e.V.**
Konradstraße 2, 80801 München
Tel. 089 716717790
Email: clearing.gesundheit@condrops.de
www.condrops.de/einrichtungen/clearingstelle

9. Children and family

Nurseries and daycare facilities

There are usually fees to be paid for attending nursery school facilities in Bavaria. Advice and registration takes place at the respective facility.

You can search for nursery school places and register online for child daycare facilities in Munich using the portal **kita finder+** at **<https://kitafinder.muenchen.de/elternportal>**

The **KITA-Elternberatung** organisation is happy to help you find suitable childcare facilities, taking account of your particular family situation.

- > **Referat für Bildung und Sport**
Bayerstraße 28,
80335 München,
Tel. 089 233-96771
Email: kita-eltern@muenchen.de

School

As a rule, there are 12 years of obligatory school attendance in Bavaria: It is divided into obligatory full-time attendance (nine years) and vocational school attendance (three years) or a vocational preparatory year. Anyone aged over 21 no longer has to attend school.

Advice on schools and registration

- > Referat für Bildung und Sport, Bildungsberatung International, Goethestr. 53, 80336 München, Tel. 089 233 268 75
- > Staatliche Schulberatungsstelle München, Infanteriestraße 7, 80797 München, Tel. 089 558 99 89-60

You can also directly register your child at your local school.

Various benefits are available to families in Germany, such as **Kindergeld (child allowance)**, **Elterngeld (parental allowance)**, **Kinderzuschlag (child supplement)** and, in Bavaria, **Familiengeld (family allowance)**. You can contact the **AWO Infozentrum Migration und Arbeit** with questions and for more information.


10. Advice centres

- > **amiga – Career Center for Internationals**
Advice for international skilled workers and students on job seeking and starting work in Munich
Edmund-Rumpler-Str. 13, 80939 München
Email: anmeldung@amiga-muenchen.de
www.amiga-muenchen.de
- > **Amt für Wohnen und Migration, Fachbereich Wohnen**
Economic advice and support
Franziskanerstraße 8, 81669 München,
Tel. 089 233 401 05
- > **AWO Infozentrum Migration und Arbeit**
Beratungsdienste der AWO München
gemeinnützige GmbH
Help integrating into the labour market
Sonnenstraße 12a, 1. Stock,
80331 München, Tel. 089 513 999-29
Email: arbeitsmigration@awo-muenchen.de

- > **Beratungscafé, sub-project of the AWO Infozentrum Migration und Arbeit**
Day centre for EU job seekers in difficult circumstances
 Sonnenstraße 12a, 1. Stock,
 80331 München, Tel. 089 513 999-32
 Email: arbeitsmigration@awo-muenchen.de

- > **Benediktiner-Abtei St. Bonifaz**
Advice for women and men without housing
 Karlstr. 34, 80333 München,
 Tel. 089 551 71-300

- > **Munich's local educational facilities**
You can find an overview of all opportunities in numerous local educational facilities in Munich here:



stadt.muenchen.de/service/info/bildungslokale-bildungsberatung-in-den-stadtteilen/10257465/n0/

- > **Bildung statt Betteln, Caritas-Fachbereich Integration**
Native-language advice for EU citizens from Romania and Bulgaria who need help
 Lämmerstraße 3, 80335 München,
 Tel. 089 551 698 27
 Email: ramona.sisu@caritasmuenchen.de

- > **Caritas Migrationsberatung**
 Arnulfstraße 83, 80634 München
 Tel. 089 724499 200
 Email: migrationsberatung@caritasmuenchen.de

- > **DGB Faire Mobilität München**
Extrajudicial advice on all topics relating to employment law
 Neumarkter Straße 22, 82673 München
 Tel. +49 89 51399018 (Bulgarisch)
 +49 89 51242772 (Rumänisch)
 Email: muenchen@faire-mobilitaet.de
www.faire-mobilitaet.de/beratungsstellen

- > **Edinstvo e. V. Bulgarischer Selbsthilfeverein**
Advice, dialogue, orientation assistance for Bulgarians in Munich
Play and learning groups for children
Regular meetings for women, adolescents, and seniors
 Bergmannstraße 46, 80339 München,
 Email: info@edinstvo.de

- > **Evang.-Luth. Dekanatsbezirk München**
Evangelisches Migrationszentrum, Griechisches Haus
Advice and counselling
 Bergmannstraße 46, 80339 München,
 Tel. 089 508 088 12
 Email: emz.muenchen@elkb.de

- > **Evangelische und Katholische Bahnhofsmission**
Round-the-clock emergency care, advice and contact point for people in need
 Bayerstraße 10 a, Hauptbahnhof – Gleis 11,
 80335 München, Tel. 089 59 45 76
 Email: info@bahnhofsmission-muenchen.de

- > **Fachberatungsstelle JADWIGA**
Protecting the rights of female victims of human trafficking
 Advice for women in ten languages
 Schwanthalerstraße 79, 80336 München,
 Tel. 089 385 344 55
 Email: muenchen@jadwiga-online.de

- > **FamAra**
Migration advice for EU families without housing
 Rosenheimer Str. 125, 81667 München,
 Tel. 089 450 296 37
 Email: famara@hilfswerk-muenchen.de

- > **Frauenobdach Karla 51**
Point of contact and emergency care for women (including with children)
 Karlstraße 51, 80333 München,
 Tel. 089 549 15 10
 Email: karla51@hilfswerk-muenchen.de

- > **Jugendmigrationsdienst im Verbund mit Innere Mission München e.V., IG - InitiativGruppe e.V. und AKA - Aktiv für interKulturellen Austausch e.V.**
 Bad-Schachener-Str. 2a, 81671 München
 Tel. 089 189 4957 15
 Email: jmd@aka-muenchen.de
- > **Madhouse**
Educational advice, as well as advice for couples, families, and life coaching for Sinti and Roma people
 Cooperation with a lawyer from the “Initiative Zivilcourage” organisation for Bulgarian and Romanian citizens
 Landwehrstraße 43, 80336 München,
 Tel. 089 716 722 250-0
 Email: info@madhouse-munich.com
- > **Malteser Medizin**
Free outpatient emergency medical and dental care for people without health insurance
 Streitfeldstraße 1, 81673 München,
 Tel. 089 43608-550
 Email: medizin-muenchen@malteser.org
- > **Malteser Migrationsdienst Sozialberatung**
Advice and support on societal, social, and legal aspects of migrant integration, as well as for people seeking protection
 Streitfeldstraße 1, 81673 München,
 Tel. 089 43608/-550; -552; -553;
 -554 oder -555
 Email: migrationsberatung.muenchen@malteser.org
- > **Marikas, Beratungsstelle für anschaffende Jungs und Männer**
Advice, point of contact with day centre facilities for boys and men involved in sex work
 Dreimühlenstraße 1, 80469 München,
 Tel. 089 725 90 84
 Email: marikas@hilfswerk-muenchen.de
- > **Migrationsberatung für Erwachsene in Obergiesing**
Migration advice for adults
 Plecherstraße 6, 81541 München,
 Tel. 089 62 02 16-20/-23/-24/-26
 Email: sozialdienst.migration@awo-muenchen.de

> **Migrationsberatung Internationales
Beratungszentrum der Landeshauptstadt
München**

Migration advice for adults

Goethestraße 53, 80336 München,
Tel. 089 550 57 67-0
Email: lbz@brk-muenchen.de

> **Migrationsdienst BRK-KV München**

Migration advice for adults

Goethestraße 53, 80336 München,
Tel. 089 53 73 42
Email: lbz@brk-muenchen.de

> **Mimikry, Beratungsstelle für
anschaffende Mädchen und Frauen**

**Advice and support for girls and women
involved in sex work (regardless of
nationality and residence status)**

Dreimühlenstraße 1, 80469 München,
Tel. 089 725 90 83
Email: mimikry@hilfswerk-muenchen.de

> **open.med – Ärzte der Welt**
**Free and anonymous healthcare and
advice for people without health
insurance and/or residence status**

Dachauer Str. 161, 80636 München,
Tel. 089 452 076 58
Hotline: 0177 511 69 65
Email: openmed@aerztederwelt.org
www.aerztederwelt.org/muenchen

> **otto&rosi**

**Day centre open to anyone without
housing or at risk of losing their
accommodation**

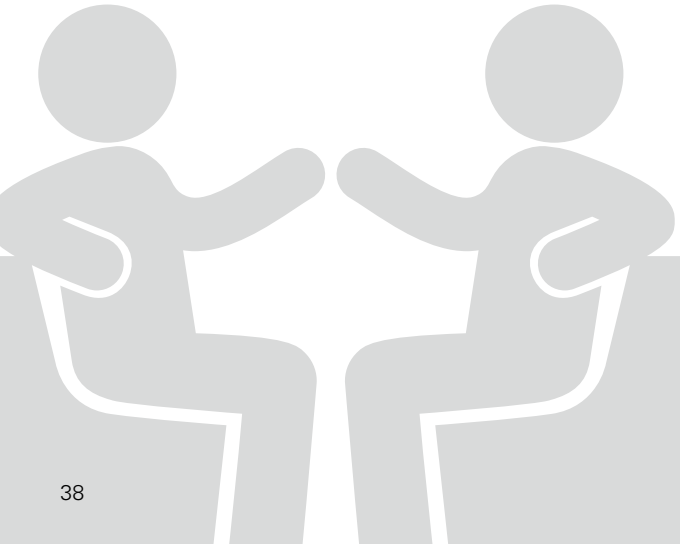
Rosenheimer Str. 128 d, 81669 München
Tel. 089 277 811 52
Email: otto-rosi@awo-muenchen.de

> **Schiller 25**

**Migration advice for people without
accommodation (Advice centre and
shelter)**

Destouchesstraße 89, 80796 München,
Tel. 089 36 00 62 60
Email: schiller-25@hilfswerk-muenchen.de

- > **SGRIM e. V. Deutsch-Rumänische Gesellschaft für Integration und Migration**
Advice on integration and law, dialogue, orientation assistance for Romanians in Munich
Play and learning groups for children
Regular meetings for women, adolescents, and seniors, Romanian school
Email: info@sgrim.de



11. Useful contacts and telephone numbers

You can find an overview of all consular offices in Bavaria here:
www.bayern.de/staatskanzlei/die-welt-in-bayern

Police: 110

Fire brigade and ambulances: 112

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**BSV Edinstvo e. V. -
Bulgarischer
Selbsthilfeverein**



Faire Mobilität



**Infozentrum
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**SGRIM e. V. - Deutsch-
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Stadtportal München: www.muenchen.de;

Haufe: [https://www.haufe.de/personal/entgelt/
minijob-grenze_78_479516.html](https://www.haufe.de/personal/entgelt/minijob-grenze_78_479516.html) (19.04.22);

REGSAM (Hrsg.): „Zuwanderung aus Süd- und
Osteuropa - Beratungs- und Hilfsangebote in
München“, 2nd Edition, München 2017;

Bundesministerium des Inneren (Hrsg.):
Willkommen in Deutschland - Information für
Zuwanderer, Berlin 2021.



