

## **General information towards a foreign longterm volunteer service**

### **notes on the nature of the service**

Your service will be carried out as part of the funding program of the German Federal Ministry for Economic Cooperation and Development (BMZ) and is a long-term voluntary service. This means that, the duration of your service is 12 months.

All conditions about this service is given by BMZ, for further information about the funding programme please check here: <https://www.weltwaerts.de/en/what-is-weltwaerts-volunteers.html>

### **contract and confirmations**

We will send you the contract for your voluntary service by post. As soon as we have compiled all the documents for the preparation of your service, you will receive the so-called starter package from us. In this you will also receive provisional confirmation of your service.

### **seminars**

The service includes 25 so-called pedagogical support days, which are usually divided into preparation, intermediate seminars and a reflections seminar right before finishing the service. The accompanying seminars are an obligatory part of the service. You will be informed about all dates in time via mail.

### **language skills and course**

First, you should at least be able to communicate in English. However, learning German is particularly important for a voluntary service in Germany. We offer a basic language course at a language school to accompany your service.

### **accommodation**

We will provide accommodation for you. Usually, our volunteers are accommodated in shared flats. This means independent and self-organized living! We provide support with communication with the landlord, flat registrations, the telecommunications providers and any repairs. Managing and maintaining the household requires a high level of commitment and independent self-organization.

### **pocket money and food allowances**

In accordance with the framework conditions of the funding program, you will receive a pocket money of €162,00 per month and a monthly food allowance of €288,00. This will be transferred to your German bank account each month.

### **account management**

Right after our service has started we will assist in opening a German bank account.

### **arrivals**

---

The planned arrival date is at beginning/ mid of September. The exact departure dates depend on the issuing of the visa/residence permit. This can sometimes lead to a delay in departure. You organize your departure yourself. Find out about bus or train connections. Try to find a way to travel that is inexpensive and as climate-neutral as possible. We always promote to travel as a group, if possible. If you choose to travel with private transport, please note that reimbursements are not allowed.

### **passport**

Your valid passport is obligatory to apply for a German visa. If you don't have a passport yet, make sure to apply as soon as possible! The earlier you apply for, the earlier you can receive it. Please share your passport information asap with us (as mentioned in the application form).

### **certificate of good conduct**

As you will probably be working with children and young people, we need a current certificate of good conduct from you. Please submit this with your application, but at the latest after you have been accepted for the service.

### **visa/ residence permit**

You will receive up-to-date information from us as soon as possible on how to apply for your visa/residence permit. You will receive any necessary documents from us and your sending organization as well. You are responsible for applying for the visa and must contact the German embassy yourself. Unfortunately, we cannot apply for the visa for you. Do not apply for a visa/residence permit without consulting us first. The costs for the visa and/or residence permit can be covered by the funding program.

It is your responsibility to apply for the resident permit as soon as possible after receiving all the information and documents. Please note that there may always be delays in the application process, which could have a negative effect on your punctual departure.

**Your residence permit expires at the end of your voluntary service.**

### **insurances**

You are insured through your hosting organisation during your voluntary service. The cover includes

a) health and accident insurance. If you have an accident or an acute illness, you can obtain treatment in Germany without incurring any costs. In some cases, you may have to pay part of the cost of any medication you require.

b) Liability insurance. To cover you for any material damage you cause.

As soon as we have registered your insurances, you will receive online information directly via mail.

**These insurances end when you will finish your voluntary service.**

### **vaccinations**

Please submit a scan of your vaccination card with your application, but at the latest after you have been accepted for the service.

As you will probably be working with children and young people, it is essential that you have been vaccinated against **tetanus, diphtheria, polio, measles, mumps, rubella and whooping cough.**

---