

RELOCATION & GLOBAL MOBILITY

Getting Started – Azubi Welcome Package

Our “all-round worry-free package” for international apprentices is valued equally by companies and apprentices alike.

Young people who come to Germany for their apprenticeship in particular face many challenges. Our goal is to make their start as easy as possible – with reliable, personal support and a clear structure.

Before arrival, we clarify all open questions in a Teams briefing. We take care of suitable accommodation – affordable, bindingly booked – and accompany the apprentices through all necessary steps after arrival: from registration at the residents’ registration office to opening a bank account and insurance to everyday orientation. On request, we also arrange an airport shuttle.

SERVICE OVERVIEW

		Included	Optional
» Before the Start	Teams briefing	✓	–
	Discussion of accommodation	✓	–
	Coordination with the recruiter	✓	–
» Registration	Scheduling and accompaniment to the residents’ registration office appointment	✓	–
	Registration of broadcasting fee	✓	–
» Residence and Work Permit	Preparation of application for residence permit	✓	–
	Scheduling and accompaniment to immigration office appointment (application)	✓	–
	Scheduling and accompaniment to immigration office appointment (collection)	✓	–
» Bank	Opening a bank account and applying for a bank card	✓	–

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SERVICE OVERVIEW (CONTINUED)



		Included	Optional
» Insurance	Taking out statutory health insurance	✓	–
	Support in taking out property insurance	✓	–
» HR Support	Information about the expected tax class	✓	–
	Health insurance membership certificate	✓	–
	Social security number	✓	–
» Home Finding	Pre-viewing and rental agreement for apartment or shared flat	✓	–
	Negotiations with agents and landlords	✓	–
	Translation and review of the rental agreement	✓	–
	Coordination of the deposit payment	✓	–
	Coordination of the first rent payment	✓	–
	Handover of the apartment with protocol and photo documentation	✓	–
	Registration with local utility providers	✓	–
	Registration of internet	✓	–
» Good to have	SIM card with €15–€20.00 credit	✓	–
	Support with setting up a Deutschlandticket subscription including payment of the first month	✓	–
	Route guidance / explanation of the commute to work	✓	–
	Packing checklist	✓	–
	Starter package of groceries and hygiene items	✓	–
	Organization of airport shuttle	–	✓
	Cultural awareness training	–	✓