

Where do I apply, what documents must be on the hand?

When you want to apply for benefits at the Jobcenter, you must **appear personally**. Our staff at the customer desk will be at your disposal from **monday to friday, 8:00 am to 12:00 am**.



When you live in the **city of Gießen**, please apply at the following address: **Nordanlage 60** (building off he Arbeitsagentur, 1. floor).

When you live within the **district of Gießen** (all cities and communities outside the city of Gießen) please apply at the entrance hall at **Riversplatz 1-9**, building B, (ground floor).

Important: Please let a person accompany you who speaks German and is able to translate into your mother tongue!

The following documents are necessary:

- passport
- electronic residence title
- if available, the integration course commitment off he immigration office
- employment notification off he benefits according to he asylum seeker benefit law

How do I contact the Jobcenter ?

You can contact us

personally:

- ⇒ for inhabitants of the **city of Gießen**:
Nordanlage 60 (building of the Arbeitsagentur), 35390 Gießen
- ⇒ for inhabitants of the **district of Gießen**:
Riversplatz 1-9, building B, 35394 Gießen

in writing:

- ⇒ **please send all letters and documents only to the following address:**

**Jobcenter Gießen
35357 Gießen**

by telephone:

- ⇒ our service center is at your disposal from monday to friday, 08:00 am to 06:00 pm, telephon number 0641 / 48016 – 0

E-Mail:

- ⇒ jobcenter-giessen.kontakt@jobcenter-ge.de

Internet:

- ⇒ www.jobcenter-giessen.de

Information for refugees entitled to receive benefits



Please keep in mind
when you first apply for benefits
in Jobcenter Gießen

A guide for new customers of the Jobcenter Gießen

How can the Jobcenter Gießen assist me?

After the asylum procedure you will receive a **new passport** and an resident title permitting you a **life in Germany**.



Foto: Bundesdruckerei/Wikipedia

Many things you are now confronted with will be **strange** and **incomprehensible**. Therefore you will get help from different institutions for your new start in Germany.

First of all it will be necessary to

- receive money for **accommodation, food, clothes and furniture**.
- learn the **German language** as fast as possible
- think about future **work** or a profession and much more. . .

The staff of the Jobcenter Gießen will look after your concerns. If necessary, you will get additional contact addresses.

The Jobcenter Gießen is a national institution guaranteeing your and your family living in Germany an enabling work permit.

What help will I get for my living?

You (and if necessary your relatives) receive a **standard need** for food, clothes, personal hygiene, household goods, electricity and additional needs of daily life.

Apart from that **additional needs** are granted in special life situations, such as

- pregnancy
- Single parents
- disability (in care there are further requirements)
- additional expenditure for food in case of illness

We also agree to meet the costs for your **accommodation incl. heating** after having left the hostel.

Important: Please contact us before renting an accommodation, because there are limits regarding the rent! We also ensure your health insurance.

In special cases children receive – on application – **benefits for education and share**. These include grant for lunch at school and kindergarten, promotion of learning, school trips and participations in sport or music lessons in a club.

Important: All the above mentioned benefits are dependent on your income – provided you have an own income. The person responsible in the Jobcenter will give you further information.

What kind of support will I get at the job placement service?

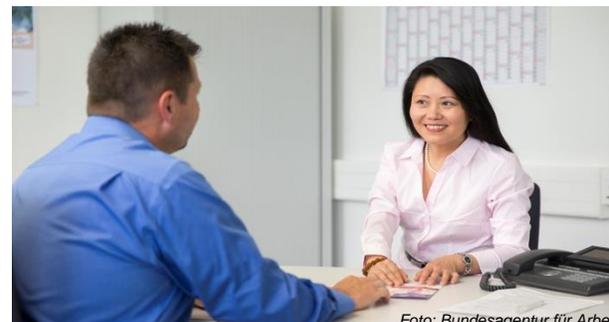


Foto: Bundesagentur für Arbeit

First of all you get support in

- looking for an language course to learn German
- looking for a job or training-place
- the screening procedure regarding your education and professional training in your native country.

Having improved your German language skills, further steps concerning your integration will be discussed. These include

- application training
- work on probation
- support regarding employment agency
- professional qualifications
- professional continuing education
- and more

Please contact your job-placement-service in the Jobcenter Gießen for further information.