First steps in Quakenbrück

Registration
- After you have moved into a flat or another form of accommodation you have to go to the Citizens Bureau (Bürgerbüro Samtgemeindeverwaltung Artland, Markt 1, 49610 Quakenbrück) and register yourself. In order to do so you need an identity card or a passport and a Confirmation of Residence from your landlord.
- After that you will receive a Certificate of Residence that you will need as proof for work, for signing contracts or for the Tax Office.
- Please keep your Confirmation of Residence and Tax-ID safe.
- If you move to a new city inside Germany or leave Germany, please inform the Citizens Bureau.
- Please label your post box and your doorbell with your full name.
- While you are in Germany you should store your Birth Certificate (if it applies to you: Marriage Certificate, Decree of Divorce) at home.

Communication
- You should bring someone to appointments or visits to authorities who speaks English or German very well (free of charge).
- Do not sign contracts or something similar without fully understanding the content. In a case like that please contact someone with knowledge of German to translate it for you.
- Do not hand original documents or letters from authorities to someone else (unless it is required).
- It is not necessary to hire a provider of service for filling out or translating documents.
- If you need a translator you can request someone from local authorities who speaks English or German very well (free of charge).

Young Migration Service for Teenagers
(between 12 and 27 years old)
Caritas | Bürgermeister-Krehe-Straße 3 | 49939 Bersenbrück
Monday: 3:00 pm until 5:00 pm and with an appointment
Phone: 05439 / 94 23 60
E-Mail: imd.bso@caritas-os.de

General Counselling Service (Diakonisches Werk Bramsche)
Lützener Straße 5a | 49610 Quakenbrück
Tuesday: 10:00 am until 12:00 pm
Thursday: 3:00 pm until 5:00 pm
Phone: 05431 / 90 61 63

Migrant Advisory Center Administrative District Osnabrück
Mig. Steffen Gött | Am Schölerberg 1 | 49082 Osnabrück
Phone: 0541 / 50 14 00 00 or 0541 / 5 01 21 61
E-mail: migrationszentrum@lkos.de

Foreigners Office Administrative District Osnabrück
Am Schölerberg 1 | 49082 Osnabrück
Monday to Friday: 8:00 am until 1:00 pm
Thursday: 8:00 am until 5:30 pm
Phone: 0541 / 5 01 70 00
E-Mail: auslaenderbehoerden@kos.de

Learning German, Language Classes
- Colloquial German Classes
- German Classes for Beginners and Advanced Learners
- BAMF-Integration Course with 600 hours of German and 100 hours about German history, culture, values and legal system
- Literacy Classes
- Language courses especially for women or mothers with included child care

VHS Osnabrücker Land (Community College)/ Artland Branch
Friedrichstraße 37a | 49610 Quakenbrück
Phone: 05431 / 96 96 86 86
Monday: 9:00 am until 4:00 pm and
Thursday: 9:30 am until 12:30 pm
During a consultation a suitable course based on your knowledge will be chosen.

Migration Consultation for Adults/ Caritas
Franziskushaus | Markt 4 | 49610 Quakenbrück
Wednesday: 9:30 am until 12:30 pm
and with an appointment
Phone: 05439 / 94 23 60

Looking for a Place to Live
Offers for accommodation can be found in the Bersenbrück Kreisblatt, in free weekly papers or online
- www.immoscout.de
- www.immogor.de
- www.noz.de/wohnwelt
- www.baugenossenschaft-kos.de

The so-called Warmmiete (WM) consists of the Kaltmiete (KM) and the Nebenkosten (NK). Costs for electricity and sometime heating might not be included in the Warmmiete. The Nebenkosten include monthly advance payments for water, possibly heating and a shared payment for garbage collection, janitor etc. Once a year you will receive an overview of your actual usage from your landlord or a building manager.

Every month the so-called “Rundfunkbeitrag” has to be paid for every apartment. At the moment the fee is 17.50 € per month and is used for public broadcasting corporations. If you search for an apartment with an estate agent he/she will charge you for the work (Maklerprovision). After you have

Family and Education

Did you come to Germany as a family or with an underage child? Every family member that lives here has to be registered in the Citizens Bureau. Children from the age of 0-6 can be looked after in a day-nursery, a kindergarten or by a childminder.

For further information please contact:
Family Service Office
Lange Straße 26 | 49610 Quakenbrück
Phone: 05431 / 182 – 401, -403, -205
Monday until Friday: 9:00 am until 12:00 pm
Thursday: 2:30 pm until 5:30 pm (during schooldays)

More information, offers and information centers for families can be found in the “Familienwegweiser” by the Samtgemeinde Artland at www.artland.de/familienwegweiser

The German School System
The German school system starts with the primary school (classes 1-4). After that schoolchildren can go to the Oberschule (classes 5-10) or the Gymnasium (classes 5-13). Children from the age of 6 to 18 are legally obliged to attend school.

Living and Neighbourhoods

Looking for a Place to Live
Offers for accommodation can be found in the Bersenbrück Kreisblatt, in free weekly papers or online
- www.immoscout.de
- www.immogor.de
- www.noz.de/wohnwelt
- www.baugenossenschaft-kos.de
district. If you have questions about living in the “Neustadt” or questions about the project “Soziale Stadt”, the District Office is the perfect contact.

District Office Quakenbrück Neustadt
Friedrichstraße 37a | 49610 Quakenbrück
Thursday: 1:00 pm until 6:00 pm and with an appointment
E-Mail: dielena.reim@aul-nds.de
Maria Krumova
(German, Bulgarian and English)
Mobile: 0151 – 70 63 26 63
If you completed school or your studies outside of Germany and want to credit these graduations, please contact:

Anerkennungsgericht des IG-Netzwerkes BÜS GmbH in Bersenbrück
Bahnhofstraße 41 | 49593 Bersenbrück
Team: Katharina Loose, Lea Pooschke, Lena Gottschlich, Mogem Omari
Phone: 0541 / 69 29 – 630, – 632, – 633, – 634
E-Mail: looses@bus-gmbh.de, pooschke@bus-gmbh.de, gottschild@bus-gmbh.de, omari@bus-gmbh.de

Health Care System

You will receive health care in every member state of the European Union with a European Health Care Card (EHC). If possible, please take out a Travel Health Insurance in your home country. If you have a German health insurance, you are able to insure your husband/wife and your children together in a Family Health Insurance.

Doctors, Hospital, Emergencies

- Information about doctors, pharmacies etc. in the Samtgemeinde Artland can be found in the register of associations (Samtgemeinde Artland: www.artland.de/vereinsregister)
- Another. Please inform yourself or with help from a translator about the conditions.

Work and Apprenticeship

If you have no work or are looking for work, please contact the following authorities:

Agentur für Arbeit Bersenbrück
Am Bahnhof 15 | 49593 Bersenbrück
Phone: 0800 / 4 55 55 00
Monday to Wednesday and Friday: 9:00 am until 12:30 pm, Thursday: 8:00 am until 6:00 pm

MaßArbeit kaAR – Außenstelle Quakenbrück
Friedrichstraße 43 | 49610 Quakenbrück
Phone: 05431 / 85 17 70
Monday, Tuesday, Thursday: 8:00 am until 12:00 pm
Thursday: 2:00 pm until 6:00 pm

If you have questions about your contract and your stay in Germany please contact:

Beraubungsstelle für mobile Beschäftigte bei Arbeit und Leben in Nds. NordgmbB
Klävernmannstraße T | 26122 Oldenburg
Daniele Reim (German, Romanian and English)
Phone: 0441 / 9 24 90 – 21 Mobile: 0151 – 12 34 47 51
E-Mail: dielena.reim@aul-nds.de
Maria Krumova
(German, Bulgarian and English)
Mobile: 0151 – 70 63 26 63

At the Post Office you will receive information about costs for letters and parcels for foreign countries.

Train Station:
Am Bahnhof 1 | 49610 Quakenbrück
Trains from the Nordwestbahn go to Oldenburg, Wilhelmshaven and Osnabrück every hour.

Busses:
Busses (VOS) to Bersenbrück and Fürstenau via Nortrup and Menslage and busses from the Bürgerbusverein Badbergen e.V. between Badbergen and Quakenbrück stop at
- Bus Stop Neuer Markt
- Bus Stop Bahnhof Quakenbrück (Train station)
- Detailed bus plans can be found at www.vos-info.de or www.buergerbus.de/ahnplan-und-preise or as print outs at the town hall.

Leisure Time Activities:
- City Museum (Markt 7 | 49610 Quakenbrück)
- Town Hall: Sunday, 2 pm until 5:00 pm
- www.stadtmauer-quakenbrueck.de
- Samtgemeinde Library (Markt 5 | 49610 Quakenbrück)
- Monday, Wednesday, Friday: 9:00 am until 12:30 pm, Tuesday, Thursday: 3:00 pm until 6:30 pm
- www.samtgemeinde-buecherei.de
- Singen: Schwazersee, Zentrum und Indoor Swimming Pool
- www.kino-quakenbrueck.de

More information about sport, culture or leisure time clubs can be found in the register of associations (Samtgemeinde Artland: www.artland.de/vereinsregister)