

## For further information

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Consultation hours: Monday-Thursday (8:00am till 15:00pm)

## Contact

### Ausländerbehörde Dortmund

Dienststelle ist das Ordnungsamt – Ausländer- und Staatsangehörigkeitsangelegenheiten, Dienstleistungszentrum Bürgerdienste International

Olpe 1 | 44122 Dortmund

Phone: 0231 5027-132

auslaenderangelegenheiten@stadtdo.de

Consultation hours: Monday, Tuesday, Thursday (7:30am till 12:00pm); Friday (7:30am till 10:00am)  
(electronic residence permit only)

### Verkehrsverbund Rhein-Ruhr

Homepage:

<https://www.vrr.de/de/infoseite-zum-nahverkehr-coronavirus/>

Adress (Servicecenter):

<https://www.vrr.de/de/service/kundencenter/>



## Klinikum Westfalen GmbH

Am Knappschaftskrankenhaus 1

44309 Dortmund

[www.klinikum-westfalen.de](http://www.klinikum-westfalen.de)

## Where to find us



**We're upside down for you!**

**And not just nationally.**

For everyone interested in professional recognition as a nurse at Klinikum Westfalen GmbH

**To-Dos: The first days in Germany and at our company**



# Professional Recognition as a Nurse

## Are you about to go to Germany or have you already arrived in Germany?

### Then we have some information for you!

#### Immigration Office and registration

If you have entered Germany, you must register yourself by the immigration office within the first 14 days. Please make sure that you are going to the right immigration authorities because they are assigned to the respective cities and require different documents and have office hours. You need the following data to apply to the immigration office in Dortmund (see homepage: [https://www.dortmund.de/de/leben\\_in\\_dortmund/sicherheit\\_und\\_recht/ordnungsamt/auslaenderwesen/index.html](https://www.dortmund.de/de/leben_in_dortmund/sicherheit_und_recht/ordnungsamt/auslaenderwesen/index.html)):

- Copy of your valid passport
- Copy of your valid residence law document including additional sheets (all pages)
- Fully completed registration form
- Housing confirmation according to § 19 of the Federal Registration Act (BMG)
- Possibly your employer certificate (please contact the Nursing Directorate of the Klinikum Westfalen GmbH [abbr. KW GmbH])

#### Open a bank account

You can open a checking account at any bank in Germany. Most banks require a tax identification number (abbr.: tax

ID or Stuer-ID) to open an account. This will be sent to you by post approx. 2-6 weeks after registration with the immigration office. Sparkasse Dortmund offers online account openings. You can enter your tax ID here later (see homepage: <https://www.sparkasse-dortmund.de/de/home/privatkunden/girokonto/girokonto-classic.html?n=true>). If you have opened a checking account, the HR department of KW GmbH needs your bank account data. To do this, call 0231 922 0 and contact the human resources department.

#### Application for WeGebAU

As part of the recognition, an application for WeGebAU can be made. This serves to finance the recognition measure (see <https://www.date-up.com/fileadmin/pdf/Infomaterial/flyer-wegebau-sonderprogramm-information.pdf>). Some documents have to be submitted. Since the company will first submit documents to the Federal Employment Agency, KW GmbH will come to you and organize an appointment.

#### Visaangelegenheiten

Bei einer positiven Rückmeldung nach dem Bewerbungsprozess erhalten Sie von der Klinikum Westfalen GmbH einen Arbeitsvertrag. Mit dem unterschriebenen Arbeitsvertrag und allen benötigten Unterlagen (siehe Homepage der/des örtlichen Deutschen Botschaft/Konsulats) können Sie ein Visum für Deutschland beantragen. Sollten Sie Unterlagen von der Klinikum Westfalen GmbH für die Beantragung eines Visums benötigen, kontaktieren Sie uns gerne.

## To-do list: for the time between your entry and start working

In addition to the applications that the company makes for you, it is necessary that you take care of the following:

- German mobile phone number (for example, a prepaid card for the start)
- If necessary, obtain information for a German language course in the region
- Get train ticket if necessary (Homepage: <https://www.vrr.de/de/infoseite-zum-nahverkehr-coronavirus/>)
- Data forwarding to the HR department of KW GmbH (tax ID, social security number, bank details, contact details etc.)

#### Your first day

The first day is always something special. It may be that your first day at work can be earlier than the first day of recognition (e.g. start of work: June 15th, 2020 and start of action: August 20th, 2020). On the first working day you will get to know your department in one of our hospital and be able to clarify organizational matters in the company. Within the first week, a personal interview should be held with the responsible staff unit of the nursing directorate. Here, topics such as Vacation, work clothes, practical schedule, etc. discussed (contact details: see back).

**We wish you lots of fun and success with your professional recognition with us at Klinikum Westfalen GmbH.**