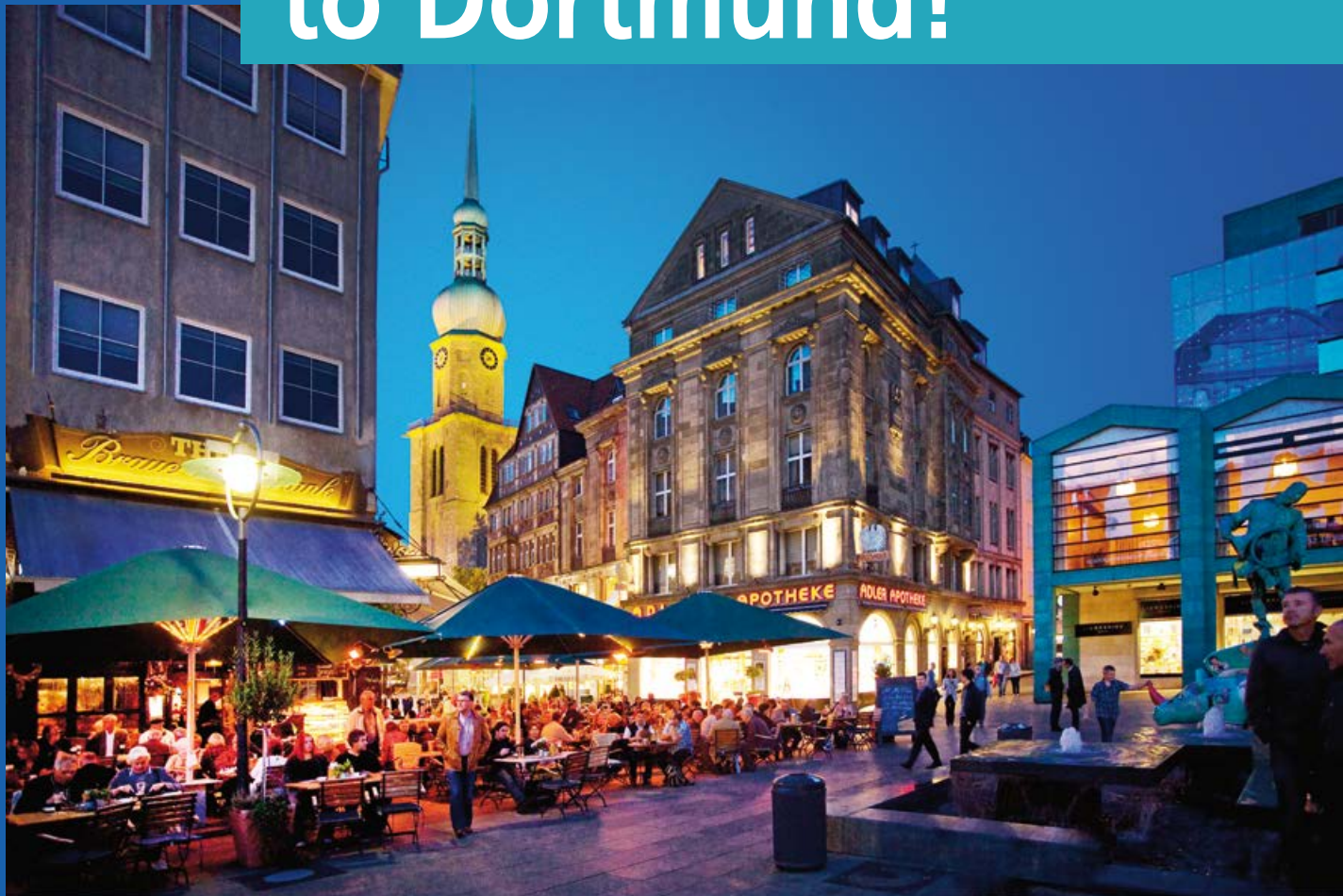


AMAZING DORTMUND.

# Welcome to Dortmund!



DORTMUND.  
ONE CITY. LOTS OF KNOWLEDGE.

Stadt Dortmund



# Contents

- Welcome to Dortmund** . . . . . 3
- Public agencies/formalities** . . . . . 4
  - Citizens Services – Bürgerdienste . . . . . 4
  - Registration . . . . . 5
  - Driving . . . . . 6
- Housing** . . . . . 6
  - Looking for somewhere to live . . . . . 6
- Family** . . . . . 7
  - Overview of day-care facilities for children . . . . . 7
  - Fees for childcare . . . . . 7
  - Balancing work and family . . . . . 8
- Schools** . . . . . 8
  - Dortmund International Primary Schools . . . . . 8
  - International Baccalaureate . . . . . 9
- Studying at university** . . . . . 9
- Apprenticeships** . . . . . 9
- Continuing education** . . . . . 9
- Work** . . . . . 10
  - German courses . . . . . 10
  - City of Dortmund Economic Development Agency . . . . . 10
  - IHK – Dortmund Chamber of Industry and Commerce . . . . . 10
  - HWK – Chamber of Small Businesses and Skilled Trades . . . . . 10
  - Employment Agency . . . . . 10
  - Science in Dortmund . . . . . 11
  - Recognition of professional qualifications . . . . . 11
- Mobility** . . . . . 11
  - Public transport . . . . . 11
  - Dortmund Airport . . . . . 12
  - Cycling . . . . . 12
- Living in Dortmund** . . . . . 12
  - Healthcare . . . . . 12
  - Emergency Services – telephone numbers at a glance . . . . . 12
  - Places of worship . . . . . 13
  - GEZ . . . . . 13
  - Music School Dortmund . . . . . 13
  - Sport . . . . . 13
- International** . . . . . 13
  - Auslandsgesellschaft NRW . . . . . 13
  - MIA-DO-Municipal Integration Centre . . . . . 13

## Welcome to Dortmund

You will discover a city which is proud of its roots, but at the same time is open for change and exploring new paths. Now home to around 600,000 people, this former Hanseatic city has become a significant location for the technology and service sectors and is a distinguished city of science.

On the following pages you will find information to help you when you arrive and to make it easier for you to settle in to this likeable and liveable city.

Please get in touch with us if you have any questions or suggestions.

We wish you all the best for your stay here!

**City of Dortmund  
Office of the Mayor and Council**

Tel. (0231) 50-2 25 86

Fax (0231) 50-2 75 85

[mheikfenfeld@stadtdo.de](mailto:mheikfenfeld@stadtdo.de)

[www.dortmund.de/en](http://www.dortmund.de/en)

**City of Dortmund  
City of Dortmund Economic  
Development Agency**

Tel. (0231) 50-2 92 15

Fax (0231) 50-2 62 95

[oliver.walter@stadtdo.de](mailto:oliver.walter@stadtdo.de)

[www.wirtschaftsfoerderung-dortmund.de](http://www.wirtschaftsfoerderung-dortmund.de)

## Public agencies/formalities

### Citizens Services – Bürgerdienste

The Citizens Services (Bürgerdienste) provide a whole range of municipal services for Dortmund's citizens as well as for new citizens from within Germany or from other countries. The services include everything to do with registry office tasks such as registering births, marriages, civil partnerships and deaths. This is also where identity cards and passports are issued, extended or changed, and they also deal with pensions, residents' parking tickets, driver licence applications and vehicle registrations. "domap – the virtual town hall" will give you an overview of all the services carried out by the City Administration.

This is also where you can find out which documents you need to bring with you, what the opening times and fees are and how you can make an appointment online:

[www.buergerdienste.dortmund.de](http://www.buergerdienste.dortmund.de)

You will find:

[Information about the City Administration's services](#)

[An A to Z of all the information](#)

[An overview of the City of Dortmund's public agencies and authorities](#)

German Immigration Law forms the basis for all the legal regulations concerning people who come from another country and wish to visit or live here. It provides information about lots of questions relating to residence permits, work permits, labour migration or studying at university. It also shows which conditions apply for citizens from other European countries, it explains who should be tolerated, what residence on humanitarian grounds means, and defines the rules for reuniting family members. Immigration Law also determines matters regarding integration, for example by means of language or integration courses. So, this is important reading for everyone who would like to find out more about the requirements you must fulfil if you want to live in Germany.

More information [here](#).

## Registration

Anyone who moves to Dortmund from another town or another country has two weeks to register their new address at the Citizens Services (Bürgerdienste). This two-week deadline also applies if you move within Dortmund: you must inform the Citizens Services of your new address within this period. In fact, the person who is registering has to go to the Citizens Services in person and take all of their identification documents with them, e.g. personal identity card or passport. If you and your family move into a new home, you have to show all of their personal identity cards and/or passports too. Before you go to the Bürgerdienste your new landlord has to sign a so-called "Wohnungsgeberbestätigung" or landlord's confirmation of residence form. It is absolutely essential that you take this confirmation form with you as the tenancy contract is not enough on its own. Please find more information [here](#).

If you are a citizen of a country which is not a member of the EU, then you have to register at the Bürgerdienste International (International Citizens Service). But whatever your country of origin is, if you come from another country, you need to take documents which prove that you really are a family. That means if you got married in another country, you will need your e.g. marriage certificate and birth certificates of any children under 18 years of age who were born outside Germany. You will also have to get any foreign documents translated. Please understand that documents like this must be translated and stamped by an officially certified translator in Germany ("öffentlich bestellter und beeidigter Dolmetscher"). You must bring the original document and the translation with you. Depending on which country you come from there are different rules about which sort of documents you must provide (e.g. international document, endorsement (apostille) or legalisation). You will find more information about this on the internet site belonging to the Foreign Office or at the City of Dortmund [International Citizens Services](#).

If you want to be able to stay or live in Germany you need a residence permit. You need to apply for this at the Immigration Office which is responsible for you (usually nearest to where you live). There are different types of residence permit depending on why you want to stay in Germany. You can apply for a visa or for a temporary or permanent residence permit. If you want to study in Germany, you will first need an entry visa for the purposes of studying. You can apply for one of these at the German diplomatic mission in your home country. This does not mean that you have a residence permit though.

When you come to the Immigration Office in Dortmund you must bring your visa and your national passport, and please bring a photocopy of every single page with you as well. You must also be able to show how you are going to cover your living costs while you are here.

You will need to show your university enrolment certificate (Immatrikulationsbescheinigung) proving that you have a place on a course. If you are going to take part in a language course before your university course begins you will also need to bring a certificate of attendance from the institution where you are doing your language course. You will also need to prove that you have appropriate health insurance.

Don't forget to bring a biometric passport photo and the "Wohnungsgeberbestätigung", i.e. the landlord's confirmation of residence, with you too.

You will find more information [here](#).

There is more information about studying and about language courses in Dortmund, the city of science, in both German and English [here](#).

## Driving

### Drivers Licence:

In principle, anyone who has obtained a driving licence in another country and who has lived in that country for 185 days is allowed to drive a car in Germany. However, driving licences are not recognized from all countries. There are no problems if you come to Germany from another EU country; you can then use your driving licence as you did before. But things are different if you come from a non-EU-country. You will then need to have your driving licence converted into a German one within six months of arriving here. The law says that from some countries of origin you will need to take another driving theory test or take a practical driving test as well. For some countries of origin both tests have to be taken again.

General information about driving licences and permits can be found on the following websites: [TÜV Nord](#) and [Domap](#).

Vehicles from another country also need to be re-registered here, so you will also need documentation proving that the vehicle is currently registered. You can make an appointment online. If you want to register, re-register or de-register a vehicle then contact the City Administration (Stadtverwaltung). You can also get information about emissions/TÜV inspections, export licence plates, vehicle tax, environment zones and registration matters [here](#).

## Housing

### Looking for somewhere to live

There are various options for where you can stay in your first few weeks in Dortmund before you find somewhere more permanent to rent or buy: Hotels are relatively cheap in comparison to other large German cities and cost around 90 Euros per night. Depending on the location and region, a furnished two or three room temporary flat will cost you between 500 to 1200 Euros per month to rent. Youth hostels generally charge between 20 and 30 Euros per night. Private lodgings are offered on various online portals.

You can find out more at:

[Guide: Make it in Germany](#)

[Private lodgings directory, DORTMUNDtourismus](#)

The price of a flat, whether it is to rent or to buy, largely depends upon which part of Dortmund it is located in. The [Dortmund Rent Index](#) provides information and comparisons about the typical levels of rent in the different parts of Dortmund.

Dortmund's housing market includes both municipal and private housing organisations as well as housing associations and a large range of housing and different types of flats is available. You will find more information [here](#).

## Family

Dortmund provides families with a whole range of services including special projects, campaigns and activities designed to help people to cope with the everyday challenges of raising a family. The City of Dortmund's Familien-Projekt has brought lots of relevant information together in one portal. In addition to the latest news and announcements about events, the "Families from A-Z" online-guide provides families with details about childcare and where to go for advice as well as a whole host of other useful addresses.

The [Family Offices \(Familienbüros\)](#) in all twelve of Dortmund's districts are a good place to start. This is where you will find contact partners who can provide you with all the information you need about local services.

More information:

[www.familie.dortmund.de](http://www.familie.dortmund.de)

### Overview of day-care facilities for children

There are around 300 day-care centres for children aged 0-6 years old in Dortmund. You will find more information [here](#).

In Dortmund your children can also go to bilingual centres: you will find an overview of the bilingual municipal children's day-care centres [here](#).

### Fees for childcare

The fees for childcare are based on each family's income and are calculated and billed by the Youth Welfare Services (Jugendamt). You will find more information about the fees [here](#).

## Balancing work and family

The universities and scientific institutes in Dortmund have set themselves the task of improving the balance between family-life and work/studying in Dortmund. [windo e.V.](#) is a network of university and non-university scientific and research institutions in Dortmund. About 10,500 employees and 50,000 students work, teach and carry out research in the institutes, centres of excellence, trusts, universities and other scientific establishments here. windo e.V. is dedicated to developing Dortmund as an attractive location for science and research and in particular as a family-friendly city of science ([windo e.V.](#))

## Schools

You will find all the different types of school in Dortmund, from primary schools to grammar schools and special needs schools. Some schools offer teaching with a special focus, such as on music and art or on languages.

The [Dortmund Schools Atlas](#) is an online service for parents, pupils and teachers who are looking for a school or place of learning in Dortmund. You can also see all the schools in Dortmund on the official [Map of schools in Dortmund](#).

With the aim of making it easier to balance working with having a family, there are lots of (full-time) day-care facilities in Dortmund for children of kindergarten, pre-school and primary school ages and for secondary school pupils too. There is an overview of all the possibilities and of the [all-day schools \(Ganztagschulen\)](#) on the [family portal](#) website. Some schools in Germany are only open from 8.00 until 13.30 but the all-day schools are open longer. The website also lists the activities, workshops and summer schools provided during the school holidays.

[Information about the German school system](#) is available in the DLZB Service Centre for Education. The [DLZB](#) is a central point of contact for matters concerning schools and education in the City of Dortmund. Parents, pupils, teachers and other multipliers can get answers to many of their questions here or can be put in touch with the appropriate partners or institutions.

## Dortmund International Primary Schools

At the moment there are four primary schools in Dortmund which offer bilingual education:

[Kreuz-Grundschule](#)

[Landgrafenschule](#)

[Ostenberg-Grundschule](#)

[Winfried Grundschule](#)



## International Baccalaureate

At the [Leibniz Gymnasium Dortmund](#) International School pupils who have very good English language skills and at least some previous knowledge of German have the option of studying for the International Baccalaureate (IB) Diploma in addition to the German Abitur (the school exams and university entrance certificate usually taken at 18 years of age).

## Studying at university

Dortmund is a young university city. Around 50,000 students benefit from the large, diverse range of [university courses](#) at the six universities here as well as from the fantastic variety of leisure activities available in this Ruhr metropolis.

Dortmund's universities proactively support internationality. As part of a large number of university cooperations and partnerships, the universities offer worldwide exchange programmes to both local and international students and scientists. You can find information specially for students interested in international opportunities [here](#).

## Apprenticeships

Information and advice about apprenticeship programmes can be obtained from the [Dortmund Chamber of Industry and Commerce](#), the [Dortmund Chamber of Small Businesses and Skilled Trades](#) and the [Employment Agency Dortmund](#).

## Continuing education

The [Volkshochschule](#) (VHS) is a charitable institution for adult education and continuing education.

# Work

## German courses

Integration courses involve language and orientation courses. This is all about learning about everyday life in Germany such as work and professions, shopping, television and radio or bringing up children. In Dortmund there are various language schools which offer these courses.

## City of Dortmund Economic Development Agency

Dortmund sees the key tasks for the city involve promoting entrepreneurial spirit and continuing to develop the city as a modern location for business and living. The City of Dortmund Economic Development Agency is continuously and sustainably driving this development ahead for the future of the city. The main aim is to create and secure jobs.

If you are thinking about setting up business here then please get in touch with the City of Dortmund Economic Development Agency.

## IHK – Dortmund Chamber of Industry and Commerce

The Dortmund Chamber of Industry and Commerce is the place to contact if you need information about: location policies, start-ups and business development, apprenticeship training and continuing education, innovation and environment, international matters as well as law and taxes.

## HWK – Chamber of Small Businesses and Skilled Trades

The Dortmund Chamber of Small Businesses and Skilled Trades (HWK) represents the interests of their member companies at all levels of economic, political and social life. It is responsible for taking care of official matters such as how to manage a small company and the role of apprentices, for regulating apprenticeships, issuing examination regulations, holding exams and swearing in expert witnesses.

## Employment Agency

The Employment Agency helps people to find jobs. This service is available free for people of all nationalities who are registered as living in Dortmund.

## Science in Dortmund

Over the last 30 years Dortmund has transformed itself into one of the leading research and technology metropolises in the Ruhr Region with internationally renowned universities (6) and non-university research institutes (19) and initiatives covering a broad range of disciplines. More information about science in Dortmund you will find [here](#).

The Society for Science in Dortmund (Verein Wissenschaft in Dortmund e.V. (windo e.V.)) aims to help Dual Career Couples in research and science to make Dortmund their private and professional home. You can find out more about this here: [Dual Career Couple Navigation](#).

## Recognition of professional qualifications

The [Dortmund Chamber of Industry and Commerce](#), the [Dortmund Chamber of Small Businesses and Skilled Trades](#) and the [Employment Agency](#) can all provide advice about this.

## Mobility

With its airport, railway stations and interstate autobahns, Dortmund is an important hub for all the main transport networks and is positioned right at the heart of Europe. You can find out more about this [here](#).

## Public transport

General information, special offers and details about the different [ticket categories](#) such as the single ticket (single journey with bus, tram or train), the 4er ticket (for 4 journeys), the NRW Ticket for North Rhine-Westphalia as well as e.g. the monthly season ticket 2000 and special tickets for pupils, students and commuters is available on the [Buses & Trains for Dortmund](#) site.

There is also information about timetables and tickets on the [VRR Public Transport Association Rhine-Ruhr](#) website.

In addition to the excellent bus, train and tram networks in Dortmund there is also a well-structured taxi service. Information about all the taxi companies in Dortmund can be found [here](#).

At the German national railway website, [Deutsche Bahn](#) (DB), you can see train connections throughout Germany.

## Dortmund Airport

[Dortmund Airport 21](#) has grown to become the fourth largest airport in North Rhine-Westphalia, flying to around 40 German, European and other international destinations in 15 different countries.

## Cycling

If you would like to rent a bicycle, then [metropolradruhr-Netz](#) provides 64 rental stations at various locations throughout the city.

You can also find lots of information about cycling in Dortmund [here](#).

## Living in Dortmund

### Healthcare

In Germany you are required to take out health insurance. You will find more information about insurance and the healthcare system in Germany right [here](#).

The Public Health Department – [Gesundheitsamt](#) – is part of the municipal administration and provides specific services in the context of the healthcare system.

You can find an overview of doctors in Dortmund and the region arranged according to their speciality and knowledge of foreign languages [here](#).

### Emergency Services – telephone numbers at a glance

- Fire services and emergency medical services: ..... 112
- Police: ..... 110
- Patient transport service: ..... 19 222
- Doctors out of hours services centre: ..... 116 117
- Poison Information Centre (Bonn): ..... (0228) 1 92 40
- emergency service for Dortmund Youth Welfare Service: ... (0231) 50-1 23 45

## Places of worship

You will find a list of Evangelical and Catholic churches in Dortmund [here](#). There is also an [overview](#) of the mosques and other Muslim facilities in Dortmund. Information about the Jewish community can be found [here](#).

## GEZ

In Germany you are obliged to pay [broadcasting fees for radio, internet and television](#). Since 1 January 2013 every household, no matter how many people live there, has to pay a monthly fee of 17.98 Euros.

## Music School Dortmund

The [Music School Dortmund](#) offers lessons in singing and in almost all musical instruments.

## Sport

This city provides so many opportunities for people to get involved in sports activities. You can find out about the large number of possibilities, the modern sports facilities and the many Dortmund sports clubs in the [following pages](#).

## International

### Auslandsgesellschaft NRW

In 1949, the [Auslandsgesellschaft Nordrhein-Westfalen](#) was founded as an initiative by a group of dedicated citizens based on the idea of achieving "a better understanding of the world". The aim is to get people from different cultures to connect with each other. They organize and run events with an intercultural or political focus, politically-oriented courses, study trips and visits throughout the world.

### MIA-DO-Municipal Integration Centre

[MIA-DO-KI](#) represents the interests of people in Dortmund who have an international background. You can get some helpful [information](#) about taking your first steps in Dortmund here, too. There is also an overview of the international societies in the migrants' self-help organizations' [database](#).

## **Publishing details**

### **Publisher:**

City of Dortmund  
Office of the Mayor and Council

### **Editorial Office:**

Claudia Schütz (Economic Development Agency; responsible)  
Petra Schrader (Press Office)

### **Translation:**

Language Centre, Mark Pattison

### **Design:**

City of Dortmund, Dortmund-Agentur  
02/2016