

Working in Germany

Checklist for refugees taking up work

June 2022

Employment of Ukrainian citizens in Germany

What do Ukrainian citizens need to know about working in Germany?

The European Union (EU) has granted Ukrainian citizens a residence permit for the EU that also contains a work permit. This document includes relevant information and useful guidance for taking up working life in Germany.

Important steps for entering the workforce

- ✓ **Registration at the competent registration office [Einwohnermeldeamt]**
When you register at the registration office, this triggers the allocation of a tax identification number [Steueridentifikationsnummer]. This number will automatically be sent to you by post. Please make sure that your name can be found on the letter box of the registered address to avoid complications.
- ✓ **Application for a residence permit at the competent immigration office**
The residence permit [Aufenthaltstitel] generally also includes a work permit [Arbeitserlaubnis].
- ✓ **Selecting a health insurance provider**
Many health insurance providers [Krankenkasse] also provide support with Ukrainian-speaking employees. In order to avoid errors and delays, it is advisable to attach a copy of your ID card (front and reverse side) and a photo for the health insurance card to your application for health insurance (this will be sent by post within 2-3 weeks). You will receive your confirmation of health insurance [Mitgliedsbescheinigung] by post after you make your application for insurance coverage with the health insurance provider.
- ✓ **Registration for pension insurance by the employer**
Once your employer has registered you with the pension insurance system, you will receive your pension insurance number [Rentenversicherungsnummer] by post.
- ✓ **Opening a bank account**
It is necessary to open a German bank account.

If you have any questions, please do not hesitate to contact us.

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