

Englisch

## **Welcome to Germany!**

It might well be that within the meaning of the Second Book of the Social Code (SGB II) the job centre MAIA of the rural district of Potsdam-Mittelmark ([www.potsdam-mittelmark.de](http://www.potsdam-mittelmark.de)) is in charge of granting your basic security benefits and finding employment for you. To become entitled to social benefits you need to make an application (link) first. Fill in this form completely and submit it personally to MAIA.

**Please, ensure in your own interest that you are able to communicate with us in GERMAN.** We cannot pay for the costs of an interpreter.

When you (and your family) get basic security benefits, you are under the obligation to get active and take pains over your integration in Germany.

(1) To this end you are to attend an integration-oriented German language course. Such courses are paid for by the Federal Office for Migration and Refugees. You can sign up by yourself or have a language course provider do this for you. For instruction sheets in your national language refer to the website run by the federal office just mentioned: [www.bamf.de](http://www.bamf.de).

(2) Once you have ceased to draw benefits under the Asylum Seekers' Social Welfare Act (AsylbLG) and switched over to receiving payments under SGB II you are no longer allowed to stay in the transitional hostel free of charge. You have to find your own flat or room instead, and you must pay for it. Within certain specified limits we take over the costs. Be sure to apply for the relocation assurance in good time prior to the signature of any tenancy agreement and catch up on the established limits of appropriateness as well as on the assumption of moving costs and a possible tenancy deposit. The costs of both moving and the tenancy deposit can be absorbed by us on a separate application.

(3) Your curriculum vitae and the proof / recognition of your educational qualifications are essential to your integration into society. Please, have these documents translated and submit them to us as soon as you possibly can.

The above items (1- 3) will be object of a contract – we call it an integration agreement – we will make with you. This contract will describe our mutual obligations.

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## **Reaching the job centre MAIA**

At these four locations:

**Teltow**, Lankeweg 4

**Werder**, Am Gutshof 1-7

**Brandenburg/ Havel**, Potsdamer Straße 18

**Bad Belzig**, Brücker Landstraße 22 b

[maia-team611@potsdam-mittelmark.de](mailto:maia-team611@potsdam-mittelmark.de)

[maia-team612@potsdam-mittelmark.de](mailto:maia-team612@potsdam-mittelmark.de)

[maia-team613@potsdam-mittelmark.de](mailto:maia-team613@potsdam-mittelmark.de)

[maia-team614@potsdam-mittelmark.de](mailto:maia-team614@potsdam-mittelmark.de)

you can get in touch with us personally at the following office hours:

**on Monday, Tuesday, Thursday and Friday from 08:00 a.m. to 01:00 p.m.** .....  
and **on Tuesday from 02:00 to 06:00 p.m.**

Call our service centre for your consultation from Monday to Friday at 033841-91 800.

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- Please, always bring along: your passport / residence permit / identification document / folded green card.
- When you come to see us for the first time, also bring along:
- a copy of your accomodation sheet from the transitional hostel,
  - the letter from the rural district of Potsdam-Mittelmark regarding the expiry of your right
  - to occupancy and a claim for costs, and  
a signed application for the direct payment of the lodging costs to the rural district of
  - Potsdam-Mittelmark („Application for payment of lodging costs by the job centre MAIA directly to the beneficiary“)
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### **Who is going to lend you a helping hand? Our network partners:**

AWO – Ms. Marte                      phone: 0151-12105768, phone: 033841 – 387858  
email: [migration@awo-potsdam.de](mailto:migration@awo-potsdam.de)

Christian social welfare institution  
Ms. Greger                              phone: 01523 / 37 4444 0, phone: 0331 / 237 00 879  
email: [s.greger@dwpotsdam.de](mailto:s.greger@dwpotsdam.de)

Christian social welfare institution  
Ms. Müller                              phone: 0331 - 200 83 80  
[email: a.mueller@dwpotsdam.de](mailto:a.mueller@dwpotsdam.de)

Belziger Forum (intercultural social work) Mr. Banaho, phone: 033841 - 798848

Supervisory school authority                              phone: 03381 - 397400

Foreigners' registration office:  
surnames A to E: Mr. Kaden                              phone: 03327 - 739298  
surnames F to K: Ms. Große                              phone: 03327 - 739299  
surnames L to Q: Ms. Liermannn                              phone: 03327 - 739295  
surnames R to Z: Ms. Ohl                              phone: 03327 - 739113

Family benefits office                              phone: 0800 / 4 5555 30  
email: [Familienkasse-potsdam@arbeitsagentur.de](mailto:Familienkasse-potsdam@arbeitsagentur.de)