Working in Germany
Pre-departure Information for Filipino and Indian Migrant Health Workers Bound for Germany
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ABOUT PUBLIC SERVICES INTERNATIONAL

Public Services International (PSI) is a global trade union federation representing 20 million working women and men who deliver vital public services in 150 countries. PSI champions human rights, advocates for social justice and promotes universal access to quality public services. PSI works with the United Nations system and in partnership with labour, civil society and other organizations.

PSI runs a Migration Programme through partnerships with its affiliated public service trade unions worldwide in defending the human and trade union rights of migrant workers while promoting equality, access to justice and quality public services for all. Visit www.world-psi.org.

Public Services International, BP 9, F-01211 Ferney-Voltaire Cedex, France.
Tel: +33 (0)4 50 40 64 64
Fax: +33 (0)4 50 40 73 20
Email: psi@world-psi.org
HOW TO USE THIS MATERIAL

This pre-departure booklet contains basic information about several topics to help Filipino and Indian health workers who are bound to work in Germany. It seeks to empower health workers to make informed decisions and raise awareness of the issues related to health labour migration and ethical recruitment. This guide does not provide detailed information or advice but indicates the areas requiring further research and reflection by the individual.

In instances where the information is complex or likely to change, links to useful websites have been included. Individuals should use this material as a guide only and ensure the veracity and relevance of any information as much as possible.

As circumstances change, information will also change. It is therefore expected that this booklet will be regularly updated to reflect current realities.

This publication has been produced with the assistance of the European Union (EU). The contents of this publication are the sole responsibility of PSI, consultant to the International Labour Organization (ILO), and can in no way be taken to reflect the views of the EU.
INTRODUCTION

Many migrant workers have unrealistic expectations and insufficient information about recruitment procedures, employment and living conditions abroad, labour laws, workers’ rights in countries of destination and social costs of migration. This lack of information on migration has placed a staggering number of migrant workers in vulnerable and risky economic and social situations. The availability and accessibility of adequate and up-to-date information is therefore crucial for individuals to make informed decisions and avoid fraudulent practices and other pitfalls in the migration process.

This pre-departure booklet is part of a series of migration information materials developed for Filipino and Indian health workers under the ILO’s Decent Work Across Borders (DWAB) project. The project seeks to facilitate an approach to migration that benefits the migrant workers, the source and destination countries within a rights-based framework for labour migration management. The migration information materials seek to address information needs of migrant health workers at all the stages of migration -- from pre-decision to return and reintegration. This booklet focuses on information needed by workers who have already made a decision to migrate to Germany for work.

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# General Information about Germany

## Germany, India and the Philippines at a Glance

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<th>GERMANY</th>
<th>INDIA</th>
<th>PHILIPPINES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Population</strong></td>
<td>81,305,856</td>
<td>1,220,800,359</td>
<td>105,720,644</td>
</tr>
<tr>
<td><strong>Total Females</strong></td>
<td>41,270,190</td>
<td>587,236,392</td>
<td>52,776,483</td>
</tr>
<tr>
<td><strong>Total Males</strong></td>
<td>39,877,075</td>
<td>633,563,967</td>
<td>52,944,161</td>
</tr>
<tr>
<td><strong>Median Age</strong></td>
<td>45.3 years old</td>
<td>26.7 years old</td>
<td>23 years old</td>
</tr>
<tr>
<td><strong>Land Area</strong></td>
<td>357,022 square km</td>
<td>3,287,260 square km</td>
<td>300,000 square km</td>
</tr>
<tr>
<td><strong>Coastline</strong></td>
<td>2,389 miles</td>
<td>7,000 miles</td>
<td>36,289 miles</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>German</td>
<td>Hindi</td>
<td>Filipino / English</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>Euro (EUR)</td>
<td>Indian Rupee (INR)</td>
<td>Philippine Peso (PHP)</td>
</tr>
<tr>
<td><strong>Capital City</strong></td>
<td>Berlin</td>
<td>New Delhi</td>
<td>Manila</td>
</tr>
<tr>
<td><strong>Largest City</strong></td>
<td>Berlin</td>
<td>Mumbai</td>
<td>Quezon City</td>
</tr>
<tr>
<td><strong>Time Zone</strong></td>
<td>UTC+01</td>
<td>UTC+5:30</td>
<td>UTC+08</td>
</tr>
<tr>
<td><strong>Calling Code</strong></td>
<td>+49</td>
<td>+91</td>
<td>+63</td>
</tr>
<tr>
<td><strong>Literacy Rate</strong></td>
<td>99%</td>
<td>62.8%</td>
<td>95.4%</td>
</tr>
<tr>
<td><strong>Life Expectancy</strong></td>
<td>80.8</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fertility Rate</strong></td>
<td>1.42 child(ren) per woman</td>
<td>3 child(ren) per woman</td>
<td>3 child(ren) per woman</td>
</tr>
<tr>
<td><strong>GDP</strong></td>
<td>$3.25 trillion</td>
<td>$4.76 trillion</td>
<td>$431 billion</td>
</tr>
<tr>
<td><strong>GDP Per Capita</strong></td>
<td>$38,100</td>
<td>$3,900</td>
<td>$4,100</td>
</tr>
<tr>
<td><strong>Unemployment rate</strong></td>
<td>5.5%</td>
<td>8.5%</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Type of Government</strong></td>
<td>Federal Republic</td>
<td>Constitutional, Federal (Federation), Republic</td>
<td>Constitutional, Presidential, Republic</td>
</tr>
<tr>
<td><strong>Drinking Age</strong></td>
<td>16</td>
<td>18, prohibited in some states</td>
<td>18, prohibited 2-5 days before an election</td>
</tr>
</tbody>
</table>
Geography

Germany has a total land area of 357,092 square kilometres and is the seventh largest country by area in Europe and the 63rd largest in the world. It shares common borders with Denmark in the north, Poland and the Czech Republic in the east, Austria and Switzerland in the south, France and Luxembourg in the south-west, as well as Belgium and the Netherlands in the north-west — making Germany the country with the most borders in Europe.

Weather

Germany has a temperate seasonal climate with moderate to heavy rainfall. In general, extreme temperature lows and highs are unusual. Precipitation is possible throughout the year with most of the rainfall happening in the summer months.

Spring (April – May)
In April, the weather is most unpredictable in Germany. It can be sunny and warm or rainy, windy and cold. May is usually marked by pleasant weather as the days get longer and you can smell spring in the air. This is the time of year when many people ride their bicycles and enjoy the singing of birds and the awakening of nature.

Summer (June – September)
This is the season to enjoy warm temperatures, long and sunny days, vibrant open-air festivals, and many outdoor activities. Temperatures often range between 21-27°C. However, summer months are also the time when much of the rain falls in Germany, so an umbrella will come in handy.
Autumn (October – November)
In October, weather can still be sunny and warm. People tend to hang out in street cafes and beer gardens. Come November the weather starts to change as the days get shorter, misty and cooler.

Winter (December – March)
While winter is milder in Germany compared to other north European countries, it is still very cold, especially for those used to a tropical climate. Temperatures during the day range between 0 and 5°C, although temperatures can fall way below zero, especially at night. It is usually colder in the eastern and southern parts and warmer in the North and the Rhine regions. Snowfall usually occurs in December, January and February.

Population
About 82 million people live in Germany, making it the 15th most populous country in the world.

Among EU member states, Germany has the highest percentage of immigrants, at 18.7 per cent of the overall population in the country. The main countries of origin of foreigners living in Germany are Turkey (around 1.713 million), the former Yugoslavia (714,075), Italy (528,318), Poland (384,804) and Greece (294,891).

Language
German is definitely not one of the easiest languages to learn. A common saying in German is, “Deutsche sprache, schwere sprache”, which means “German language, difficult language”.
Many foreigners get confused by complex German grammar and the construction of seemingly endless sentences.

The official and most spoken language in Germany is German. It is also spoken in Austria, eastern Belgium, Liechtenstein, Luxembourg, Switzerland and some regions in northern Italy. About 100 million Europeans speak German, making it the most widespread native language in Europe after Russian, and one of the ten most-spoken languages in the world.

Moreover, German is also an official language of the EU and one of the three working languages of the European Commission. Over 15 per cent of all EU nationals speak the German language.

German belongs to the so-called West Germanic group of the Indo-European language family, along with English, Frisian, and Dutch (Netherlandic, Flemish). A number of words are derived from Latin, Greek, English and French. Like most other European languages, language in Germany uses the Latin alphabet.

You need to be aware that German is not exactly the same everywhere in Germany. If you’ve learned German abroad, you’re probably accustomed to “Standard German” (Hochdeutsch). It is used as the language of administration, higher education, literature, and the mass communications.

In some rural areas of Germany, Standard German may not be used as much as local dialects. Accent, vocabulary, and grammar vary across regions. Some dialects, such as Bavarian, sound so different that even other Germans have difficulty understanding them.
**Economy**

Germany is the largest economy in Europe and the fifth largest in the world in terms of Purchasing Power Parity.

Its economic policy is based on the concept of the social market economy, which combines elements of markets with a large role for the state in the economy. The country is a founding member of the EU and the Eurozone.

The country is also the leading exporter of machinery, chemicals, vehicles and household equipment, and exports are predominantly to other European countries.

Germany benefits from a highly skilled labour force. Like its Western Europe neighbors, the country faces significant demographic challenges to sustain long-term growth. Low fertility rates and declining net immigration are also increasing pressure on the country’s social welfare system.

**Government**

In Germany, public authority is divided among federal, state, and local levels of government.

The Federal Republic of Germany consists of 16 member states known as the Federal Länder. The smallest autonomous civil administrations are the Gemeinden (communities), which regulate all affairs in the local community.

There are two federal legislative bodies. The Bundestag is Germany’s lower house whose members are elected to four-year terms in
popular elections. The Bundesrat (Federal Council) is Germany’s upper house. Its members are not elected but are the members of the 16 Länder states.

The federal president (der Bundespräsident) is the titular head of state, but has no real political power. The position can only be re-elected once and has a term of five years.

The federal chancellor (der Bundeskanzler) is the German “premier” and political leader, and is elected by the Bundestag for a four-year term.

The highest court of the land is the Federal Constitutional Court (das Bundesverfassungsgericht). There are also lower federal and state courts.

**Holidays**

German public holidays (gesetzliche Feiertage) differ from one federal state to another as some states have more public holidays than others.

Major holidays include Sylvester (New Year’s), Karneval or Fastnacht (Mardi Gras), Ostern (Easter), Himmelfahrt (Ascension Day), Pfingsten (Pentecost), Advent, and Weihnachten (Christmas).

Another important holiday is the Tag der deutschen Einheit, or the Day of German Unity, celebrated on the 3rd of October. This day marks the reunification of East and West Germany.
Religion

There is no official religion in Germany. Freedom of religion is highly valued by the population.

At present Christianity still remains as the predominant religion with around 60-70 per cent belonging to the Evangelical (Protestant) Church and the Roman Catholic Church. Other important minority religions in Germany include Islam, Judaism, and Buddhism. There are also a lot of Germans who have no religious affiliation.
Things to do/Prepare For Your Trip to Germany

Essential travel documents

When you travel to Germany, you will need to have the following documents with you:

- Passport which is valid for at least six (6) months upon departure
- Visa
- Plane ticket
- Employment contract
- Other official papers (i.e., National Statistics Office — issued birth/marriage certificates, employment/education credentials, adoption or separation papers, school and health records, professional certificates and licenses, resume, letters of reference from former employers)
Hand-carry these documents and check them from time to time to make sure that nothing is missing or misplaced.

Tip: You must also bring with you enough money to cover living expenses such as rent, food, clothing and transportation for a six-month period. When you are deciding how much money to bring, it helps to research the cost of living in the part of Germany where you plan to live.

**Some travel tips:**

- Pack carefully: German weather is not the most reliable, so make sure to bring some protection
- It is advisable to have euros with you before you travel to Germany
- While Germany has excellent health care, prevention is the key to staying healthy while abroad. A little planning before departure, particularly for pre-existing illnesses, will save trouble later. Bring medications in their original, clearly labeled containers. A signed and dated letter from your physician describing your medical conditions and medications, including generic names, is also a good idea. If carrying syringes or needles, be sure to have a physician’s letter documenting their medical necessity. Carry a spare pair of contact lenses and glasses, and take your optical prescription with you, if you have them.
What to do on the day of departure

On the day of your departure, observe the following to have convenient and hassle-free travel:

- Be at the airport at least three hours before your scheduled flight
- Submit yourself and your baggage for a security check
- Check in at the airline counter. Keep your boarding pass and baggage claim stubs. Visa documents should be in your hand-carry and not inside your check-in luggage
- Do not accept any unchecked package from any one. If you have to take a parcel for someone, check its content thoroughly. Otherwise it may land you in serious difficulties on arrival in the country of employment
- Filipino migrant workers will have to pay the terminal fee of PhP 550.00 at the terminal fee counter, as well as have their documents validated at the Philippine Overseas Employment Administration (POEA) labour assistance counter
- Present your travel documents at the immigration counter
- Proceed to the waiting lounge/designated gate
- Board the plane when your boarding call is made
Customs regulations

When you arrive at a German airport and go through customs there are usually three lines: EU citizens who have nothing to declare, EU citizens who have items to declare, and citizens from countries outside the EU. Be prepared that you may have to open your baggage for random checks anytime.

Travellers from non-EU countries can bring goods up to a value of €175 duty-free. These goods must be for personal use. There are restrictions for certain items. You can bring in:

- 200 cigarettes or 100 cigarillos or 50 cigars or 250g tobacco
- One litre of spirits with an alcohol content of more than 22%, or two litres of wine or sparkling wine
- 500g coffee or 200g coffee extracts
- 50g of perfume and 0.25 litres of eau de toilette
- EU nationals can bring more goods duty-free into Germany, provided they are for personal use, and not for trading

There are several goods that are restricted or even prohibited to import or export from Germany.

Strict regulations apply for weapons, medicine, animals and food.

It is prohibited to import or export drugs and narcotics, even small amounts that might be allowed for personal consumption in other EU countries.

For more information, check the German customs website at: [http://www.zoll.de/EN/Home/home_node.html](http://www.zoll.de/EN/Home/home_node.html).
Things to do Upon Arrival

1) Register at the local Registration Office in your district and make sure they give you a tax card.

2) Open a bank account and inform your employer of your bank code and account number.

3) Register your TV set and radio with the GEZ, which is the TV license fee-collecting agency. Forms are provided for this purpose in banks and local administrative offices for citizens.
Cost of Living

German salaries may seem very high to Filipino and Indian migrant workers if simply converted to the Philippine peso or Indian rupee, but one should take into account the cost of living in Germany.

After deducting all the basic expenses you’ll need to survive in Germany, you might later discover that you will only be able to save an amount significantly smaller than you expected. It is thus crucial that you are well aware of the cost of living to better manage your finances, and develop your return and reintegration plans.

In general, rent and housing-related costs such as electricity, heating, gas, etc. take up the biggest share of the average German household’s net income. Rent varies greatly between regions and cities and depends on the type of accommodation. It can be very expensive, especially in big cities such as Munich, Hamburg or Cologne, where rents average €350 per month. Rents are cheaper in cities such as Dresden, Chemnitz and Erfurt, where average rents are about €230 per month.

After rent, most of the average household’s net income goes into food, household products and services. About 10 per cent is spent
on transportation (e.g. public transport, fuel), and 6 per cent on clothing.

Going out to have fun can be very expensive in Germany. Prices between groceries in the supermarket and beverages and food in a restaurant or a café differ substantially. A bottle of water costs €2. A regular coffee will often cost at least €2. Public water is generally good and safe to drink in Germany so there is no need to buy bottled water. Half a litre of beer will set you back between €3 and €5.

If you want to watch movies in a theatre, ticket prices are about €9. The good news is that many cultural events such as theatre performances and arts exhibitions receive public subsidies, so prices are not too expensive, especially for students.

Taxes and social security contributions in Germany may take away a larger share from your gross salary than in your home country.

How much you spend on leisure activities depends entirely on your own needs and wishes. Prices vary between the western and eastern federal states, as they do between large cities and small towns.

### Cost of basic goods in Germany

<table>
<thead>
<tr>
<th>Basic goods</th>
<th>Germany €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal at an inexpensive restaurant</td>
<td>8.00</td>
</tr>
<tr>
<td>Water in a restaurant (0.33 litre bottle)</td>
<td>1.66</td>
</tr>
<tr>
<td>Milk (regular), (1 litre)</td>
<td>0.77</td>
</tr>
<tr>
<td>Rice (white), (1kg)</td>
<td>1.61</td>
</tr>
<tr>
<td>Eggs (12)</td>
<td>1.96</td>
</tr>
<tr>
<td>Water (1.5 litre bottle)</td>
<td>0.44</td>
</tr>
<tr>
<td>Loaf of fresh white bread (500g)</td>
<td>1.36</td>
</tr>
</tbody>
</table>
### Basic goods

<table>
<thead>
<tr>
<th>Item</th>
<th>Germany €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apples (1 kg)</td>
<td>2.23</td>
</tr>
<tr>
<td>Potato (1 kg)</td>
<td>1.34</td>
</tr>
<tr>
<td>Tomato (1 kg)</td>
<td>2.27</td>
</tr>
<tr>
<td>Chicken breasts (boneless, skinless), (1kg)</td>
<td>6.97</td>
</tr>
<tr>
<td>One-way ticket (local transport)</td>
<td>2.50</td>
</tr>
<tr>
<td>Monthly Pass (local transport regular price)</td>
<td>67.00</td>
</tr>
<tr>
<td>Taxi start (normal tariff)</td>
<td>3.20</td>
</tr>
<tr>
<td>Taxi 1km (normal tariff)</td>
<td>1.70</td>
</tr>
<tr>
<td>Gasoline (1 litre)</td>
<td>1.58</td>
</tr>
<tr>
<td>Utilities (basic electricity, heating, water, garbage) for 85m2 apartment</td>
<td>198.59</td>
</tr>
<tr>
<td>Fitness club, monthly fee for 1 adult</td>
<td>31.52</td>
</tr>
<tr>
<td>Cinema, international release, 1 seat</td>
<td>9.00</td>
</tr>
<tr>
<td>1 min. of prepaid mobile tariff local (no discounts or plans)</td>
<td>.09</td>
</tr>
<tr>
<td>Internet (6 Mbps, unlimited data, cable/ADSL)</td>
<td>22.21</td>
</tr>
<tr>
<td>Apartment (1 bedroom) in city centre</td>
<td>570.04</td>
</tr>
<tr>
<td>Apartment (1 bedroom) outside of centre</td>
<td>414.86</td>
</tr>
</tbody>
</table>

(Source: Numbeo data, September 2014: http://www.numbeo.com/cost-of-living/country_result.jsp?country=Germany)
Food

Eating habits in Germany vary by region and social class. Most Germans purchase food from supermarkets or specialty shops such as bakeries and butcher shops.

Bread is the main food at both breakfast and supper. Breakfast usually includes brötchen, or rolls of various kinds, while supper (Abendbrot) typically consists of bread, sausages or cold cuts, cheese, and perhaps a salad or vegetable garnish.

Vegetables are often used in soups or stews, but are also served as side dishes. Carrots, spinach, beans, peas, turnips, broccoli and cabbages are very common. It is also normal to eat meat such as pork or sausage (wurst). Potatoes are very popular in German cuisine. Favorite alcoholic beverages include beer, brandy, and schnapps.

Large family meals are usually held at noontime on Saturdays and Sundays. These are often followed by Kaffee und Kuchen, the German version of teatime, in the mid-afternoon.
Dining out

The range of restaurants in Germany is huge, and the culinary delights alone are worth travelling to Germany for. Whether you prefer simple German foods (Hausmannskost) or fancy dishes, you’ll find the perfect restaurant in Germany. Additionally, immigrants offer more variety to the German restaurant scene. Greek, Italian, Turkish and Asian restaurants are waiting for you if you want some change from hearty German cuisine.

When you go to a restaurant, you’ll discover that there are a few customs different to other countries in the world.

- Don’t wait to be seated. Just look around to find an empty table. When the restaurant is busy, you can even sit with other people at the same table. Just ask “is this seat available” — “ist dieser Platz noch frei?”

- In some (better) restaurants you will get a free appetizer if you order a warm meal. This is usually some bread and butter, curd cheese (Quark) or lard (Schmalz)

- You don’t need to order at the counter, the waiter/waitress will come to your table

- Tipping (Trinkgeld) is not compulsory; however, if you enjoyed the service, a tip of 5 per cent to 10 per cent of the bill is appropriate. If you feel badly treated, you don’t have to give a tip. In Germany a fee for waiters is already included in the bill. Don’t leave the tip on the table; give it to the waiter when you pay

- Be aware that many restaurants don’t take credit cards, especially smaller ones in rural areas
Transportation

Germans may be known to be car lovers, but their country also has a very efficient and reliable public transportation system. There are various modes of transportation to choose from.

Buses

Almost every town has a scheduled local bus service. In the big cities, there may be several different bus systems in operation. Buses usually complement rail services, while service intervals vary widely depending on the location and time. In some areas, night bus trips are also available.

Streetcar/tram (Straßenbahn/Trambahn)

Most medium and large-sized cities have a streetcar (tram) system, particularly in the eastern part. Service is quite frequent, usually 20-30 minutes during off-peak periods.

Light rail (Stadtbahn)

Some cities such as Frankfurt, Stuttgart, Hannover and Cologne have relatively new light rail systems known as a Stadtbahn. These
systems are different from the regular U-Bahn system, as it runs mostly over-ground outside of the central city. When running over-ground, the Stadtbahn runs almost entirely with the right-of-way, making them faster than cars. These systems generally serve the central city and the immediate vicinity. Service is frequent, usually 10-20 minutes.

**Subway/Underground (U-Bahn/Untergrundbahn)**

Most of Germany’s metropolitan areas have a subway system, also known as a U-Bahn. The lines are systematically organized and numbered with a U, followed by the corresponding number (e.g. U1), and operate quite frequently -- every five to 15 minutes. This system generally serves the central city and the immediate vicinity. Service is very frequent, usually five to 15 minutes.

**Suburban commuter rail (S-Bahn/Schnellbahn)**

The largest metropolitan areas have an excellent suburban train system called the S-Bahn. This is the railway that operates within city centre traffic, including the suburbs and nearby towns. Service is moderately frequent, usually 20 to 30 minutes.

**Bike commuting**

Germany has been investing in bicycle paths and lanes in an effort to promote bicycling as a means of transportation. Many towns and cities already have designated bicycle lanes. Policies concerning bicycles and the enforcement of these regulations vary from place to place. You should consider bike commuting as it is not only a cheap mode of transportation, but is also good for your health and the environment.
Housing

Finding a place to rent

Looking for an apartment in Germany can be difficult and time-consuming. It is best to start looking for a place to rent before you leave or plan for free time to be dedicated to the search.

You should familiarize yourself with the basic rental practices and terminology in Germany. For example, you should know the difference between cold rent (Kaltmiete) and warm rent (Warmmiete). The latter includes additional costs such as garbage disposal, cleaning costs and sometimes water and heating.

Understanding classified ads can be very daunting. For example, a description like “60QM 2Zi BJ 96 DG BAD WC” can be very intimidating. It is best to ask for help from knowledgeable friends or colleagues. You can also visit this link for a list of rental advertisement abbreviations and their meanings: (http://german.about.com/library/blvoc_wohn3.htm)
There are several ways to look for a flat:

- Hire an estate agent
- Check out advertisements in local papers
- Visit specialized websites or online property portals
- Through word-of-mouth
- Place your own ad

**Hiring real estate agents**

Using a real estate agent (Immobilienhändler) is the easiest way to find accommodation, but it is also the most expensive (two to three months rent plus value added tax). You should not pay a fee before the lease has been signed.

To find an agent or a list of estate agents in your chosen area in Germany, you should contact the German real estate professional association, IVD Bundesverband (www.ivd.net — in German only).

**Property advertisements in local papers**

There are advertisements for apartments for rent in local papers, mostly in the Wednesday and weekend editions. You can find these offers in the Kleinanzeigen (classifieds section) and then look for Immobilienteil (property). There you will find Vermietungen (flats to rent) and Wohnangebote (flats to buy).

Another possibility is to look at the specialized German publications that contain only ads (such as Marktplatz and Annonce). In university towns, there are regularly published free papers that
contain classifieds for accommodation (as well as things for sale, which can be useful if you need to buy things when you move in).

**Online property portals**

There are websites where you can find a list of properties as being “provisionsfreie”, i.e. without agent’s fees. In any case, you should only have to pay a fee if you are renting through an agent and you actually complete a rental contract.

It may actually be cheaper and quicker to place your own ad.

<table>
<thead>
<tr>
<th>LINKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Websites for apartment</strong></td>
</tr>
<tr>
<td><a href="http://www.thelocal.de/property/">http://www.thelocal.de/property/</a> - The Local Germany</td>
</tr>
<tr>
<td><a href="http://www.immobilien">http://www.immobilien</a> scouts24.de/ (in German only)</td>
</tr>
<tr>
<td><a href="http://www.immowelt.de">http://www.immowelt.de</a> (in German only)</td>
</tr>
<tr>
<td><a href="http://www.wohnungsboerse.net">http://www.wohnungsboerse.net</a> (in German only)</td>
</tr>
<tr>
<td><a href="http://www.immobilo.de">http://www.immobilo.de</a> (in German only)</td>
</tr>
<tr>
<td><a href="http://www.mitwohnzentrale.de/">http://www.mitwohnzentrale.de/</a> - Furnished accommodations in Germany</td>
</tr>
</tbody>
</table>

**Websites for flat-shares**

http://www.wg-gesucht.de/en/

http://www.studenten-wg.de (in German only)

**Hostels & guest-houses:**

www.hostelworld.com

www.jugendherberge.de
Placing your own ad

You can also put your own ad in a paper saying you’re looking for a place to rent. During times of high demand (e.g. October in major university towns), this can be a waste of time and money.

Most newspapers also have websites where you can see flat offers and place adverts irrespective of the day of publishing and sometimes before. In larger cities, magazines that specialize in real estate offers are available. There are also a growing number of purely Internet-based accommodation classifieds. Some of them, like www.studenten-wg.de, offer flats and rooms in shared flats all around Germany, and allow you to place your own ad for free.

Flat-sharing

For a more economical alternative to having an apartment with a full contract, you may also consider looking for flat shares (wohngemeinschaft), as these are usually cheaper than living alone. Flat-sharing arrangements are often done informally and you can find information on some websites and online message boards. Choose wisely and keep in mind that it will be much harder to insist on your tenant rights if you do not have a contract.

Property description

In Germany, property advertisements usually indicate the size in square metres of the living space (wohnfläche), the number of bedrooms (schlafzimmer) and bathrooms (badezimmer), the energy rating, and the year of construction.

Flats are normally rented without furniture or appliances in Germany. Sometimes you can take over existing furniture from the previous tenant, but that will entail additional costs.
Applying for a property

To apply for a property you will need to prepare the following documentation:

- Application form (usually given at the viewing)
- Copies of your photo ID and residence permit
- Proof of income (einkommensnachweis), typically wage slips for the last three months
- A certificate from your previous landlord indicating you have no outstanding rent due (mietschuldenfreiheitsbescheinigung)
- Your credit report (you can order this online through Schufa)

If you are not able to produce one of these documents because you have just arrived in Germany, you should indicate this in your application.

Tenancy agreement

You will receive the rent contract or the tenancy agreement (Mietvertrag) from the estate agent or directly from the landlord. The contract should lay down all the pertinent details including the rights and obligations of both the tenant and landlord and the conditions for breaking the agreement before the end of the initial contract period.

In Germany, minimum tenancy periods are often long with landlords requiring an initial lease period of two years. As in signing any agreement, make sure that you completely read and understand the terms of the contract.
Increases in rent should be justified or should follow the scheme specified in the tenancy agreement.

Be aware that German landlords will expect the contract to be observed to the letter (which is true for any agreement you make in Germany!).

<table>
<thead>
<tr>
<th>What to look out for in a tenancy agreement (Mietvertrag)</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Length of the agreement</td>
</tr>
<tr>
<td>➢ Rent amount</td>
</tr>
<tr>
<td>➢ Amount of additional costs (heating, water, garbage disposal etc.)</td>
</tr>
<tr>
<td>➢ Term of notice (three months is normal)</td>
</tr>
<tr>
<td>➢ Amount of deposit (and the interest it earns)</td>
</tr>
<tr>
<td>➢ An agreement on redecoration when you move in or move out (you only decorate once)</td>
</tr>
<tr>
<td>➢ Conditions for rent increases</td>
</tr>
<tr>
<td>➢ In the case of furnished rooms, an inventory of all items (check in the presence of the landlord whether all the items are in good order. If damaged, have this documented in writing, so that you don’t have to pay for the damage when you move out)</td>
</tr>
<tr>
<td>➢ The general house rules (which also define the repairs that the landlord is responsible for and those that you have to pay for)</td>
</tr>
</tbody>
</table>


Cost of renting a home

Rental (Miete) in Germany varies widely in price depending on location and the type of accommodation. Renting a two-bedroom apartment will typically cost around €300 per month. In major cities and popular areas rents can get really expensive. The same apartment in Berlin for instance will typically cost more than €400.
It is not rare for up to half of a salary to go towards paying rent.

In Germany, rent is usually presented as cold or warm. Cold rent (Kaltmiete) refers to the basic rent that you owe the landlord every month. On the other hand, warm rent (Warmmiete) is the basic rent plus all the other extra costs such as electricity, gas, water, heating, garbage disposal, street and house cleaning, etc.

A security deposit (kaution) equivalent to two to three months’ rent is typically requested by landlords. The deposit should not be paid to the landlord directly but into a joint savings book with interest. In this way, you can prevent the landlord from keeping the money without your agreement and you will earn the interest. This will be refunded upon the termination of the tenancy agreement along with the interest earned.

*Important reminders when moving in*

**House inspection:** Conduct an inventory and inspection when you move in and out describing accurately the condition of the property and its contents. Take note of any defects (e.g. scratches, stains, wear and tear) no matter how small and write them down. This is for your protection and the landlord’s. Otherwise you might end up getting charged for the repairs or your deposit will not be repaid to you in full when you move out.

**Electricity:** Register with the local gas and/or electricity company. Take note that electricity rates in Germany are among the highest in Europe. You can register with your local electricity supplier or choose cheaper alternative providers. You can check consumer advice centres and websites that provide information on electricity and costs such as www.billig-strom.de, www.stromtarife.de and www.stromtip.de.
Satellite dishes or antennas: Install satellite dishes and television or radio antennas only with the permission of the landlord, and in compliance with local laws.

Noises: Avoid loud noises between 1 p.m. and 3 p.m. and from 10 p.m. to 7 a.m. Monday through Saturday and all day Sunday.

Pets: If you wish to keep a pet, inform your landlord and ask for permission first.

Laundry: Wash and dry your laundry only in designated areas. If the building you are living in does not have a separate room for drying laundry, you will have to dry it in your apartment.

Storage for large items: Leave cars, bicycles, baby carriages, etc., only in areas specified by the landlord.

Close entrance doors from 9 p.m. to 7 a.m. if more than one family lives in the building. Close and lock all doors and windows in your apartment during periods of extended absence.

Defects: Inform the landlord immediately of any damage to gas, water or electrical lines.

Redecoration: Find out who is responsible for redecoration in your rental contract. Redecoration may include painting of walls and the replacement of carpets.

House caretaker: In some houses with a number of tenants, there is often a Hausmeister (caretaker) and Hausverwaltung (manager). They are responsible for keeping everything running and organizing repairs. If there is no caretaker, the contract may specify that the tenant will be responsible in removing snow and ice from the front of their house during winter or sweeping the street. If the tenant
fails to comply he/she might be held liable for all injuries incurred as a result.

**Cleaning:** Clarify with the landlord who is responsible for the cleaning of halls, stairways, front walk, etc. It could be you! If there are no caretakers, the rent contract might require tenants to remove snow and ice in front of the house during winters. They are liable for all injuries incurred if they fail to meet their obligations.

**Keys:** Make sure you receive all keys as stated in your contract. If you lose any of the keys, you will be held liable for having the locks changed, and if you lose a key to a common area, you will probably have to pay for new keys for your neighbors as well. You will need permission from the landlord if you want to make a copy of a key.

**Power plug & voltage**

If you need to bring electrical devices or appliances with you, take note that Germany uses a different power plug and voltage.

A German plug (ein Stecker) has two round pins that matches the two round holes of a standard German electrical outlet (eine Steckdose). Voltage in the country is 230 V – 50 Hz AC. You will need an adapter, and in certain cases, voltage converters. It is important to remember that adapters do not convert or change the voltage itself, so plugging a 110 V appliance into a 230 V outlet for example might cause damage.
Environment and cleanliness

Germans are renowned for their obsession with cleanliness and high regard for the environment. Their passion for environmental protection and cleanliness may come as a shock to most Filipinos and Indians who are going to work in the country for the first time.

The country pursues green transportation technologies, energy-efficient buildings, climate change adaptation strategies and other environmental protection policies and practices.

Waste recycling

Because of the high level of environmental awareness among Germans, proper waste recycling and disposal is taken very seriously. It can be a complicated and daunting process for Filipinos and Indians who come from areas where there is little regulation on waste disposal and recycling.

Normally there are different colored bins for specific wastes in each apartment block or even on sidewalks. Paper, glass and plastic are often collected separately. Food and organic waste is collected separately for compost. Those that do not fall into the aforementioned categories are collected as other rubbish (Restmüll).
Wastes containing poisons or chemicals (e.g. paints, batteries, etc.) cannot just be thrown in regular trash bins, and should be taken to specials depots run by the local garbage disposal companies. Batteries can also often be disposed of in supermarkets or electrical goods stores.

If you are planning to get rid of old furniture and large electrical goods (referred to as Sperrmüll or bulky waste) you can have them picked up by the sanitation office or garbage disposal firms.

<table>
<thead>
<tr>
<th>What belongs where?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brown bin (biological waste)</strong></td>
</tr>
<tr>
<td>Kitchen waste: old bread, eggs shells, coffee powder and filters, food leftovers, tealeaves and tea filters</td>
</tr>
<tr>
<td>Fruit and vegetables: peels, apple cores, leaves, nutshells, fruit stones and pips, lettuce leaves</td>
</tr>
<tr>
<td>Garden waste: soil, hedge trimmings, leaves, grass clippings, weeds, dead flowers, and twigs</td>
</tr>
<tr>
<td>Other: feathers, hair, kitchen towels, tissues, sawdust, and straws</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Blue bin (paper)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes, books, catalogues, illustrations, cartons, writing pads, brochures, writing paper, school books, washing detergent cartons without plastic, newspapers, paper boxes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Yellow bin or bags (plastic, etc)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aluminum foil, plastic wrap, inside packaging materials</td>
</tr>
<tr>
<td>Tins, cans, liquids refill sachets/bags, yogurt cups, body lotion bottles</td>
</tr>
<tr>
<td>Plastic bags, margarine tubs, milk sachets, plastic packaging trays for fruit and vegetables, screw-top bottle tops, detergent bottles, carry bags, vacuum packaging, dishwashing liquid bottles</td>
</tr>
</tbody>
</table>
### What belongs where?

**Grey bin (household waste)**
Ash, wire, carbon paper, electrical appliances, bicycle tubes, photos, broken glass, bulbs, chewing gum, personal hygiene articles, nails, porcelain, rubber, plastic ties, broken mirrors, vacuum cleaner bags, street sweeping dirt, carpeting pieces, diapers, cigarette butts, miscellaneous waste

(Source: http://www.howtogermany.com/pages/recycling.html)
Telecommunications

When you arrive in a new country, getting connected by Internet, telephone and mobile is a high priority. Staying in touch with your family, friends and other loved ones will help you adjust to your new environment and to have a positive experience of migration.

Telephone

In Germany, you can choose from a huge selection of landline phone operators. Phone calls are charged per minute, including even local calls (das Ortsgespräch). Rates vary considerably, depending on time of day and distance.

There are also package deals that encompass a landline phone service and Internet access. Many of these deals charge a flat rate for phone calls.

You can purchase a landline phone in electrical goods stores or in some supermarkets but before doing so, check what kind of phone line you have in your place. For instance, an ISDN line will need an ISDN phone.
A cheap way of making international calls is to use the Internet. If you want to use a regular landline phone, you can take advantage of the services of specialized phone operators.

### How to call

- To call a local number within your own area, dial the number only
- To call to another area, dial the respective area code first. When calling from within Germany, you have to dial “0” followed by the area code (i.e. 089 for Munich). Area codes and phone numbers in Germany are variable length: the bigger the city, the shorter the area code, so that 089 is Munich, but 07252 will be a smaller town. A list of area calls can be found in any phone directory
- To call from abroad to a number in Germany, dial your international access number (usually 00), followed by the country code of Germany and then the area code without the 0 (i.e. 0049-89 for Munich)
- To call abroad, dial 00 before the country code

(Source:  [http://www.justlanded.com/english/Germany/Germany-Guide/Telephone-Internet/Calling](http://www.justlanded.com/english/Germany/Germany-Guide/Telephone-Internet/Calling))

Tip: When calling, don’t expect an immediate greeting from the other end of the line. Instead, Germans typically identify themselves and say their last name when picking up the phone.
Important phone numbers

**Emergencies:**
110 - Police emergency
112 - Fire or ambulance emergency

**Phone enquiries:**
11833 - National directory enquiries
11834 - International directory enquiries
11837 - Enquiries in English

**Operators:**
0180 200 10 33 - Manual connections by the operator

**Other numbers:**
0800 33 01 000 - Deutsche Telekom product line
0800 33 02 000 - Deutsche Telekom line for faults

(Source: http://www.justlanded.com/english/Germany/Germany-Guide/Telephone-Internet/Information)

**Mobile phones**

Mobile phones in Germany are usually called Handys. There are four main service providers in Germany:
- T-Mobil (D1, www.t-mobile.de)
- Vodafone (D2, www.vodafone.de)
- E-Plus (www.eplus.de)
- O2 (www.o2online.de)
Germany operates on a GSM network. If you plan to bring your phone from your origin country, make sure it is GSM-based. If your GSM phone is not locked, you just need to buy a new SIM card to be able to use it in Germany.

**Internet**

It is possible to access the free public WiFi in a number of libraries, bookstores and coffee shops in Germany. There are also plenty of Internet cafes in cities and towns across the land.

Getting connected to the Internet is easy given the wide range of Internet Service Providers (ISPs) in the German market. You may opt to choose among the following: dial-up, ISDN, DSL and cable.

Rates vary significantly depending on connection speed, services obtained, duration of the contract and location. DSL is the prevalent connection technology in Germany, but other technologies may offer lower prices or better availability and speed.

<table>
<thead>
<tr>
<th>What to consider when choosing an ISP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the connection speed?</td>
</tr>
<tr>
<td>➢ How much will it cost?</td>
</tr>
<tr>
<td>➢ Does this include a flat rate for phone calls as well? Which calls are not covered by this flat rate?</td>
</tr>
<tr>
<td>➢ Is the WiFi router included in the contract?</td>
</tr>
<tr>
<td>➢ Do you have to pay an extra installation/activation fee?</td>
</tr>
<tr>
<td>➢ What is the minimum term of the contract?</td>
</tr>
<tr>
<td>➢ How about English documentation and English-speaking tech support?</td>
</tr>
</tbody>
</table>

**Tips**

Be wary of low prices advertised by some telephone and Internet service providers as they may only be available with a long-term contract of at least two years.

To find hotspots in Germany visit: [http://www.hotspot.de/content/hs_finden.html](http://www.hotspot.de/content/hs_finden.html) (in German).
Social Security and Health Care

Germany is known for its quality health care services and robust social security system. As a worker paying social security payments in the country, you are protected against occupational accidents, illness and unemployment, and will receive a pension when you grow old.

Five branches of the German social security system

1) Statutory health or sickness insurance (Gesetzliche Krankenversicherung) pays the fees of the doctor, medication and therapy.

2) Statutory long-term care insurance grants benefits long-term care. This is usually applicable to people in old age.

3) Statutory pension insurance (Gesetzliche Rentenversicherung) pays employees a pension once they have retired. Basically, the amount of pension you receive depends first and foremost on your income and the number of years you have worked in Germany.
4) Statutory accident insurance (Gesetzliche Unfallversicherung) covers the costs of medical treatment and occupational rehabilitation after an accident at work, or in the case of an occupational illness.

5) Statutory unemployment insurance (Gesetzliche Arbeitslosenversicherung) provides the unemployed with income for a certain period of time if, as a general rule, they have been insured for at least one year during the last two years and are in search of a new job.

Health insurance (Krankenversicherung)

There are two main health insurance systems: the Gesetzliche Krankenversicherung (public health insurance) and the private Krankenversicherung (private medical care).

Membership in the public health insurance scheme is mandatory if your gross salary is less than €53,550 per year, or €4,463 per month in 2014. The government health insurance scheme is administered by non-profit associations called Krankenkassen. These government health fund providers all charge the same basic rate of 15.5 per cent of your eligible gross salary to a maximum monthly income of €4,050 (2014 figures). If you earn more than this, you do not pay a higher insurance premium.

You can opt for private health insurance if your income is above a certain threshold, or if you are self-employed. Generally, private health plans cover a wider choice of medical and dental treatments. There are also private insurance providers that allow you to tailor your insurance to meet your needs.
The difference between mandatory national insurance and private insurance are as follows:

A big difference between the public and private health insurance systems is the way premiums are set. In the former the premiums are based on your salary, while with private insurance premiums are based on your age at entry, gender and pre-existing conditions.

Health insurance card

When you become a member of a statutory health insurance, you will receive an electronic health insurance card. This should be presented whenever you visit your physician, apply for benefits or seek reimbursement. The card is also valid in all the EU countries, as well as in Norway, Switzerland, Iceland and Liechtenstein.

Some of the benefits of Statutory Health Insurance

- Medical and dental treatment, with free choice of doctors and dentists
- Hospital treatment
- Drugs, dressings, complementary treatment, and aids such as hearing aids and wheelchairs
- Sickness benefit (Krankengeld)
- Measures for the prevention and early detection of certain diseases
- Preventive dentistry and in particular individual and group prophylactic measures
- Preventive inoculations, excluding inoculations for non-work-related foreign travel
- Orthodontic treatment, normally only up to the age of 18
- Medically necessary dentures and crowns

(Source: http://www.justlanded.com/english/Germany/Germany-Guide/Health/Health-insurance)
Take note that health benefits may change. Please visit http://www.bmg.bund.de for up-to-date information on statutory health insurance benefits.

**Taking your pension benefits back home with you**

You may be entitled to a pension if you meet the necessary requirements. If this is the case, you can submit your request to the German embassy or a consulate, where the information can be authenticated directly. The request will then be forwarded to Germany for approval and processing.

Further details are available from the German state pension fund: (www.deutsche-rentenversicherung.de/Allgemein/en/Navigation/englisch_index_node.html).
German language

As a health professional in Germany, you are expected to have a minimum level of German proficiency. Being able to express yourself and understand instructions are critical in the delivery of health services. For instance, nurses from the Philippines are required to have completed at least the B1 level as defined by the Common European Framework of Reference for Languages (CEFR).

Learning another language is always a challenging endeavor. There are no shortcuts to speaking and writing fluently. Below are some tips to improve your German while in Germany:

- Expose yourself to German by reading newspapers and magazines, watching television shows and films and listening to the radio. The more you are exposed to German the faster you will learn

- Get as much personal contact with people as possible. Chat with German colleagues, neighbours, friends, taxi drivers, shopkeepers, etc. The more you listen and watch, the quicker you will find yourself picking up words and phrases

- Invest in a German dictionary
➢ Take a German language course

➢ Consider taking private one-on-one classes if you have the money to spare. Rates usually start at €15/hour

➢ Try to register in “language exchange” (Sprachausstausch, Tandem) programmes where foreigners are paired with a German person who is interested in learning a particular language. Some universities and language schools usually offer such programmes.

➢ Practice, practice, practice!
Banking and finances

Germany uses the euro as its currency. Payments like in many countries are done with cash or cash cards. Credit cards can only be used in certain places.

There is a large number of banks and Sparkassen (savings banks) in Germany that offer a wide range of banking, investment and other financial services. Almost all banks provide online banking facilities and there are also a number of pure online banks like Comdirect (www.comdirect.de) and Consors (www.cortalconsors.de). Opening times vary but most banks are open weekdays from 9 a.m. to 4 p.m. Services, prices and conditions may vary significantly, so it is best to do your research and compare when choosing a bank.

Alternatively you can also choose to open a Postbank account to handle your finances. This option is cheaper compared to using other banks. You can find Postbank counters at all post offices (Deutsche Post).

Opening a bank account

In order to receive your wages or pay certain bills like rent, you will need to open an account with a bank.
Once you have opened an account the bank will issue you an EC Card. You can use this card to get cash from the automatic teller machines (Geldautomat) and make payments at supermarkets, gas stations, ticket offices, and other stores.

To open an account you will be asked to submit the following:

- Passport
- Certificate of residency
- Proof of earnings or pay statement from the employer (depending on the type of account)
- Work permit (for some banks)

**International money transfers**

Bank transfers in Germany are usually quite fast and straightforward, but this is not always the case with international transfers. Transfers to and from Germany can take weeks, especially between non-affiliated banks. You might want to consider some of the following alternative transfer methods:

- **SWIFT transfers:** A SWIFT (Society of Worldwide Interbank Financial Telecommunication) transfer normally completes in a few hours and the funds should be available within 24 hours. It is considered as one of the safest and fastest methods of transferring money.

- **Bank drafts:** Bank drafts or cashier’s checks should be sent only by registered post, since there is no way to stop payment if it is stolen or lost.

- **Money transfer agencies:** This way of transferring money takes only a few minutes but the costs are very steep: about 7
per cent to 10 per cent of the amount sent. You simply bring the money to the transfer agency and specify the office in the destination country where the person you are sending it to will pick it up. The recipient of the money will be required to show identification to the office you named.

Transfer costs vary in terms of commission, exchange rates and transfer charges. Take into consideration your needs when choosing a mode of transfer.

**Credit cards**

Germany is unusual in that it has a relatively low level of credit card usage compared to other European countries, with many people preferring to pay in cash. As elsewhere, the most common cards in Germany are Eurocard/Mastercard and Visa, however credit cards are not accepted everywhere. Check a shop’s door for a sticker showing which credit cards are accepted or ask. If you have a PIN for your credit card, you can use it to withdraw money from ATMs, but watch out for the charges as these can be high.

**Some useful links related to banking and finance in Germany:**

*Information on banking in Germany*
http://www.howtogermany.com/pages/financial.html

*Top banks in Germany*
http://www.relbanks.com/europe/germany

*Currency converter*
http://www.oanda.com/currency/_converter/
http://www.xe.com/currencyconverter/
http://www.reuters.com/finance/currencies
Cultural Adaptation

Culture shock

Culture shock is the reaction one faces when confronted with a new cultural environment.

There are four states of culture shock:

Euphoria:
This is the initial state of culture shock, which tends to blend in with the highs of planning a trip and starting off on an adventure. Like a new love, we tend to overlook some of the host country’s shortcomings and delight in all the new pleasures of being abroad. Enjoy this initial state but prepare for a come down.

Anxiety:
A growing amount of anxiety can develop during which the traveller may feel helpless. The difficulties of living abroad, such as language barriers, absence of social cues and familiar geographic references can come to the surface. This can develop into frustration, anger and sleeplessness. Not knowing where and when to cross the street or even how to find your way back to the market can result in discomfort.
Rejection of the new culture:
This is where that once quaint three-hour walk becomes an unbearable nuisance. You find yourself thinking in terms of things being “wrong” and “backwards”. Travelers at this stage commonly start to withdraw themselves from the local community, preferring to surround themselves with other foreigners. Beware the 3 a.m. impulse to suddenly call a family member or friend back home.

Adjustment:
With a bit of luck and advanced preparation, one enters the adjusted stage. At this point you can recognize some of the perceived shortcomings of your host culture without rejecting everything. The three-hour walk becomes just that; a necessary inconvenience.

Below are some tips in preparing for culture shock:

How to prepare for culture shock:

The first step in preparing for culture shock is just knowing what it is. While travelling, remember to look for signs (sleeplessness, frustration, anger, anxiety) and take it seriously.

Know your destination country as much as possible. Familiarize yourself with German customs and cultural trends. The more familiar you are with the host country, the less strange or shocking it will appear.

Keep an open mind. You will encounter customs or practices different from what you have been used to in your origin country. Do not be quick in making judgments. It is also useful to develop a cultural curiosity.
German customs and traditions

- Careful planning in one’s personal life and business is highly regarded in German culture. Germans are known for being structured and orderly.

- A quick, firm handshake is the traditional greeting.

- At a business or social meeting, shake hands with everyone present when arriving and leaving.

- Punctuality is taken extremely seriously. If you expect to be delayed, telephone immediately and offer an explanation. It is extremely rude to cancel a meeting at the last minute.

- Always be punctual. If you are invited to a German’s home, arrive on time.

- If you are invited to someone’s home, bring a gift such as chocolates or flowers for the host.

- Don’t just bring along other people when you’re the only one invited. Unlike in India or in the Philippines invitations in Germany are usually meant only to the one invited. If you are planning to bring somebody to a party or a social gathering, always ask the host’s permission first. Visits are also announced or agreed to in advance.

- Expect skin adjustment problems during your first years. The changing of seasons can be tough for skins of Indians and Filipinos who are used to a tropical climate. Dandruff and very dry skin are common complaints of Filipino newcomers in Germany, especially during the cold winter season.
- It is imperative that common areas such as sidewalks, pavements, corridors (in apartments), and steps be kept clean at all times. Do not litter!

- “Guten Appetit” is said before eating and means “enjoy your meal”. It is the host’s way of saying “please start”. Guests can respond by saying “Guten Appetit” or “Danke ebenfalls”, which means, “thank you”

- The most common toast with wine is “Zum Wohl”! (“good health”). The most common toast with beer is “Prost”!

- Appointments are mandatory and should be made one to two weeks in advance

- Meetings adhere to strict agendas, including starting and ending times

- Being well and correctly dressed is very important. Casual or sloppy attire is frowned upon

- Compliment carefully and sparingly -- it may embarrass rather than please
Working in the German Health Sector

Applying for a job

There are various ways you can look for a job in the German health sector.

Federal Employment Agency (BA): You can use the BA’s JOBÖRSE that serves as Germany’s biggest job portal. It can be accessed at http://jobboerse.arbeitsagentur.de. A list of health-care related job listings are also easily accessible at the BA’s “Make it in Germany” portal http://www.make-it-in-germany.com/en/making-it/job-listings/.

International Placement Service (ZAV): You can find out more at www.zav.de. Or, if you would like some personal advice, phone 0049 (0)228 713-1313, or send an Email to: make-it-in-germany@arbeitsagentur.de

Other German websites: Some companies also advertise their vacancies on other websites aside from BA and ZAV. There are also a number of companies that post vacancies on their own websites.
Job portals in the home country: There are various Filipino and Indian websites and job portals that post job offers in Germany. Be aware that you still need to verify the validity of these job offers.

For Filipino health workers, you can check for existing job orders/announcements in Germany at www.poea.gov.ph. In India, you can get in touch with the Ministry of Overseas Indian Affairs (www.moia.gov.in) for validation of job offers.

Visa

You need to apply for your visa in your home country before travelling to Germany. Applications should be submitted to the embassy or consulate general. Remember that it is important to enter Germany with a visa that accurately represents the purpose of your stay.

Details regarding the visa application process may vary according to the country of origin. Please contact your local German Embassy to check the exact requirements.

Work permit

Applications for work permits are usually done together with the visa in your home country. After filing your application, the German diplomatic mission will contact the immigration department (Ausländerbehörde) in Germany, which in turn will forward the matter to the Federal Employment Agency.

Contract of employment

In Germany, all employees must have a written contract of employment. This applies to all types of employment, both permanent and temporary appointments.
The employment contract describes the rights and duties of both employees and employers. It should at least provide the following information:

- **Name and address:** Yours and that of the employer

- **Date on which the contract starts:** The date of commencement of employment

- **Term of contract:** When does your contract end? The term of the contract must be agreed in writing, otherwise it is considered to be valid for an undetermined period of time

- **Trial period:** This is the period during which you or your employer can terminate the contract relatively quickly. How long does the trial period last?

- **Place of work:** Where will you be working? If there is no permanent or main workplace, the contract of employment shall state that the employee works at different locations, and shall state the business address or, if appropriate, the home address of the employer

- **Job description:** What tasks are expected from you? The contract should provide a description of the work, the employee’s title, post or category of work

- **Remuneration:** How much will you be paid for your work? Will the employer pay you supplements or bonuses? When do you get your pay? (e.g. at the end or beginning of the month?) Note: the work contract usually states the gross remuneration. From this, you still need to deduct for tax and social contributions
- **Working hours:** This includes the duration and disposition of the agreed daily and weekly working hours. How many hours a week are you expected to work?

- **Holidays:** How much leave are you entitled to per year? What are the rules for the fixing of dates for holidays?

- **Collective agreements and works agreements:** In certain sectors, such as health care, employer associations and trades unions have reached collective agreements. These agreements may regulate matters of remuneration, bonuses or holidays and may also be stated in your work contract.


**The Triple Win Agreement: recruitment of Filipino health workers to Germany**

Recruitment of Filipino nurses is being undertaken under the bilateral agreement between the Philippines Overseas Employment Agency (POEA) and the German Federal Employment Agency (BA/ZAV).

All job placement and recruitment of Filipino health professionals as specified in the bilateral labour agreement shall only be carried out by the BA through the ZAV.

The BA/ZAV, in cooperation with the POEA, is responsible for the selection process of nurses, as well as for the placement of nurses to German employers and the approval of working conditions.

All applications must be submitted to the Counter Triple Win, Employment Branch, Manpower Registry Division, Ground Floor,
POEA, Blas F. Ople Building, Ortigas Avenue corner EDSA, Mandaluyong City. Double check your documents as incomplete applications will not be considered.

Representatives of the BA/ZAV will be conducting interviews with short-listed candidates. Preferably, the interview will be in the German language.

Accepted applicants will have to undergo week-long training, to be provided by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ).

Aside from providing the aforementioned orientation, the GIZ is also responsible in assisting the nurses in securing their visas, and will also serve as a focal point during the first integration phase in Germany.

Applicants can directly get in touch with the POEA for more information about the recruitment/application process via email at triplewin.poea@yahoo.com.

In case of a breach of contractual obligations, the Foreign Employer Guarantee Fund (FEGF) was set up to ensure that claims are met. You can find more information about the Triple Win initiative at the POEA website (www.poea.gov.ph). The copy of the bilateral agreement between the Philippines and Germany concerning the recruitment of Filipino health workers to Germany can be downloaded here: http://www.poea.gov.ph/docs/Agreement_Ph_Germany%20Nurses.pdf.
Standard bilingual labour employment contract for Filipino workers bound for Germany

ARBEITSVERTRAG für philippinische Arbeitnehmer
EMPLOYMENT CONTRACT for Filipino Workers

Im Arbeitsvertrag ist der BRUTTOLOHN angegeben. Dieser Lohn wird nicht in voller Höhe ausgezahlt, da auf Grund der deutschen Gesetze Steuern und Beiträge zur Sozialversicherung abgezogen werden.
The employment contract specifies the GROSS WAGE. This wage will not be paid out in full, as it is subject to taxes and social insurance contributions as required by German legislation.

Arbeitsvertrag
Employment Contract

Der Arbeitgeber verpflichtet sich, den Arbeitnehmer
The employer undertakes to engage the employee
als
as a
in
in
von
from
frühestens vom Tage des Eintreffens des Arbeitnehmers am Beschäftigungsort ab
from the day of the employee’s arrival at his place of work (at the earliest)
bis zum
up to
zu beschäftigen.

Arbeitgeber und Arbeitnehmer werden das nach dem deutschen Krankenpflegegesetz erforderliche Anerkennungsverfahren zur Führung der Berufsbezeichnung „Gesundheits- und Krankenpfleger“ betreiben. Employer and employee will operate the approval procedure for the entitlement of the occupational title "Health and Nursing Care".
II

Der Arbeitnehmer erhält hinsichtlich des Arbeitsentgelts, der sonstigen Arbeitsbedingungen und des Arbeitsschutzes keinesfalls eine ungünstigere Behandlung als die vergleichbaren deutschen Arbeitnehmer des Betriebes.

With regard to remuneration, the other working conditions and occupational safety, the employee shall under no circumstances receive less favourable treatment than the comparable German employees at the place of work.

III

Im Einzelnen finden die Bestimmungen des Tarifvertrages

In particular, the provisions of the collective agreement

zwischen

between

und

and

vom

dated

der neuen Tarifvertrages, der etwa an die Stelle des früheren Tarifvertrages treten wird, Anwendung.

or any new collective agreement superseding an earlier version, shall apply.

Der Arbeitnehmer erhält für seine Arbeit denselben Lohn wie ein vergleichbarer deutscher Arbeiter des Betriebes.

The employee shall receive the same remuneration for his work as a comparable German employee at the place of work.

Sein Bruttohn beträgt zurzeit

His gross pay shall currently be

€

Ferner werden wie bei einem vergleichbaren deutschen Arbeiternehmer des Betriebes vergütet:

In addition, the following additional remunerations shall apply (as for a comparable German employee at the place of work) for:

a) Überstunden

Overtime

je Stunde mit

per hour at

(Stundenlohn einschl. Zuschlag)

(hourly wage incl. supplement)

b) Nacharbeit

Night work

je Stunde mit

per hour at

(Stundenlohn einschl. Zuschlag)

(hourly wage incl. supplement)
c) Sonntagsarbeit

Sunday working

je Stunde mit

per hour at

(Stundenlohn einschl. Zuschlag)

(hourly wage incl. supplement)
d) Feiertagsarbeit

Public holiday working

je Stunde mit

per hour at

(Stundenlohn einschl. Zuschlag)

(hourly wage incl. supplement)

IV

Die Arbeitszeit richtet sich nach den für den Betrieb geltenden Bestimmungen.

The working hours shall be in accordance with the provisions applicable at the place of work.

Die regelmäßige Arbeitszeit beträgt zurzeit

The regular working hours are currently

Stunden / wöchentlich

hours a week
Pre-departure Information for Filipino and Indian Migrant Health Workers
Bound for Germany

V

a) Der Arbeitgeber stellt von sich aus dem Arbeitnehmer eine von der zuständigen Agentur für Arbeit für angemessene befundene Unterkunft zur Verfügung.7
On his own initiative, the employer shall provide the employee with accommodation considered suitable by the competent Agentur für Arbeit Office.7

Der Arbeitgeber verpflichtet sich, für eine von der zuständigen Agentur für Arbeit für angemessene befundene Unterkunft des Arbeitnehmers Sorge zu tragen.7
The employer undertakes to ensure for the employee accommodation considered suitable by the competent Agentur für Arbeit Office.7

b) Als Unterkunft ist vorgesehen: ein Einzelzimmer / eine Gemeinschaftsunterkunft
Accommodation intended: single room / shared accommodation

mit
with

Betten
beds

c) Für die Unterkunft hat der Arbeitnehmer Entgelt zu zahlen.7
The employee shall pay for accommodation.7

Für Heizung / Beleuchtung / Wasser / Bettenwäsche / Reinigung usw.
For heating / electricity / water / bed linen / cleaning etc:

hat der Arbeitnehmer wöchentlich / monatlich
the employee shall pay a weekly / monthly amount of

- zu zahlen, oder kein Entgelt zu zahlen.7
- to be paid, or no payment to be made.7

- oder alternativ, diese Leistungen soll
- or alternatively, these amenities shall

be provided free of charge.7
be provided free of charge.7

d) Der Arbeitgeber stellt von sich aus dem Arbeitnehmer eine angemessene Verpflegung zur Verfügung, bestehend aus
On his own initiative, the employer shall provide the employee with appropriate meals, consisting of

Frühstück
breakfast

Mittagessen
lunch

Abendessen
dinner

e) Für die unter d) genannte Verpflegung hat der Arbeitnehmer täglich / monatlich zu zahlen.7
The employee shall pay a daily / monthly amount for his meals specified in item d).7

f) Die Verpflegung des Arbeitnehmers ist ihm durch Selbstversorgung auf eigene Kosten überlassen.7
The employee shall provide for his own meals at his own expense.7

VI

Der Arbeitnehmer hat das Recht auf bezahlten Urlaub nach den geltenden Bestimmungen.
The employee is entitled to paid holiday in compliance with the applicable provisions.

Nach einer ununterbrochenen Beschäftigungsduer von Following an uninterrupted period of

Arbeitgebers beträgt der Urlaub his holiday entitlement shall be

Werkstage für jeden angestammten / vollendeten Beschäftigungsmonat.7
working days for each month of employment started / completed.7
VII

a) Der Arbeitgeber übernimmt / einschließlich einer Reisevorsorge von ________ € (*)

The employer shall / shall not assume

die Kosten der Rückerstattung des Arbeitnehmers von dem Beschäftigungsort bis nach
the costs of the employee's return journey (including meals while travelling) from his place of employment to

wenn der Arbeitnehmer die Pflichten aus dem Arbeitsvertrag erfüllt hat.
upon the completion of the employee's obligations in the employment contract.

b) Wenn der Arbeitsvertrag aus Gründen, die der Arbeitgeber zu vertreten hat, nicht erfüllt werden kann und eine anderweitige Vermittlung des Arbeitnehmers für den Rest der Vertragszeit nicht möglich ist, so trägt der Arbeitgeber die Rückerstattung der Reisekosten des Arbeitnehmers.

In the event that the employment contract cannot be fulfilled for reasons for which the employer is responsible, and alternative placement of the employee for the remainder of the contractual period is not possible, then the employer shall bear the travelling costs for the employee's return home.

VIII

Für das durch diesen Vertrag begründete Arbeitsverhältnis gilt das deutsche Recht. Ansprüche aus diesem Vertrag können nur gegen den Arbeitgeber selbst geltend gemacht werden. Für alle sich aus diesem Vertrag ergebenden Streitigkeiten sind die deutschen Gerichte für Arbeitsrecht zuständig.

German law shall be applicable to the employment relationship resulting from this contract. Any claims arising from this contract shall only be admissible against the employer. German labour law courts shall have jurisdiction in all cases of dispute arising from this contract.

Der Arbeitgeber erstattet dem Arbeitnehmer die nachgewiesenen notwendigen Reisekosten zum Beschäftigungsort.
The employer shall remunerate the employee with the documented necessary travelling expenses to the place of employment.

Ort und Datum
Place and date

Unterschrift des Arbeitgebers
Signature of employer

Datum, Unterschrift der ZAV
Date, signature of ZAV authority

Ort und Datum
Place and date

Unterschrift des Arbeitnehmers
Signature of employee

Datum, Unterschrift POEA
Date, signature of POEA authority

(*) Nichtzutreffendes streichen
Strike out non-applicable
Requirements for Filipino nurses under the Triple Win Agreement

Filipino citizen and permanent resident of the Philippines with:

- Bachelor of Science in Nursing (four years professional education (BSN))
- Active Philippine Nursing License
- At least two years of professional experience as a nurse in hospitals, rehabilitation centres and care institutions
- Knowledge of the German language
- Minimum Level B1 in accordance with the Common European Framework of Reference for Languages; or
- Willing to undergo German language training in the Philippines for up to six (6) months (to be paid by the employer)

Requirement application documents

- Cover letter and curriculum vitae with coloured passport size picture (in English and in German, if possible)
- High school diploma (notarized copy)
- Diploma of nursing (notarized copy)
- Board Certificate from the Professional Regulation Commission
- Certificate/s of employment from former employers (notarized copy)
- Certificate of German language skills, if available
- Copy of valid National Bureau of Investigations (NBI) clearance (for Filipinos)
- Copy of valid passport

The employment contract initially is limited to one year, working mainly in the job profile of nursing assistance until the recognition of the foreign qualification. Filipino nurses must secure recognition of foreign qualifications within the first year of employment in order to extend the contract and work as a regular nurse. It is possible to apply for a permanent residence permit in Germany after five years.

**Recognition of foreign qualifications in the health sector**

Germany has standardized procedures for the assessment and recognition of foreign professional qualifications with the enactment of the Recognition Act. It is the responsibility of the individual federal states to implement the recognition of foreign professional qualifications.

Migrant health professionals can use the information portal called “Recognition in Germany” (http://www.anerkennung-in-deutschland.de/html/en/), established by German federal government agencies, to find out which local responsible authority to contact and get the latest information related to the recognition of foreign professional qualifications.

The Federal Office for Migration and Refugees (BAMF) has also set up a hotline to provide information about the Recognition Act and the recognition process. You can reach it at +49 (0) 30 1815-1111, or visit: http://www.bamf.de/EN/Startseite/startseite-node.html.
The recognition process should take no longer than three months, except for complicated cases.

The documents required for the application include the following:

- Tabular overview of training and prior work experience (in German language)
- Proof of identity (identity card or passport)
- Proof of qualification obtained abroad
- Proof of relevant work experience
- Other proof of skills (such as continuing vocational education and training)
- Declaration that no previous application for equivalent assessment under BQFG (Berufsqualifikationsfeststellungsgesetz or Professional Qualifications Assessment Act has been made)
- Applicant’s statement of intention to work in Germany (not applicable to citizens of, or residents of the EU/EEA/Switzerland)
Rights and responsibilities

Labour laws in Germany do not distinguish between German citizens and foreign citizens when it comes to salary and working conditions. Every migrant worker with a valid Residence Permit that allows the foreigner to work has the same rights under the German Employment Law as German citizens. That means that as a foreigner, you are entitled to the same salary and working conditions as a German citizen.

In addition to having rights, migrant workers also have the same obligations as German citizens, and are subject to the same laws and regulations as Norwegians are (e.g. paying taxes).

Decent working conditions

All migrant workers are entitled to decent working conditions and a safe and healthy working environment.

Working hours and breaks

Working hours and breaks in Germany are governed by the law or collective agreements. The working week in Germany varies between 38 and 40 hours, depending on the collective agreement.
Normally the working day should not exceed eight hours. Employees are entitled to a break of at least 30 minutes after six hours’ work. A rest period of at least 11 hours must be observed after a full working day.

**Sundays and public holidays**

In Germany, working on Sundays and public holidays is generally prohibited. However, the German law on working hours provides for several exceptions in which working on Sundays and public holidays are permitted (although prior approval by governmental authorities is required in some circumstances).

**Maternity protection**

Female employees are entitled to full-paid maternity leave (starting no later than six weeks before the expected due date -- depending on the mother’s and baby’s health situation and the work performed by the woman -- and ending eight weeks after childbirth). Payments to the employee are made partly by the statutory health insurance provider and partly by the employer. Breastfeeding mothers are entitled to special breastfeeding breaks of at least half-an-hour, twice a day, or one hour once a day.

**Parental leave**

All employees are entitled to a maximum of three years’ parental leave per child. During this period the employer is not required to pay the employee. However, the employer may not terminate the employee. Employees have a legal right to work part-time (up to 30 hours per week) during parental leave. After the parental leave has expired, the employer has to offer an adequate working position to the employee.
**Vacation days**

German labour and employment law grants a statutory claim for four weeks’ vacation (20 working days) per calendar year for employees who work a normal five-day week (i.e., four weeks’ vacation). However, it is more common for workers to receive between 25 and 30 vacation days per calendar year, depending on the type of business and seniority.

**Leave**

As an employee in Germany you are entitled to various leave rights, such as leave in connection with pregnancy or care related to birth or illness.

**Illness**

In case of illness, the employee must go to the doctor and obtain a certificate stating that he/she is unfit to work. His/her employer must have received this certificate no later than on the third day of his illness.

German labour and employment law requires the continuation of full salary payments for a period of six weeks in case of sickness of an employee (under certain circumstances, the employer has to continue payments for up to 12 weeks).

**No discrimination in employment**

Discrimination on the basis of political beliefs, membership of a labour organization, sexual orientation, age, gender, race, color, nationality or ethnic origin, religion or other belief, disability, part time employment or employment on a fixed-term contract is strictly
prohibited by German laws. The General Equal Treatment Act provides for the legal framework against discrimination in Germany.

**Protection against unfair dismissal**

The German employment termination law gives the employee maximum protection against unfair dismissal.

Notice of termination has to be written and signed by the employer. All other forms of notice of termination (e.g. those given orally, by email or fax) are invalid.

**Right to take legal action**

You have the right to take legal action to ensure compliance with conditions of employment.

Aside from all the rights mentioned, you may benefit from additional benefits and privileges if you are a member of a trade union and covered by a collective agreement.
Trade Unionism in the Health Sector

What is a trade union?

Trade unions are membership-based groups or organizations that represent, protect and advance the collective interests of workers.

What do trade unions do?

- Trade unions speak on behalf of their members
- Trade unions educate their members about their rights and provide them with information and advice about work-related issues
- Trade unions provide members with a range of services including research, training, professional development, insurance, financial services and legal counseling
- Trade unions negotiate or bargain with employers to get better pay and working conditions for members
- Trade unions campaign on important issues that matter for workers such as low pay, discrimination in the workplace, and precarious work
Why join a trade union?

- You will get support if you have a grievance or a problem at work
- You’re better off in a union. Studies show that union members generally receive higher pay, better benefits, and more paid holidays and flexible working hours than non-members
- You will be entitled to additional membership services of the union such as insurance and discounts
- You have more opportunities for trainings to improve your vocational and professional qualifications
- You are safer and more secure in a union. Unionized workplaces have better health and safety practices and fewer accidents
- You will be treated fairly at work. Unions protect members from unfair and discriminatory practices in workplaces
- You will experience a sense of belonging to a group that values and cares for you. People who have a sense of belonging have better physical and mental health, have a greater capacity to manage stress, and tend to live happier lives
- You have the opportunity to support campaigns that promote a more just and equitable society
Can migrant health workers join trade unions?

All workers including migrant health workers have the basic human right to join and participate in trade union activities.

It is important to join a trade union so that your rights are protected. In Germany, PSI’s affiliated trade union, Ver.di, organizes health sector workers. The directory at the end of this booklet provides the list of PSI trade unions in the Philippines, India and Germany. Contact these unions to find out more about your rights as a migrant health worker.

**Ver.di**

Ver.di has around 2.3 million members, making it one of the largest independent, individual trade unions in the world. It is affiliated to the PSI (www.world-psi.org), the global union of public service workers, and its European organization, the European Federation of Public Service Unions (www.epsu.org). Ver.di’s membership is composed of public service employees in over 1,000 different trades and professions, including health care.

Ver.di has a powerful position in collective bargaining in many areas and can bring its influence to bear on political decision-making. Ver.di is independent of political parties and governments, and champions social justice, equal opportunities and democracy. It is democratic, so every member has a voice in deciding which objectives are to be pursued.

Not only does Ver.di look after their members at the workplace, members of Ver.di receive help and advice outside their place of work, too. The union provides consultancy, career assistance and training and offers numerous ideas for everyday life and leisure activities. Read more on Ver.di at [www.verdi.de](http://www.verdi.de).
Safety

The number of crimes in Germany is low and it’s a safe country in which to live and travel. It is advisable though to err on the side of caution, so you should still take all the usual practical precautions, such as locking cars and homes, not leaving valuables unattended, keeping an eye out for pickpockets in crowded places, and not taking midnight strolls in city parks.
Integration

Courses are available for immigrants to help them integrate in Germany smoothly. These courses consist of a language course and an orientation course. By attending these courses, you will learn more about German language, history, culture and legal system.

You can find more information about these courses, the application process and the different course providers at: http://www.bamf.de/EN/Willkommen/DeutschLernen/Integrationskurse/integrationskurse-node.html.
Return and reintegration

Even as you are preparing to migrate, it is also important to plan your return and reintegration, should you decide to eventually return to your home country. Some useful tips:

- As much as possible, prepare your departure in such a way that you will not lose your skills and experience abroad, but instead enhance them to contribute to the health workforce of the country when you come home. Aim to return to health sector employment if you can. Your home country needs your skills.

- Keep in touch with your family and friends as you can. Nowadays, there are various communications and social media technologies that are available and accessible to use.

- Watch your spending. It’s tempting to celebrate your return with dining out or giving gifts (“pasalubong” for Filipinos), but it’s important to stay within your budget and continue to save for the future. Don’t spend impulsively upon your return and deplete your savings.

- Learn to manage your finances effectively and implement a “forced-savings” programme.
- Re-examine future plans, dreams, and expectations as needed

- Upon return to your home country, reintegrate slowly. The process of reintegration can take a number of months as you rebuild your relationship
Conclusion

Migrating for work is never an easy decision. Information is crucial in order to avoid the pitfalls in migration. Get as much information and support as you need. Contact the PSI unions listed below to get information and to find out more about your rights as a migrant health worker.
List of Resources

Important links on living and working in German

www.make-it-in-germany.com  A web portal run by the Federal Ministry for Economic Affairs and Energy to inform and assist qualified professionals moving to work in Germany

www.bamf.de  A website containing comprehensive information on living and working in Germany for immigrants, maintained by the Federal Office for Migration and Refugees

www.bluecard-eu.de  Where you can get more information on the EU Blue Card aimed at highly educated immigrants, which grants the right to work and live in Germany
Pre-departure Information for Filipino and Indian Migrant Health Workers
Bound for Germany

www.arbeitsagentur.de  Germany’s job portal containing information on accessing the labour market in Germany from the Federal Employment Agency (BA)

www.anerkennung-in-deutschland.de  Primary portal on recognition of foreign qualifications in Germany

www.howtogermany.com  A comprehensive online resource for expatriates on living and working in Germany

Relevant embassies and consulates

Embassy of the Philippines
    Uhlandstraße 97
    D-10715 Berlin
    Germany
    Email: info@philippine-embassy.de
    Trunk Line: +49-03-0864-9500
    Consular Section: +49-030-8649-5023 / +49-030-8649-5026
    Duty Officer Mobile (For Emergencies Only): +49-017-3521-5703
    Fax: +49-030873-2551
    http://www.philippine-embassy.de/

Embassy of India
    Tiergartenstr.17
    10785 Berlin
    General Contact Numbers
    During Office Hours: 9.00 hrs to 17.30 hrs (Monday to Friday)
0049-30-257950
Outside office hours: +49-30-2579-5101/+49-30-2579-5103/+49-30-2579-5104
http://www.indianembassy.de/

Consulate General of India, Hamburg, Germany
Graumannsweg 57, 22087 Hamburg
Tel: +49-4033-8036, +49-4032-4744, +49-4033-0557
Fax: +49-4032-3757
http://www.cgihamburg.de

Consulate General of India
Frankfurt, Germany
Friedrich Ebert Anlage 26
60325 Frankfurt am Main
Tel: +49-69-153-0050
http://www.cgifrankfurt.de/

Consulate General of India
Widenmayerstr. 15
80538 Muenchen
Tel: +49-89 210-2390
Fax: +49-89-210-239-80/70
http://www.cgimunich.com
Pre-departure Information for Filipino and Indian Migrant Health Workers Bound for Germany

Relevant government agencies

Philippines

<table>
<thead>
<tr>
<th>Agency/Institution</th>
<th>Website</th>
<th>Focus Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Philippine Overseas Employment Administration (POEA)</strong></td>
<td><a href="http://www.poea.gov.ph">www.poea.gov.ph</a></td>
<td>OFW recruitment industry regulation, employment facilitation, workers’ protection, pre-employment orientation seminars</td>
</tr>
<tr>
<td>EDSA corner Ortigas Avenue, Mandaluyong City, Philippines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: +63-2-722-1144; +63-2-722-1155</td>
<td>Email: <a href="mailto:info@poea.gov.ph">info@poea.gov.ph</a></td>
<td></td>
</tr>
<tr>
<td><strong>Bureau of Immigration</strong></td>
<td><a href="http://www.immigration.gov.ph/">http://www.immigration.gov.ph/</a></td>
<td>Anti-trafficking initiatives</td>
</tr>
<tr>
<td>Magallanes Drive, Intramuros, Manila</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel. +63-2-527-3260 ; +63-2-527-3248</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inter-Agency Council Against Trafficking (IACAT)</strong></td>
<td><a href="http://www.iacat.net/">http://www.iacat.net/</a></td>
<td>Anti-trafficking initiatives</td>
</tr>
<tr>
<td>c/o Department of Justice, Padre Faura, Ermita, Manila</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: +63-2-523-8481 local 216</td>
<td>Action Line: 1343</td>
<td></td>
</tr>
<tr>
<td>Fax: +63-2-526-2748</td>
<td><a href="mailto:contactus@iacat.net">contactus@iacat.net</a></td>
<td></td>
</tr>
<tr>
<td>Agency/Institution</td>
<td>Website</td>
<td>Focus Areas</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>National Reintegration Center for OFWs</strong></td>
<td><a href="http://www.nrco.dole.gov.ph/">http://www.nrco.dole.gov.ph/</a></td>
<td>Reintegration programmes and services, information dissemination, counseling, financial planning, values formation</td>
</tr>
<tr>
<td>Ground Flr. Blas F. Ople Development Center, cor Solana and Victoria Sts., Intramuros, Manila</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Overseas Workers Welfare Administration (OWWA)</strong></td>
<td><a href="http://www.owwa.gov.ph">http://www.owwa.gov.ph</a></td>
<td>Pre-Departure Orientation Seminars, social and welfare services to OFWs, insurance, social work assistance, legal assistance, cultural services, remittance services, repatriation, reintegration</td>
</tr>
<tr>
<td>7th St. Cor. F. B. Harrison Pasay City, Philippines</td>
<td><a href="http://www.owwa.gov.ph">http://www.owwa.gov.ph</a></td>
<td>Pre-Departure Orientation Seminars, social and welfare services to OFWs, insurance, social work assistance, legal assistance, cultural services, remittance services, repatriation, reintegration</td>
</tr>
<tr>
<td>Tel: +63-2- 891-7601 to 24 24/7 Operation Center Tel: +62-2-551-6641 Tel: +63-2-551-1560</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text OWWA</td>
<td>+63-917-898-6992</td>
<td></td>
</tr>
<tr>
<td>Fax: +63-2-551-6651 Email <a href="mailto:owwa_opcenter247@yahoo.com">owwa_opcenter247@yahoo.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Philippine Health Insurance Corporation (PhilHealth)</strong></td>
<td><a href="http://www.philhealth.gov.ph">http://www.philhealth.gov.ph</a></td>
<td>Health insurance coverage</td>
</tr>
<tr>
<td>Citystate Centre, 709 Shaw Blvd., 1603 Pasig City, Philippines</td>
<td><a href="http://www.philhealth.gov.ph">http://www.philhealth.gov.ph</a></td>
<td>Health insurance coverage</td>
</tr>
<tr>
<td>Trunkline: +62-2-441-7444 Action Center: +62-2-441-7442</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency/Institution</td>
<td>Website</td>
<td>Focus Areas</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| **Social Security System (SSS)**  
SSS Building East Avenue, Diliman Quezon City, Philippines  
Trunkline: +63-2-920-6401  
SSS Call Center: +62-2-920-6446 to 55  
IVRS: +62-2-917-7777  
SSS Email: member_relations@sss.gov.ph  
| **DFA-Overseas Voting Secretariat** (Manila)  
Hotlines: +63-2-834-4361; +63-2-834-3275; +63-2-833-0914 | www.dfa-oavs.gov.ph | Overseas voter registration and voting |
| **Commission on Elections - Office for Overseas Voting (OFOV)**  
Palacio del Gobernador Bldg., Gen. Luna St., Intramuros, Manila | www.comelec.gov.ph | Overseas voter registration and voting |
| **Commission on Filipinos Overseas**  
Citigold Center, 1345 Pres. Quirino Avenue corner Osmeña Highway (South Superhighway) Manila, Philippines 1007  
Tel: +63-2-552-4700, Email: info@cfo.gov.ph | www.cfo.gov.ph | Welfare programmes, reintegration, cultural and educational exchanges, diaspora engagement |
### India

<table>
<thead>
<tr>
<th>Agency/Institution</th>
<th>Website</th>
<th>Focus Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Overseas Indian Affairs</td>
<td><a href="http://www.moia.gov.in">www.moia.gov.in</a></td>
<td>Information on all relevant acts, policies, recruitment, pre-departure, schemes, MOUs and BLAs</td>
</tr>
<tr>
<td>Protector of Emigrants</td>
<td><a href="http://www.poeonline.gov.in/">http://www.poeonline.gov.in/</a></td>
<td>RA registration and status</td>
</tr>
<tr>
<td>Passport Authority</td>
<td><a href="http://passportindia.gov.in/">http://passportindia.gov.in/</a></td>
<td>Passport and related services</td>
</tr>
<tr>
<td>Overseas Workers Resource Centre (OWRC)</td>
<td><a href="http://www.owrc.in/">http://www.owrc.in/</a></td>
<td>Information on migration, counseling</td>
</tr>
<tr>
<td>Ministry of Labour &amp; Employment</td>
<td><a href="http://www.labour.nic.in">www.labour.nic.in</a></td>
<td>Labour and employment policies and updates</td>
</tr>
<tr>
<td>Ministry of Health and Family Welfare</td>
<td><a href="http://www.mohfw.nic.in">www.mohfw.nic.in</a></td>
<td>Policies and regulations related to health and health personnel, management of HRH, research and information</td>
</tr>
<tr>
<td>Overseas Indians</td>
<td><a href="http://www.overseasindian.in/">http://www.overseasindian.in/</a></td>
<td>Official e-zine of MOIA containing information about India and its diaspora</td>
</tr>
<tr>
<td>The India Centre for Migration (ICM)</td>
<td><a href="http://icm.net.in">http://icm.net.in</a></td>
<td>Researches on India migration</td>
</tr>
<tr>
<td>Overseas Indian Facilitation Centre (OIFC)</td>
<td><a href="http://www.oifc.in/">http://www.oifc.in/</a></td>
<td>Information/updates on Indian diaspora</td>
</tr>
<tr>
<td>Agency/Institution</td>
<td>Website</td>
<td>Focus Areas</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Norka Roots (Government of Kerala)</strong></td>
<td><a href="http://www.norkaroots.net">www.norkaroots.net</a></td>
<td>Information, job search, certificate attestation, counseling, pre-departure, legal support, skill training, grievance redress, research, reintegration</td>
</tr>
<tr>
<td><strong>Indian Nursing Council</strong></td>
<td><a href="http://www.indiannursingcouncil.org">www.indiannursingcouncil.org</a></td>
<td>Certification, attestations of qualifications, standards, courses, curriculum</td>
</tr>
</tbody>
</table>
Directory of PSI trade unions

Germany: ver.di – Vereinte Dienstleistungsgewerkschaft
United Services Union
Paula-Thiede-Ufer 10
10179 Berlin
Telefax +49-30-6956-3141
www.verdi.de

Philippines:
Public Services Labor Independent Confederation (PSLINK)
No. 15 Clarion Lily Street
St. Dominic Subdivision 1
Congressional Avenue
Quezon City
Philippines
Tel: +63-2-924-4710
Fax: +63-2-924-4710
Email: pslinkconfederation@gmail.com
Website: www.pslinkconfederation.org
Alliance of Filipino Workers (AFW)
Rm. 204-208, V.I.R. Building
1840-B. E. Rodriguez Sr. Avenue
Cubao, Quezon City 1109
Philippines
Tel: +63-2-723-2787
Fax: +63-2-410-9737
Email: nhea1973@yahoo.com.ph

Confederation of Independent Unions in the Public Sector (CIU)
Room 300-A N. Dela Merced Bldg.
West Avenue corner Quezon Avenue
Quezon City 1103
Philippines
Tel: +63-2-374-2035
Fax: +63-2-374-2035
Email: doodz_apl@yahoo.com

Philippine Government Employees’ Association (PGEA)
PGEA Building
Maharlika and Masaya Streets
Elliptical Rd., Diliman
1100 Quezon City
Philippines
Tel: +63-2-926-1573
Fax: +63-2-926-1573
Email: eso_hdmfpgea@yahoo.com
Alliance of Government Workers in the Water Sector (AGWWAS)
Home of AGWWAS
#58 Andres Abellana Ext.
Barangay Guadalupe
Cebu City 6000
Philippines
Mobile: +63-9176403932
Email: agwwas.phils@yahoo.com

Manila Water Employees Union (MWEU)
Manila Water Employees Center
Manila Water Compound, Katipunan Road
Balara, Quezon City,
Philippines
Tel: +63-2-927-2917
Fax: +63-2-927-2917
Email: ed_borela@yahoo.com

Maynilad Water Supervisors Association (MWSA)
MWSS Compound, Katipunan Road
Balara, Quezon City,
Philippines
Tel: +63-2-928-1453
Fax: +63-2-928-1453
Email: rey.fumar@yahoo.com

NAPOCOR Employees Consolidated Union (NAPOCOR)
Quezon Avenue
cor. Agham Road Oiliman
Quezon City, Philippines
Tel: +63-2-924-5337
Fax: +63-2-924-4710
Email: apeleria@napocor.gov.ph
India:
Public Services International
Sub-Regional Office for South Asia
61, I Block, Ground Floor, Sector -10
Faridabad,
Haryana 121006
India
Email: kannan.raman@world-psi.org
Tel: + 91-12-9226-1175
Fax: +91-12-9228-6198

Mumbai Mahanagarpalika Karmachari Mahasangh Municipal Unions’ Trust (MMKMMUT)
Municipal Unions Trust 52/2455
Sai Darshan -- Opp. M.I.G. Cricket Club
Bandra East
400051 Mumbai
Maharashtra
India
Tel: +91-22-2640-8463
Fax: +91-22-2262-0057
Email: prakash.devdas@yahoo.com

Karnataka State Government Employees’ Association (KSGEA)
01, Cubban Park
Bangalore 560 001
India
Tel: +91-80-2237-5654
Fax: +91-80-2235-4784
Email: bsprasad1953@gmail.com
Tamil Nadu Government Officials Union (TGOU)
7, Neeli Veerasamy Street
Triplicane
Chennai 600 005
Tamil Nadu
India
Tel: +91-44-2844-1732
Fax: +91-44-4266-3826
Email: tngou1924@yahoo.co.in

National Organisation of Government Employees (NOGE)
B-202, Gautam Labadhi Appts,
Shivaj Path Tilak Road,
Dombivali East
Mumbai – 421201
India
Tel: +91-12-9510-5140
Fax: +91-12-9228-6198
Email: noge@airtelmail.in, jaylbhan@gmail.com

All India Cantonment Board Employees Federation (AICBEF)
House No. 738, Sector-15
Faridabad
Haryana 121007
India
Tel: +91-12-9228-3940
Fax: +91-12-9228-3940
Email: vlanger@hotmail.com
Indian National Municipal and Local Bodies Workers Federation (INMLBWF)
Municipal Corporation of Hyderabad
North-East Podium, C.C. Complex
Tank Bund Road
Hyderabad 500063
India
Tel: +91-40-2322-1610
Fax: +91-40-2324-9813
Email: adilshariff_2003@yahoo.com

Hind Mahila Sabha Indian Women Association (HMSIWA)
House No. 228D-Block
Panki
Kanpur 208020
Uttar Pradesh
India
Tel: +91-51-2226-2014
Fax: +91-51-2226-2014
Email: abha_hms@yahoo.com
### Professional associations of Filipino health workers

<table>
<thead>
<tr>
<th>Agency/Institution</th>
<th>Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Philippine Dental Association</strong></td>
<td><a href="http://pda.ph/">http://pda.ph/</a></td>
<td></td>
</tr>
<tr>
<td>2012 Ayala Extension corner Kamagong St.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makati City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: +62-2-899-6332 / 890-4609 / 897-8091</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:secretariat@pda.ph">secretariat@pda.ph</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Philippine Nurses Association (PNA)</strong></td>
<td><a href="http://www.pna-ph.org/">http://www.pna-ph.org/</a></td>
<td>Counseling, Legal advice,</td>
</tr>
<tr>
<td>1663 F.T. Benitez Street, Malate, Manila 1004</td>
<td></td>
<td>Education and training,</td>
</tr>
<tr>
<td>Tel: +62-2-536-1888, 521-0937, 400-4430, Fax: +62-2-525-1596</td>
<td></td>
<td>Policy advocacy</td>
</tr>
<tr>
<td><strong>Philippine Medical Association Secretariat:</strong></td>
<td><a href="https://www.philippinemedicalassociation.org/">https://www.philippinemedicalassociation.org/</a></td>
<td>Membership benefits,</td>
</tr>
<tr>
<td>PMA Bldg., North Avenue, Quezon City 1105</td>
<td></td>
<td>Professional development,</td>
</tr>
<tr>
<td>Tel: +63-2-929-6366; 929-7361; 926-2447, Fax: +63-2-929-6951</td>
<td></td>
<td>Policy advocacy</td>
</tr>
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</table>
Pre-departure Information for Filipino and Indian Migrant Health Workers Bound for Germany

<table>
<thead>
<tr>
<th>Agency/Institution</th>
<th>Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile: Membership Hotline: +62-917-822-1357 Email: <a href="mailto:info@philippinemedicalassociation.org">info@philippinemedicalassociation.org</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Indian professional associations and migrants’ rights NGOs

<table>
<thead>
<tr>
<th>Agency/Institution</th>
<th>Contact Information</th>
<th>Focus areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trained Nurses Association of India</td>
<td>Florence Nightingale Lane L --17, Green Park Main New Delhi - 110016</td>
<td>Nurses representation, Advocacy and policy engagement with the government</td>
</tr>
<tr>
<td>Public Health Foundation of India (PHFI)</td>
<td>ISID Campus, 4 Institutional Area Vasant Kunj, New Delhi 110 070India</td>
<td>Public health teaching, research and advocacy organization</td>
</tr>
<tr>
<td>Swasti -- Health Resource Centre</td>
<td>A -- 36, Ground Floor, Gulmohar Park, New Delhi – 110049</td>
<td>Research, policy advocacy</td>
</tr>
<tr>
<td>V.V. Giri National labour Institute</td>
<td>Room No. 104, 1st Floor, Sector-24, NOIDA, U.P Tel: +91-12-0241-1470, <a href="mailto:directorgeneralvvgnli@gmail.com">directorgeneralvvgnli@gmail.com</a></td>
<td>MOLE’s research institute. Research on labour and migration issues</td>
</tr>
<tr>
<td>Migrant Forum India</td>
<td></td>
<td>Pre-departure information, grievance redress</td>
</tr>
<tr>
<td>Society for Labour and Development</td>
<td></td>
<td>Research, policy advocacy</td>
</tr>
</tbody>
</table>
## Directory of migrant Filipino networks in Germany

**Baden-Württemberg**

<table>
<thead>
<tr>
<th>Name of the organization</th>
<th>Name of the responsible official</th>
<th>Address</th>
<th>Contact numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Mabuhay</td>
<td>Lydia Ganz</td>
<td>Obere Hardt 14, 76467 Biettigheim/Bd</td>
<td>Tel: +49-07-2458-1751 Fax: +49-07-2451-0397</td>
</tr>
<tr>
<td>Covenant Family for All Nations</td>
<td>Regie Ocampo</td>
<td>Tapachstrasse 67/7, 70437 Stuttgart</td>
<td></td>
</tr>
<tr>
<td>Deutsch-Philippinischer Kulturverein</td>
<td>Cleofe Guiuan-Brechtes</td>
<td>Christofstrasse 6, 70806 Kornwestheim</td>
<td></td>
</tr>
<tr>
<td>Deutsch-Philippinische Gesellschaft Baden-Württemberg e.V. Stuttgart</td>
<td>Julia Canete-Velasco</td>
<td>Fasanenhofstrasse 71, 70565 Stuttgart</td>
<td>Tel: +49-07-1414-8814 Fax: +49-71-1414-8812 +49-51-1874-0850 +49-17-1903-6529 +49-17-0949-2585 Email: <a href="mailto:DPGBW.Stuttgart@yahoo.de">DPGBW.Stuttgart@yahoo.de</a></td>
</tr>
<tr>
<td>Name of the organization</td>
<td>Name of the responsible official</td>
<td>Address</td>
<td>Contact numbers</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------</td>
<td>---------</td>
<td>-----------------</td>
</tr>
</tbody>
</table>
| Deutsch-Philippinischer Kulturverein Freiburg e.V. | Bernward Fritz | Im Gelbstein 21, 79206 Breisach | Website: DPGBW-Stuttgart.de  
Email: DPGBW.Stuttgart@yahoo.de |
| Filipino Community Stuttgart e.V. | Leo Bretana | Am Kutschersberg 9, 74235 Erlenbach-Binswangen | Tel: +49-07-1323-7680  
Fax: +49-07-1321-5407 |
| Filipino-German Club Karlsruhe | Joyce Peñas-Pilarsky | Carl-Hofer-Strasse 12, 76227 Karlsruhe | Email: joycepilarsky@web.de24 |
| Kababaihang Rizalista, Inc. (Ladies for Rizal) Wilhelmsfeld-Heidelberg Chapter | Dr. Annie Mendoza-Schwarz | Am Alten E-Werk 18, 64625 Bensheim | Tel: +49-62-5197-0909  
Email: amen_schwarz@hotmail.com |
| KAPWA Philippinisch-Deutscher Freundschaftsverein Ortenau e.V. | c/o Ma. Theresa Walter, Willstättestr. 18, 77731 Willstätt-Eckartsweier | | Website: www.kapwaev.multiply.com  
Email: kapwa32@yahoo.de |
<table>
<thead>
<tr>
<th>Name of the organization</th>
<th>Name of the responsible official</th>
<th>Address</th>
<th>Contact numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>M &amp; N Entertainment Germany</td>
<td>Nenita Grubert</td>
<td>Postfach 2073, 89010 Ulm</td>
<td>Tel: +49-17-5273-3057</td>
</tr>
<tr>
<td>Order of the Knights of Rizal Marquardt-Stuttgart Chapter</td>
<td>Karim-Azar A. Grajo</td>
<td>CMR 480 Box 2542, APO AE 09128 Bahnhofstr. 50/1, 69151 Neckargemünd</td>
<td>Tel: +49-71-1680-5184 &lt;br&gt; Email: <a href="mailto:kssnapoe2@yahoo.com">kssnapoe2@yahoo.com</a>; <a href="mailto:grajok@eucom.mil">grajok@eucom.mil</a>; <a href="mailto:kssanapo@yahoo.com">kssanapo@yahoo.com</a></td>
</tr>
<tr>
<td>Order of the Knights of Rizal Wilhelmsfeld-Heidelberg Chapter</td>
<td>Werner H. Filsinger</td>
<td>Zeppelinstrasse</td>
<td>Email: <a href="mailto:Werner.Filsinger@t-online.de">Werner.Filsinger@t-online.de</a></td>
</tr>
<tr>
<td>Philippine American German Association Stuttgart Area (PAGASA)</td>
<td>Pete Marquez</td>
<td>8-10, 71088 Holzgerlingen</td>
<td>Tel: +49-62-0259-2143</td>
</tr>
<tr>
<td>Philippine Foundation Rhein-Neckar Kreis</td>
<td>Evelyn Hörner</td>
<td>Gartenstr. 37, 68723 Offerheim</td>
<td>Tel: +49-07-5422-1887</td>
</tr>
<tr>
<td>Philippinen Hilfe e.V.</td>
<td>Otmar Holz</td>
<td>Drosteweg 13, 88069 Tettnang</td>
<td>Email: <a href="mailto:Phihi-otl-holz@t-online.de">Phihi-otl-holz@t-online.de</a></td>
</tr>
<tr>
<td>Philippinischer Kulturverein Mannheim</td>
<td>Josephine Ziemann</td>
<td>Suebenstrasse 12, 68239 Mannheim</td>
<td>Tel: +49-62-1484-4382 &lt;br&gt; Fax: +49-62-1484-4383 &lt;br&gt; Email: <a href="mailto:pkv.mannheim@web.de">pkv.mannheim@web.de</a></td>
</tr>
<tr>
<td>Name of the organization</td>
<td>Name of the responsible official</td>
<td>Address</td>
<td>Contact numbers</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------</td>
<td>---------</td>
<td>-----------------</td>
</tr>
</tbody>
</table>
| Philippine Ylang-Ylang e.V. | Chuchi W. Riegel | Feldbergstrasse 19, 75210 Keltern-Ellmendingen | Tel: +49-72-3613-0969  
Email: chuchi@ylang-ylang-ev.de |
| Sto. Nino Group Rottenburg-Stuttgart | Fred Silacan | Leharstrasse 22, 70195 Stuttgart |  |
| Sunrise e.V. | Gerhard Stetter | Hölderlinweg 9, 89081 Ulm |  |
| Alitaptap Dancing Group | Annie Ansorge | Am Ruhstein 37, 91057 Erlangen/Bückenho |  |
| Deutschasiatische Gesellschaft | Mercie Ippisch | Gärtnerstr 49, 85368 Moosburg | Tel: +49-09-1315-5120 |
| Deutsch-Philippinische Freundschafts-Gruppe | Salvacion Schmid C. | Lessingstr. 25, 84508 Burgkirchen/Alz | Fax: +49-86-7991-4263 |
| Deutsch Philippinischer Kulturverein | Alvilyn Englisch | Kirchstr 29, 89291 Holzheim |  |
| Deutsch-Philippinischer Freundeskreis e.V. | Gerhard Schmid | Gerhart-Hauptmann-Str. 6 91058 Erlangen | Tel: +49-09-1312-6606 |
### Pre-departure Information for Filipino and Indian Migrant Health Workers Bound for Germany

<table>
<thead>
<tr>
<th>Name of the organization</th>
<th>Name of the responsible official</th>
<th>Address</th>
<th>Contact numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deutsch-Philippinischer Freundeskreis</td>
<td>Cindy Rosenmeier</td>
<td>Josef-Schauer-Strasse 38, 82178 Puchheim</td>
<td>Tel: +49-08-9800-5922</td>
</tr>
<tr>
<td>Deutsch-Philippinischer Freundeskreis Mering</td>
<td>Norma Vötter</td>
<td>Hölzstrasse 11, 86415 Mering</td>
<td></td>
</tr>
<tr>
<td>Deutsch-Philippinischer Freundeskreis e.V.</td>
<td>Connie Bagasbas-Landendörfer</td>
<td>Ziegenburg 3, 95509 Marktchorgast</td>
<td>Tel: +49-92-2790-2569</td>
</tr>
<tr>
<td>Deutsch-Philippinischer Kulturverein</td>
<td>Gerhard Abaigar</td>
<td>Borsigstrasse 4, 89250 Senden</td>
<td></td>
</tr>
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<td>Deutsch-Philippinischer Wohltätigkeitsverein Ansbach e.V.</td>
<td>Simplicia Hassl</td>
<td>Gräffenbuch 30, 91611 Lehrberg</td>
<td>Tel: +49-09-8209-2171 Tel: +49-98-1977-4022</td>
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<tr>
<td>Filipiniana e.V</td>
<td>Velvet Tkocz</td>
<td>Ginhardtstr 21 80639 München</td>
<td>Tel: +49-08-9178-2914</td>
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<tr>
<td>Filipino Group Schweinfurt</td>
<td>Teodora Klopf</td>
<td>Kirchweg 39, 97633 Trappstadt</td>
<td>Tel: +49-97-6579-8649</td>
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<tr>
<td>GPA Allgäu</td>
<td>Corazon Schwärzler</td>
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<td>GPA Bavaria</td>
<td>Aurea Helbig</td>
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<td>Lirio Miedel</td>
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<td>GPA Nürnberg</td>
<td>Alicia Weig</td>
<td>Wettersteinstrasse 12, 90471 Nürnberg</td>
<td>Tel: +49-09-1181-9911</td>
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<td>Email: <a href="mailto:Weig-Siegfried@t-online.de">Weig-Siegfried@t-online.de</a></td>
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<tr>
<td>GPA Regensburg</td>
<td>Sylvia Santiago</td>
<td>Borsigstrasse 9, 93073 Neutraubling</td>
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<td>Kamalayan</td>
<td>Emma Fabian Est</td>
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<td>Silayan Bavaria e.v.</td>
<td>Jean Schoch</td>
<td>Holunderweg 1, 82256 Fürstenfeldbruck</td>
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<td>Mabuhay Augsburg Verein</td>
<td>Mila Baur</td>
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<td>PCC e.V.</td>
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<td>PEACE</td>
<td>Engelbert Olesch</td>
<td>Leo-Graetz-Str. 9, 81379 München</td>
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<td>Philippine Culture Club e.V. E</td>
<td>Dieter Baumgärtner, Ermita Mückner</td>
<td>Bauergasse 3b 90443 Nürnberg</td>
<td>Tel: +49-17-0204-5284; +49-91-1739-9439</td>
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<td>Email: <a href="mailto:mitmueck@yahoo.com">mitmueck@yahoo.com</a>; <a href="mailto:dieter.pcc-triteam@gmx.de">dieter.pcc-triteam@gmx.de</a></td>
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<td>Nicetas Hild</td>
<td>Franz-Schubert-Str 36, 97421 Schweinfurt</td>
<td>Tel: +49-09-2147-1555  Fax: +49-09-2147-1555</td>
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<td>Philippine Kulturclub e.V.</td>
<td>Helmut Neubert</td>
<td>Reichenbachstr 11, 90441 Nürnberg</td>
<td>Tel: +49-91-1418-9508  Fax: +49-91-1418-7820</td>
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<tr>
<td>Pinoy-Pinay News</td>
<td>Willie Estanislao</td>
<td>Gartenstr. 1 88131 Lindau</td>
<td>Tel: +49-83-8294-2648  Fax: +49-83-8294-2641</td>
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<td>PNG</td>
<td>Jocelyn Schmalhofer</td>
<td>Mater-Rose-Ring 6, 94094 Rotthalmünster</td>
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<td>PUNLA Philippinische Kulturwerkstatt</td>
<td>Nieves Primicias Füngerlings</td>
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<td>Samahan Landshut Team</td>
<td>Adoracion Cacbay-Pöffel</td>
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<td>Samahan Vilsbiburg Team</td>
<td>Terry Ledesma</td>
<td>Baugartnerstrasse 1, 84137 Vilsbiburg</td>
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<tr>
<td>Sampaguita Folklore Tanzgruppe e.V.</td>
<td>Armie Kögel</td>
<td>Schloßstr. 14, 87534 Oberstaufen</td>
<td>Tel: +49-83-8696-1203</td>
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<tr>
<td>Bayanihan Magazine</td>
<td>Eden De Leon-Reuer</td>
<td>Michael-Beer-Str.12, 87448 Waltenhofen</td>
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## Berlin

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<td>Adorers of Holy Trinity</td>
<td>Baby Heinrich</td>
<td>Fontanepromenade 8, 10967 Berlin</td>
<td>Email: <a href="mailto:gloria59@gmx.de">gloria59@gmx.de</a></td>
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<tr>
<td>Anahaw e.V.</td>
<td>Merlie Lochau</td>
<td>Leibnizstr. 61, 10629 Berlin</td>
<td>Email: <a href="mailto:merlie@lycos.de">merlie@lycos.de</a></td>
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<tr>
<td>Asian Harmony Chorale</td>
<td>Kevin Orteza</td>
<td>Nassauischestr. 65A 10717 Berlin</td>
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<tr>
<td>Catholic Women's League</td>
<td>Emilia Brandeis</td>
<td>Brunsbütteler Damm 240, 13581 Berlin</td>
<td>Tel: +49-03-0391-9730 Email: <a href="mailto:emilia_brandeis@yahoo.com">emilia_brandeis@yahoo.com</a></td>
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<tr>
<td>Charismatic Episcopal Church Deutschland e.V.</td>
<td>Rev. Fr. Dennis Santiago</td>
<td>Berlin: Lesser-Ury-Weg 1, 10557 Berlin, Köln: Wuppertaler Str.30-32 51069 Köln</td>
<td>Tel: +49-30-3903-1611 Fax: +49-30-3903-1613 Email: <a href="mailto:cecberlin@aol.com">cecberlin@aol.com</a></td>
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<tr>
<td>Church on the Rock</td>
<td>Ptr. Tony Ibarra</td>
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<td>Club Bol-Anon e.V. Filipiniana Dance Group</td>
<td>Veronica Boensch</td>
<td>Egestorffstr. 3 e 12307 Berlin</td>
<td>Tel: +49-030-746-7220 Fax: +49-030-746-7220 Email: <a href="mailto:dancerina@web.de">dancerina@web.de</a></td>
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<td>Couples for Christ - CFC</td>
<td>Detlef Scherler</td>
<td>Meißner Weg 60A 12355 Berlin</td>
<td>Tel: +49-30-7072-9751</td>
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<td>Couples for Christ Germany e.V. - Foundation for Family and Life (CFC-FFL)</td>
<td>Ofelia Kusig</td>
<td>Quellweg 57, 13629 Berlin</td>
<td>Tel: +49-03-0382-8520</td>
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<tr>
<td>Family Bible Service</td>
<td>Gloria Lange</td>
<td>Boppstr. 4, 10967 Berlin</td>
<td>Tel: +49-03-0693-1029</td>
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<tr>
<td>Family Group</td>
<td>Jevane Orate</td>
<td>Mohrenstr. 10, 10117 Berlin</td>
<td>Tel: +49-030-3101-5986</td>
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<tr>
<td>Ladies for Rizal-Berlin &amp; Brandenburg</td>
<td>Stella Schnell/or Lourdes Müller</td>
<td>Dorfstr. 19, 15831 Grossekienitz, Windenweg 57a, 12357 Berlin</td>
<td>Email: <a href="mailto:stella_pimentel@yahoo.com">stella_pimentel@yahoo.com</a></td>
</tr>
<tr>
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<td><a href="mailto:lourdes_lareza@yahoo.com">lourdes_lareza@yahoo.com</a></td>
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<td>Legion Of Mary / Our Lady of Lourdes / Bible Sharing Group</td>
<td>Salve Vietz</td>
<td>Manteuffelstr. 26, 12103 Berlin</td>
<td>Tel: +49-03-0752-8573</td>
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<tr>
<td>Maharlika e.V. Berlin</td>
<td>Claus Stürznickel</td>
<td>Trelleborger Str. 95, 13189 Berlin</td>
<td>Telefax: +49-30-8061-3131</td>
</tr>
<tr>
<td></td>
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<td>Email: <a href="mailto:info@maharlikaev.de">info@maharlikaev.de</a></td>
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<tr>
<td>Manisan Dance Troupe</td>
<td>Josephine Siegert</td>
<td>Krosawerstr. 93, 12305 Berlin</td>
<td>Tel: +49-03-0745-6903</td>
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</table>
| Miss Philippines-Germany and Youth Cultural Group e.V. | Alyss Gronau | Bayerische Str. 17, 10707 Berlin | Tel: +49-03-0873-1725  
Email: info@msphilippinesgermany-berlin.org |
| Our Lady of the Rosary Manaoag Devotees Berlin | Evelyn Amstutz | Nordbahnstrasse 1-A, 13359 Berlin | Tel: +49-30-4976-8618  
Mobile: +49-017-3427-0266  
Tel: +49-30-6670-9145 |
| Our Lady of Manaoag Prayer Group | Nida Reichenbach | Berntweg 17 12353 Berlin | Email: nida.reichenbach@online.de |
| Philippinisch-Deutsch Unternehmervereinigung (PDU) | Dr. Eleonor Frogosa | Scharnweberstr. 130-131 13405 Berlin | Tel: +49-03-0412-5708  
Fax: +49-30-4170-0969 |
| Philippine Community Berlin (under the English-speaking Mission of the Diocese of Berlin) | Fr. Simon Boiser, SVD | Bayernalle 28 14052 Berlin | Tel: +49-30-3000-0322  
Email: simonsvd@gmail.de |
| Philippine Parish Advisory Council | Marianito Libunao | Marshallstr. 11 14169 Berlin | Tel: +49-30-8609-0680  
Mobile: +49-017-4894-2448  
Email: tossilibunao@gmx.de |
### Pre-departure Information for Filipino and Indian Migrant Health Workers
Bound for Germany

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<tr>
<td>Sacred Heart Guild</td>
<td>Raquel Jahnke</td>
<td>Finsterwalder Str. 34 13435 Berlin</td>
<td>Tel: +49-03-0394-1797</td>
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<tr>
<td>Saint Joseph’s Devotees</td>
<td>Rita Schnick</td>
<td>Borussiast. 29/30 12099 Berlin</td>
<td>Tel: +49-03-0752-2930</td>
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<td>Sampaguita</td>
<td>Evelyn Gnefkow</td>
<td>Bellingstr. 22 12249 Berlin</td>
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<td>Santinig Chorale</td>
<td>Abelardo Galang</td>
<td>Erich-Weinen-Str. 17 10439 Berlin</td>
<td>Tel: +49-030-4467-8442 Email: <a href="mailto:Abelardoll@t-online.de">Abelardoll@t-online.de</a></td>
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<td>Shalom Catholic Community</td>
<td>Max Magtibay</td>
<td>Taylorstr. 13A 14185 Berlin</td>
<td>Tel: +49-03-08100-3884</td>
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<tr>
<td>Sto. Nino Movement / Kaibigan e.V.</td>
<td>Rose Glass</td>
<td>Drakestr. 21G 12205 Berlin</td>
<td>Tel: +49-03-0823-4950 Email: <a href="mailto:sis.rose@sto.nino.de">sis.rose@sto.nino.de</a></td>
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<tr>
<td>The Migrant</td>
<td>Allan Valdez</td>
<td>Burgemeisterstr. 11 12103 Berlin</td>
<td>Tel : +49-03-0752-6313 Email: <a href="mailto:editor@filipinos-in-berlin.de">editor@filipinos-in-berlin.de</a></td>
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<tr>
<td>The Love Flock Catholic Charismatic Community</td>
<td>Josefina Sandoval</td>
<td>Beusselstr. 43 10553 Berlin</td>
<td>Mobile: +49-017-1547-1924 Email: <a href="mailto:yolls_de@yahoo.com">yolls_de@yahoo.com</a></td>
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**Brandenburg**

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<tr>
<td>ANCOP Deutschland e. V.</td>
<td>Manfred Hans Schnell</td>
<td>Dorfstrasse 19, 15831 Groß Kienitz</td>
<td>Email: <a href="mailto:ancop@konsulate.org">ancop@konsulate.org</a></td>
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<tr>
<td>Deutsch Philippinisches Zentrum Potsdam e.V.</td>
<td>Manfred Hans Schnell</td>
<td>Bahay Pilipino Hans-Thoma-Str. 9, 14467 Potsdam</td>
<td>Tel: +49-033-1280-5728 Fax: +49-033-1280-5729</td>
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<tr>
<td>Ladies for Rizal (Berlin Brandenburg Chapter)</td>
<td>Stella Pimentel-Schnell</td>
<td>Bahay Pilipino Hans-Thoma-Str. 9, 14467 Potsdam</td>
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**Hamburg**

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<td>Capiznon, Ilonggo, Aklanon, Antiqueno (CIAA) e.V.</td>
<td>Felix Antonio</td>
<td>Schleswiger Damm 180, 22457 Hamburg</td>
<td>Tel: +49-04-0559-2326</td>
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<tr>
<td>Catholic Fellowship Group</td>
<td>Lita Garcia</td>
<td>Grandweg 132, 22529 Hamburg</td>
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<tr>
<td>Federation of Filipino Organizations in Northern Germany e.V.</td>
<td>Resurreccion Repotente, M.D.</td>
<td>Bahnhofstr. 23 29584 Himbergen</td>
<td>Tel: +49-58-2180-3148 Email: <a href="mailto:reporrrrr@aol.com">reporrrrr@aol.com</a></td>
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<td>Efren Bantatna</td>
<td>Beim Strohause 14 20095 Hamburg</td>
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<tr>
<td>German-Philippine Association (GPA) Hamburg</td>
<td>Angelito Santos</td>
<td>Karpfangerstr. 1 20459 Hamburg</td>
<td>Fax: +49-040-3751-9575</td>
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<td>HANDS e.V. Hamburg Region</td>
<td>Elisabet Spenner</td>
<td>Lincolnstr. 26 20359 Hamburg</td>
<td>Tel: +49-040-3179-3419; +49-017-2401-5663</td>
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<tr>
<td>Kalinangan e.V.</td>
<td>Jieasmen Klemm</td>
<td>Possmoorweg 53 22301 Hamburg</td>
<td>Email: <a href="mailto:kalinangan_ev@web.de">kalinangan_ev@web.de</a></td>
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<td>Kayumanggi Bayanihan Group</td>
<td>Vickie Morales-Seifert</td>
<td>Gustav-Falke-Str. 68 20144 Hamburg</td>
<td>Fax: +49-04-0811-9406</td>
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<td>Mindanao Solid Group Hamburg e.V.</td>
<td>Juliet Felgentreff</td>
<td>Wittenbergener Weg 31, 22559 Hamburg</td>
<td>Email: <a href="mailto:msg-hamburg@zoomshare.com">msg-hamburg@zoomshare.com</a></td>
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<tr>
<td>Philippine Beauty Pageant e.V.</td>
<td>Gloria Dittmer</td>
<td>Amandastr. 81, 20357 Hamburg</td>
<td>Tel/Fax: +49-04-0430-1831; Email: <a href="mailto:gdittmer@debitel.net">gdittmer@debitel.net</a></td>
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<td>Philhansa Bowling Team</td>
<td>Virgilio Ocampo</td>
<td>Salomon-Petri-Ring 17 22117 Hamburg</td>
<td>Tel: +49-04-0712-9836</td>
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<tr>
<td>Philippine-Centennial Organization-Northern Germany e.V.</td>
<td>Nilo Enamno</td>
<td>Bernstorffstr. 155 22767 Hamburg</td>
<td>Tel: +49-04-0430-8509; Email: <a href="mailto:nilo_enamno@yahoo.com">nilo_enamno@yahoo.com</a></td>
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<td>Phlippinische-Studentverein e.V. (Philstud) Hamburg</td>
<td>Leny Antonio</td>
<td>Schleswiger Damm 180, 22457 Hamburg</td>
<td>Tel: +49-04-2838-2939 Fax: +49-40-4607-1392</td>
</tr>
<tr>
<td>Philippinen Zentrum Department of Austronesian Studies</td>
<td>Divina Gracia Martens</td>
<td>University of Hamburg Edmund-Siemers-Allee 1 (ESA) Ostflügel 20146 Hamburg</td>
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<td>Save Sick &amp; Needy Children Foundation</td>
<td>Rosario Ocampo</td>
<td>Salomon-Petri-Ring 17 22117 Hamburg</td>
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<tr>
<td>Asian-Pacific Heritage Association (APHA)</td>
<td>Nelz Ruiz</td>
<td>Rhein-Main U.S. Air Base Box 65 60549 Frankfurt</td>
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<tr>
<td>Deutsch-Philippinische Gesellschaft</td>
<td>Ida Wagner</td>
<td>Eichendorffring 2, 35394 Giessen</td>
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<tr>
<td>Deutsch-Philippinischer Freundeskreis e.V.</td>
<td>Heinz Rohe</td>
<td>Stift-Tepl-Strasse 27, 61352 Bad Homburg v.d.H</td>
<td>Tel: +49-061-7293-5942 Email: <a href="mailto:Balatero@gmx.de">Balatero@gmx.de</a></td>
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<td>DWXI El Shaddai</td>
<td>Aurora Bernado</td>
<td>Hoch-Weiseler-Str. 34, 35510 Butzbach</td>
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<td>El Shaddai Frankfurt Chapter</td>
<td>Nita Gocatek</td>
<td>Feilerstrasse 4 60313 Frankfurt</td>
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<td>Couples for Christ Germany e.V.</td>
<td>Freddie Dayo</td>
<td>Hugo-Wolf-Str. 26 63069 Offenbach</td>
<td>Email: <a href="mailto:Fdayo@hotmail.com">Fdayo@hotmail.com</a></td>
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<td>Website: <a href="http://www.cfcffleurope.org">www.cfcffleurope.org</a></td>
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<tr>
<td>KAMAG-ANAK e.V.</td>
<td>Lhiza Rosales-Schuetz</td>
<td>Freiherr-vom-Stein-Str. 6 64354 Reinheim</td>
<td>Tel: +49-61-6291-9413</td>
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<td>Mobile: +49-017-9510-4275</td>
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<td>Fax: +49-061-6280-7662</td>
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<td></td>
<td>Email: <a href="mailto:lhiza_r_schuetz@hotmail.com">lhiza_r_schuetz@hotmail.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Website: <a href="http://www.llhiza.com">www.llhiza.com</a></td>
</tr>
<tr>
<td>Order of the Knights/Ladies of Rizal</td>
<td>Alexander &amp; Jane Muschake</td>
<td>Wagenscheinweg 2 64367 Muehltal</td>
<td>Tel: +49-61-5114-5177</td>
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<tr>
<td>Website: <a href="http://www.knightsofrizal.de">www.knightsofrizal.de</a></td>
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<tr>
<td>Perlas ng Silangan</td>
<td>Leticia Linke</td>
<td>Kleiststr. 14 64354 Reinheim</td>
<td>Tel: +49-61-6291-1558</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Email: <a href="mailto:sperlas@hotmail.com">sperlas@hotmail.com</a></td>
</tr>
<tr>
<td>Philippine Catholic Community Frankfurt</td>
<td>Simon Arot</td>
<td>Gärtnerweg 60 60322 Frankfurt</td>
<td>Tel: +49-61-7594-0475</td>
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## Pre-departure Information for Filipino and Indian Migrant Health Workers
### Bound for Germany

<table>
<thead>
<tr>
<th>Name of the organization</th>
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<th>Address</th>
<th>Contact numbers</th>
</tr>
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<tbody>
<tr>
<td>Philippine German American Social Club</td>
<td>Paul Bondoc</td>
<td>Lessingstr. 30 65232 Taunusstein-Hahn</td>
<td>Tel: +49-06-1282-1612</td>
</tr>
<tr>
<td>Philippine-German Foundation Society e.V.</td>
<td>Leticia Camanse-Meier</td>
<td>Ziegenhainer Str. 8 34599 Neuenthal</td>
<td>Tel: +49-66-9391-1338</td>
</tr>
<tr>
<td>Philippinen Hilfe Save a Child Gem e.V. / Order of the Knights of Rizal</td>
<td>Klaus Hartung</td>
<td>Kettenwiesenstrasse 10b 64291 Darmstadt</td>
<td>Tel: +49-61-5135-1468 Fax: +49-61-5137-4821 Email: <a href="mailto:transwing@t-online.de">transwing@t-online.de</a> <a href="mailto:rizaleurope@yahoo.de">rizaleurope@yahoo.de</a> Website: <a href="http://www.philippinenhilfe.de">www.philippinenhilfe.de</a></td>
</tr>
<tr>
<td>Pilipino Family Help Association Group e.V.</td>
<td>Lilia Pestano</td>
<td>Am Hohlweg 12 35745 Herborn-Burg</td>
<td></td>
</tr>
<tr>
<td>The Family Club Offenbach e.V.</td>
<td>Carlos Benitez Jr</td>
<td>Waldstrasse 139 63071 Offenbach</td>
<td>Fax: +49-69-8484-9079</td>
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## Lower Saxony

<table>
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<th>Name of the organization</th>
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<tbody>
<tr>
<td>Buhay PDF</td>
<td>Tillman Caspers</td>
<td>Burgerdorfer Str. 12B 30938 Burgwedel</td>
<td>Tel: +49-40-4607-1391</td>
</tr>
<tr>
<td>DAMAYAN</td>
<td>Elizabeth Tiemann</td>
<td>Rheiner Landstrasse 44 49078 Osnabrück</td>
<td></td>
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<tr>
<td>Deutsch-Philippinischer Kulturkreis (Jasmin Club e.V.)</td>
<td>Cecilia Wollenweber</td>
<td>Greifswaldstrasse 67, 38124 Braunschweig</td>
<td></td>
</tr>
<tr>
<td>Federation of Filipino Organizations in Northern Germany</td>
<td>Resurreccion Repotente, M.D.</td>
<td>Bahnhofstr. 23, 29584 Himbergen</td>
<td>Tel: +49-05-1152-2931</td>
</tr>
<tr>
<td>Kababaihang Rizalista, Inc. – Hamburg Chapter</td>
<td>Divina-Gracia Martens</td>
<td>Peterskampweg 71 22089 Hamburg</td>
<td></td>
</tr>
<tr>
<td>Order of the Knights of Rizal-Hamburg Chapter</td>
<td>Angel Palomar</td>
<td>Am Leuchtturm 1a, 21720 Gruenendeich</td>
<td>Tel: +49-05-1152-2931</td>
</tr>
<tr>
<td>Philippinisch-Deutscher-Freundschaftskreis Hannover e.V.</td>
<td>Christopher Macasero</td>
<td>Freidingstr. 11 30559 Hannover</td>
<td>Email: <a href="mailto:chmacasero@yahoo.de">chmacasero@yahoo.de</a>  Website: <a href="http://www.pdf-hannover.de">www.pdf-hannover.de</a></td>
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<tr>
<td>Samahang Pilipino sa Hannover</td>
<td>Danny Orpilla</td>
<td>Helstorfer Str. 27 30625 Hannover</td>
<td>Tel: +49-05-1155-4139</td>
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### North Rhine -- Westphalia

<table>
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<tr>
<th>Name of the organization</th>
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<tbody>
<tr>
<td>A.L.A.Y.</td>
<td>Norma Wiemer</td>
<td>Steglitzeck 3, 44388 Dortmund</td>
<td>Tel: +49-02-3163-3358</td>
</tr>
<tr>
<td>Abot Tulong sa Aming Kababayan sa Bicol North e.V.</td>
<td>Grace Imperial</td>
<td>An der Schmitte 14, 42781 Haan</td>
<td>Fax: +49-23-6869-3251/2</td>
</tr>
<tr>
<td>Abot Tulong sa Aming Kababayan sa Davao e.V.</td>
<td>Marlene Eisele</td>
<td>Buschstrasse 50, 45739 Oer-Erkenschwick</td>
<td></td>
</tr>
<tr>
<td>Abot Tulong sa Aming Kababayan sa Ilocos e.V.</td>
<td>Nenita Schweflinghaus</td>
<td>Pferdebachstrasse 36-d, 58455 Witten</td>
<td>Tel: +49-02-3028-4989</td>
</tr>
<tr>
<td>Ala EH e.V.</td>
<td>Oggie Maristela</td>
<td>Kathagen 72, 45239 Essen</td>
<td>Tel: +49-20-1615-9666</td>
</tr>
<tr>
<td>Asiana: Tahanang Pilipino</td>
<td>Mary Agnes Mendoza Urban</td>
<td>Weißenburgstr. 11 D-50670 Köln</td>
<td>Tel/Fax: +49-22-1337-1933</td>
</tr>
</tbody>
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North Rhine -- Westphalia

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<th>Name of the organization</th>
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</thead>
</table>
| Babaylan                  | Mary Lou Hardillo-Werning       | Bergstr. 5, 50226 Frechen-Königsdorf | Tel: +49-22-3496-5733  
Fax: +49-22-3496-5734  
Email: phwforum@aol.com babaylanes@gmx.de |
| Balitang Verein           | Melvin Gonzales                 | In den Birken 210 42113 Wuppertal | Tel: +49-02-0276-1854 |
| PHILNETZ                  | Jack Catarata                   | Fichtestr. 45, 53177 Bonn          | Tel: +49-02-2844-4484  
Email: philnetz@hotmail.de |

Useful links for Indian migrant health workers in Germany

http://www.munichmela.de

http://www.connectingindians.com
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