



**Medizin Mobil**

# Medizin Mobil Checklist

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### 1. Why Germany?

- **Working as a nurse in Germany:** The job of a nurse is considered in Germany as a regulated profession, that means you'll need a statal registration of your qualification to work. Of course you need to have a qualification at first, it must be at least 3 years long and must allow you to work a professional nurse in your Country. If you haven't one, you are not allowed to work in Germany as a nurse, even if you had years of experience.  
**Solution:** you might want to apply for a qualification as a nurse, it is usually paid by the employer and a small salary is also paid during the 3 years of study. You will need a "Ausbildung" Visa, which is usually simpler (see §3.1).  
When you work as a nurse in Germany you might be offered Weiter- or Fortbildungen which could updates of your competencies or even specializations which allow you to get more responsibility (and a better salary). **Advice:** Ask your employer of the different possibilities and types of Weiter and Fortbildungen.

We, like thousands other companies in Germany, are looking for you, foreign nurse, because in Germany we need at the moment 400.000 specialists of whom 50.000 nurses, as the German population is getting older and shrink on a negative death:born ratio. You could work in Germany as a nurse in three fields: Hospital, Care Home (Medizin Mobil) and Home Service (Medizin Mobil), since 2020 in Germany the 3 careers (general nurse, geriatric nurse and pediatric nurse) have been grouped together in a single career with a focus in one of the 3 directions.

As a nurse you'll be caring for patients in form of: therapy, observation, caring and advising the patients; documentations and evaluation of the nursing protocols; executing orders of the doctors; assist the doctors.

A big importance has the so called "Grundpflege" like washing the patients (total or partial help with the body-hygiene), moving the patients (helping them standing up, sitting down, etc.), nutrition (from a PEG to feeding with a spoon), prevention, promotion of self-sufficiency and communication. **Advice: do you have doubts about your job? You can always ask the Beruf-Fachverband, a professional external independent body, which can help you to better understand your role in Germany towards patients/clients, employer and German bureaucracy.**

- **Do you know Hannover?:** Hannover is a lovely city in Niedersachsen or Lower-Saxony which sits in the very heart of Germany. It's the capitol city of the federal state of Niedersachsen and has 600.000 people in it. It's not very big and not over crowded like many other cities such as Berlin, Munich or Hamburg, that allows to live quite a calm and pleasant life without the chaos of bigger cities but with all the commodities of a big city. Furthermore, is Hannover way cheaper than its bigger sisters, allowing to live a better life with the salary of a nurse, being able to afford more.

Being a university city Hannover is young and multicultural, open and vibrant, very tidy and welcoming. What is more in Hannover is spoken the neutral German, with no accent or dialect, which is the same German you will be learning in school!

- **What to expect in Germany:** Germany is a very advanced country and tries its best to protect its economy, that means employers and employee, that's why our contracts are very articulated and complex! Never sign a job contract if it doesn't report: Name of the company; begin of working relationship and duration (if not permanent); trial time; place of work; activity; salary; working hours; holidays; terms of termination of the contract; eventual conditions of duties between employer and employee, like formation contract, expenses coverage etc.

In Germany you have also the right/duty of an insurance which is compulsory for all the employee who work more than 39 hours/Month and earn more than 520€/Month. The insurance is deducted directly from your brutto salary by your employer.

Your insurance will be so divided: Rentenversicherung, which is your pension fund; Krankenversicherung, which is the health insurance if you fall ill, which allows you to get 100% of your salary for 6 weeks a year; Arbeitslosenversicherung, which allows you to get part of your salary from the State if you lose your job.

## 2. Want to come here? Here's what to do!

- **EU countries:** If you were born in one of the 27 EU countries + Norway, Liechtenstein and Switzerland, or if you have a passport from one of these countries, moving to Germany

- will be pretty easy, as you have the right of freedom of movement, settling and working with no restrictions. You could even move to Germany to find yourself a job once here.
- **West Balkans:** You need a job permit to move to Germany, but you are allowed to apply for a Visa without starting the registration process in advance, just as a nurse assistant. That would lower the language requirement to a B1 instead of a B2 and allow a German company to let you move in a shorter time. You could apply for a West Balkan Visa before having found a Job, you are given 6 weeks to find one, after being granted the Visa.
  - **3<sup>rd</sup> Countries:** Since the 01.03.2020 the FEG (Fachkräfteeinwanderungsgesetz) law helps all the specialist, as well as nurses, to get a work permit in a relative short time. The requirements are: a language certificate, nurses must have a B2 level; a registration or partial registration of one's qualification, given by the Landesamt office in Germany; a job contract and a declaration of work relationship; a health insurance; 3 copies of the online application form; a proof of registration process in form of plan for the "Anpassungslehrgang" of "Kenntnisprüfung" (§4.1), a passport and 3 photos. Most will be sorted by your employer via Visa process fast-track.

### 3. You need a Visa!

- **Types of Visa:** If you need a Visa the first thing to do is knowing which Visa you need. Basically you need a permit which allows you to live and work in Germany. You can get a Visa as a student, to learn German, in this case you are not allowed to work, if not as a minijobber and you will have to sort yourself out a health insurance, which is not given by the employer. You must go back to your country, to apply for a work permit. You can obtain a student Visa to study as a nurse, then you'll be allowed to go to school, get the student salary, eventually do a minijob and apply for a working Visa from here in Germany.  
You could get a West Balkan Visa, which allows you to work as a nurse assistant getting your B2 German level in Germany and starting the registration process here, of course you must come from one of the West Balkan countries to apply (Albany, Kosovo, Serbia, Bosnia, Montenegro; North Macedonia). In all the other cases, you'll need the classic Visa §2.3, the next point will tell you what to do.
- **What do you need to get a Visa:** To get a Visa you must prepare your documents such as: qualification as a nurse or nurse diploma; do you need a license granted after the diploma through an exam? You'll need it as well; a list given by your school featuring all the courses and internships you had during your 3 years of study; a birth certificate and a copy of a documents. All the documents must be certified translated in German and paired with the original or certified copies of the documents themselves. You must get a language certificate of B2 Goethe, Telc or ÖSD §5.2. You must have a job offer in form of a contract as a nurse, contract as a nurse assistant (§4.1) and declaration of job relationship. You must get a health insurance from the very first day of your stay in Germany. Some countries, like the Philippines, need to grant a permission to leave to the employee, together with the Visa. Such permits are given by stataal offices such as the POEA, by vouching that the job contract is fair and the working conditions are the same as the German citizens. In that case an extra job contract in the chosen format of such offices must be signed and sent to the embassy in Germany (ex. POLO office in Berlin for

Philippines) to get a reference letter to send to the statal office to be granted the permission to leave. **Advice: you can ask for help to mbeon Migrationsberatung or Faire Integration or DeFa to get all the infos you need to get your Visa. Your employer must follow you step by step with all you need to do.**

- **How can we help:** We usually go for a Visa fast-track, that means that almost everything will be done by us from here in Hannover, to make things easier and quicker. You'll have just to send us your documents, the translations, your B2 German certificate and a document with which you allow us to apply in your name. The registration process and the Visa will be then automatically done and you should receive the appointment from the embassy in a shorter than normal time. At that point you just have to bring the health insurance and the application form at the appointment, all the rest would be already sorted out. The process has a cost, which will be covered by us. You only have to get your translations sorted and the B2 German level. Even though it is not always required, we prefer to provide already a proof of accommodation, in form of "Wohnungsgeberbestätigung", which is a document given by your landlord, stating that you will living there. Some embassies require it, some don't, we will give it anyway, just in case!

#### **4. Registration as a nurse in Germany.**

- **Ways to get a registration:** If you are a EU nurse with an automatic registration process, meaning that you come from one the countries which signed the Maastricht EU treaty in 1992 or if you get your qualification after your country got in the EU, the registration process is pretty easy. You'll need your translated documents §3.2 a B2 German level Telc, Goethe, ÖSD or a B2 certificate of language given by a nurse school and the registration will be automatic, without any evaluation by the Landesamt office. In all the other cases, after having sent all to the Landesamt office you might get one of this cases: a. if you can produce enough working experience in our country in form of references, usually of the last 5 years, you could be granted a registration without others to do (Vollanerkennung); b. the Landesamt will compare your study and eventual experience with the German study program, all the gaps must be then fulfilled by the applicant in form of internships and/or theory courses, if the amount is not too high you can do all of them and afterwards get your registration (Anpassungslehrgang); c. if the Landesamt establishes a very high volume of internships and courses, an alternative nurse test, oral and practical (for EU nurses who studied before the entering in the EU the test will be only practical), could be done instead, which will make things easier and quicker (Kenntnisprüfung). In our case the practical test will be usually done directly on the work place by an observer.
- **What do you need:** you need your qualification as nurse or diploma, eventual license as a nurse if required by your country's law, a list given by your school featuring all the courses and internships and notes, a birth certificate, a copy of a document, a letter of your employer stating a hiring agreement after the registration, an application form and a German CV, on which B2 German level is required.
- **How can we help:** Medizin Mobil will help you collecting all your documents, guiding you through all the requirements, giving you the forms and letter you need. Through the fast track process, we will sort your registration out, making it quicker than normal, being

sometimes a very slow process. Once getting a feedback from the Landesamt office, we will decide with you which is the best way to achieve the registration. In any case the cost of the process will be overtaken by us through a formation contract. In case of Anpassungslehrgang we will find you the courses and internships required. If the internship must be done in a care home or home service it could be done directly in Medizin Mobil as a normal job. In case of Kenntnisprüfung we will find a school to train you to pass the oral part, as the practical will be trained on the job, through a mentoring program and daily experience. All the final tests will be paid by us. All the bureaucratic parts will be sorted out by us. Once you have fulfilled the registration requirements, you'll be asked for a criminal check and a health check, to be done here in Hannover, all the costs and appointments will be again sorted out by us.

- **Cost cover of the registration process:** the German standard applied by most of the German companies (not just health care and hospitals), when a company covers some costs, is made through a contract called "Weiterbildungsvertrag". It is basically an agreement between the employee and the employer, in which the company covers the costs and the salary you might lose if you went to school instead of working, and you in exchange will work for an amount of months by it, according to how much did the company spend. If you terminate the contract, you will have to pay back the investment. Our "Weiterbildungsvertrag" works that way as well, we will pay (usually between 4000€ and 6000€) for all the expenses, which will be written in the contract, and you will have to work by us for 24 months (if we are spending less than 2000€ it will be just 12 months). During these 24 months, you won't be pay us anything back, you'll get 100% of you salary. After 24 months you won't owe us any money any more. If you terminate the contract before such date you should pay as back what we spent, according to how long have you been working by us (if you worked 1 year, then you owe us just half of the money); for each month of working relationship with us after the registration, the "debt" will get 1/24 smaller. If the federal job agency (Bundes Arbeitsagentur), through a "Bildgutschein" will pay us the money back, then you won't owe us any money at any time!

##### 5. You might need to learn German before coming...

- **When you need a German certificate:** if you don't come from a EU country or from Norway, Liechtenstein or Switzerland, then you'll need a German language certificate to be granted a Visa, as part of the requirements. The German certificate level is established according to your profession, if you want to be a nurse in Germany, your level must be B2.
- **What kind of certificate?:** Not all the German certificates are accepted. The B2 level must be according to the GER (Gemeinsame Europäischen Rahmen) standard but the certificate must be one of the ALTE language school group such as Telc, Goethe Institut or ÖSD. No other German certificate will be accepted.
- **How can we help:** you will be given by us in Medizin Mobil a free German course from 0 to B2, in order for you to be ready and trained to pass your B2 German test. **Advice: in some countries the school don't require you to pass every single level test, you can do a "Stufungstest" a preliminary level test and then go for the B2 German level.** Our German course will be in the following form: A1 Level will be studied on your own with our

German/English book and a link to an audio/video support. From the A2 level you will have an online German teacher and a small group of colleagues with which you will be trained up to the B2 level. The test must be done by you in your country, we are not allowed to cover the cost of the test, as we are a German company and can't operate outside Germany. The German course is "pro-bono" provided, no costs are to be charged, neither contracts are to be signed. You are free to attend our German course and we trust you to follow it and do your best to learn German.

#### **6. External and neutral advisors.**

- You can get at any time before or after your stay in Germany and external independent advice which is not coming from your employer, being neutral and objective. There are in Germany many bodies which could help you in that sense. Unfortunately something wrong could always happen, even in case you might feel that something was not respected with your rights as a person, your culture, diversity, political thoughts or if you think you might have been mobbed, sexually harassed or discriminated you might want to be heard and advised by a different source. Check the §7 to get all the links you need.
- The IQNetzwerk is a State program created to help the integration and qualification of foreign employee. They help and advice on matters like registration, visa, etc. Their website is both in German and in English.
- Arbeit und Leben is specialized in advising and helping foreigners to integrate in Germany, they could manage German courses in cooperation with the immigration office and could even help you in case of litigations with your employer.
- Handbook Germany is a comprehensive platform with explication videos helping you with all the themes you might need as a foreigner living abroad, such as health insurance, finding an accommodation, etc.

#### **7. Links and Documents**

- Study as a nurse:  
<https://www.pflegestudium.de/weiterbildungen-uebersicht/>  
[https://www.der-weiterbildungsratgeber.de/weiterbildungsratgeber/de/home/home\\_node.html](https://www.der-weiterbildungsratgeber.de/weiterbildungsratgeber/de/home/home_node.html)  
<https://berufenet.arbeitsagentur.de/berufenet/faces/index;BERUFENETJSESSIONID=aoumQbQD-tfrXpoNJqOcpW>
- Anerkennung (registration of the qualification):  
<https://www.anererkennung-in-deutschland.de/html/de/index.php#>  
<https://www.anererkennung-in-deutschland.de/de/interest/finder/profession>
- State of the German job market:  
<https://statistik.arbeitsagentur.de/DE/Navigation/Statistiken/Interaktive-Angebote/Berufe-auf-einen->

- Duties of a German nurse:  
<https://berufenet.arbeitsagentur.de/berufenet/faces/index?path=null/suchergebnisse/kurzbeschreibung&http://www.kompetenzen-gesundheitsberufe.de/>
- Professional organizations and unions:  
<https://deutscher-pflegerat.de/verband/mitgliedsverbaende/>  
<https://www.dbfk.de/de/index.php>  
<https://www.dgf-online.de/>  
<https://www.rotkreuzschwestern.de/ueber-uns/fachverband-fuer-professionelle-pflege>
- Rights and duties:  
<https://www.make-it-in-germany.com/de/jobs/arbeitsvertrag>  
<https://www.faire-integration.de/de/topic/22.arbeitsvertrag.html>  
<https://karrierebibel.de/wp-content/uploads/2016/12/FAQ-Arbeitsvertrag-Checkliste.pdf>  
<https://www.bundesgesundheitsministerium.de/themen/pflege/pflegekraeft>
- Workers legal protection and consulting:  
<https://www.arbeitnehmerhilfe.de/arbeitsrecht-einfach-erklaert.html>
- Social insurance:  
<https://www.make-it-in-germany.com/de/jobs/sozialversicherung/deutsche>
- Visa process and fast-track:  
<https://www.make-it-in-germany.com/de/visum/fachkraefteeinwanderungsgesetz>  
<https://www.bamf.de/DE/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/Familie/NachzugZuDrittstaat>
- External and neutral advisors:  
<https://www.bmi.bund.de/DE/themen/heimat-integration/integration/migrationsberatung/migrationsberatu>  
<https://www.mbeon.de/home/>  
<https://www.faire-integration.de/de/topic/11.beratungsstellen.html>  
<https://www.netzwerk-iq.de/angebote/arbeitsmarktlexikon/single-ansicht/migrationsberatung-fuer-erwac>  
<https://www.bmi.bund.de/DE/themen/heimat-integration/integration/migrationsberatung/migrationsberatu>

### **Appendix 1 – Checklist:**

#### **What you need to do:**

- Start learning German, you can use our German course §5.3 or a German course which you chose or both. Our German course is completely free of charges, other courses might apply extra costs, not dependent on Medizin Mobil. You must get to a B2 Goethe, Telc or ÖSD level and obtain the certificate. The test must be done in your country, we can't cover the cost of the test.

- Sort your documents: diploma as a nurse, given by your school; note certificate, a list of all the courses and internships you made during your study, the list must be written by your school; if you need a license to work as a nurse in your country, you'll need a copy of it as well; eventual job experience in form of reference letter of your previous employer, the more the better, but we can use them only if you have worked as a nurse at least for the last 5 years; a birth certificate and a copy of your passport. You must let them translate by a certified translator and get a certified copy of the original documents. All must be then sent to us together with a proxy on which you allow us to use your documents to get your Visa and registration.
- Get a passport if you haven't got one already!
- Complete the application form which you find online and print it:  
<https://videx-national.diplo.de/videx/visum-erfassung/#/videx-langfristiger-aufenthalt/>  
You'll need 3 copies!
- 3 Passport pictures

**What are we going to do:**

- After receiving your documents, your German language certificate and your proxy, we will start the fast-track job Visa (beschleunigte Verfahren). The registration, even though partial, will be done through us, as well as the approval of our job offer by the job office (Bundesagentur für Arbeit).
- We will open a Health Insurance position here in Germany, with the starting date on the first day you are supposed to come to Germany. A confirmation letter (Versicherungsmitgliedschaft) will be sent to us and we will send it to you, that will bear the proof that you have an insurance once in Germany.
- We will have already to register you in a school to prepare for your Kenntnisprüfung or to plan your Anpassungslehrgang and send to you a copy of such plan.
- We will already plan your accommodation and send to you a proof of it "Wohnungsgeberbestätigung".

**On your embassy appointment day please bring:**

- A copy of your job contracts (nurse and nurse assistant).
- The approval of our job offer (Vorabzustimmung).
- The feedback of the Landesamt office for your registration.
- The plan of the school or the internships to get your registration
- The letter of the insurance.
- The application forms.
- Your passport.
- Your 3 pictures.
- Your nurse documents and translations (you would have already sent them to us, that's why it is advisable to make a double copy of all!)
- The proof of accommodation "Wohnungsgeberbestätigung".



Not all the documents should be required, as we would already have applied for your visa and registration, but better safe than sorry, if some document is missing, you will have to wait for another appointment, that's why it's better bringing all your documents with you!

**For all eventual questions our international recruitment office is always available:**

Email: [pilotto@medizinmobil.com](mailto:pilotto@medizinmobil.com)

WhatsApp: 004917618265943

### **Glossary:**

- Ausbildung: the study path to achieve a qualification in Germany, for nurses it takes 3 years.
- Weiterbildung: an additional qualification to your Ausbildung, which allows you to take over more responsibilities that you wouldn't be allowed only with your qualification.
- Fortbildung: a tweak to your qualification, which will allow you to cover a certain position in your company.
- Home Service (Ambulanz): a nurse service direct in the house of the patients.
- Grundpflege: taking care of the body-hygiene, feeding and movements of patients. In Germany is one of the main duties of a nurse.
- Beruf. Fachverband: a professional external independent body, which can help you to better understand your role in Germany towards patients/clients, employer and German bureaucracy.
- Brutto Salary: your salary before tax, health insurance, pension etc. All of them are deducted by your employer and the rest you'll receive is your netto salary (Bruttogehalt/Nettogehalt).
- Rentenversicherung: your pension fund, a small percentage of your brutto salary will be paid, in order to provide you a pension when you'll retire.
- Krankenversicherung: the health insurance, which will grant you a salary even if you can't work because of illness.
- Arbeitslosversicherung: the insurance which allows you to get help and money in case you'll lose your job.
- EU Countries: the 27 countries which are part of the European Union.
- West Balkans: the countries in the west balcanic area which are not part of the EU (Albania, Kosovo, Serbia, Bosnia Herzegovina, Montenegro, Macedonia).
- 3<sup>rd</sup> Countries: all the countries which are not in the EU or in the EEA treaty.
- Fachkräfteeinwanderungsgesetz §16: is the law which allows specialists from abroad, such as nurses, to get a visa through a priority lane, using even a fast-track system, in cooperation with the employer.

- Landesamt: a German federal state office, which, between other things, is responsible for the registration of foreign qualifications.
- Anpassungslehrgang: the registration process through which the gaps between your study and the German study will be fulfilled. It usually involves theory classes and internships, most of the time with a final exam.
- Kenntnisprüfung: an exam to get the registration of the qualification. It is oral and practical, the practical part can be done straight on the working place.
- Eignungsprüfung: is the test to get the registration for EU citizen, whose diploma was granted before the enter in the EU. It's only practical, usually on the working place.
- Minijob: a job in Germany with a limit on the monthly hours (38) and the salary (450€/Month). It is allowed as a stand alone or as an extra to the normal job. Some visa allow it, some don't, check always your visa if it is allowed.
- Visa: a permission to move, live and eventually work in a foreign country.
- Certified translator/translation: a translator who is allow to translate and put an official State stamp on the document, vouching its validity and fidelity to the original one.
- Goethe Institut/Telc/ÖSD: the three ALTE Group schools which can grant you the German language certificate required to get your visa.
- Beschleunigte Verfahren: a fast-track Visa process, which should allow to process the Visa application in a shorter and easier way. It has a cost of 411€ and must be covered by the employer, according to the "Employer Pays" principle.
- Wohnungsgeberbestätigung: a declaration by a landlord, stating that a person is living in his accommodation. It is required to be registered in Germany and often to get your visa at the German embassy.
- Anerkennung: the registration process, which allows a foreign job qualification to be valid in Germany.
- Gemeinsame Europäischen Rahmen (GER): the required language level standard, divided in A1, A2, B1, B2, C1, C2 levels.
- Stufungstest: an evaluation test made by a language to school, to establish your entry German level and decide which test/class you should take.