



VOCATIONAL COUNSELLING OFFICE

Address

Frankfurter Allee 73c | 10247 Berlin
E-mail: KlaerungsstelleBBS@senbjf.berlin.de
Phone: 030 90228-818 or 030 90228-811
Fax: 030 90228-820

Office hours

(Except during holidays)

Tuesdays, 9 am - 12 pm
Thursdays, 3 - 6 pm

We offer the following to youth aged 16 to 18 and, subject to free spots, youth up to 21 years of age as well as up to 25 years of age for youth without or with little knowledge of the German language:

- placements for new students at vocational schools
- individual guidance counselling on vocational school career path
- referrals to other counselling offices

How to contact us

Please fill out the application form and come during our office hours so that we can find the right spot in a welcome class at a school for you.

To apply at the school, you will need to submit:

- photo identification
- official proof of residence
- 2 passport photos
- doctor's certificate (not older than 3 months)

Please note that we cannot be reached by phone during office hours.

Have you already attended a welcome class at a general secondary school and finished at the A2 language level? Do you want to transfer to a regular educational program at a vocational school? Then you should contact the orientation team for vocations and studies (BSO team) at the general secondary school you have previously attended. For transfers from welcome classes at vocational schools or from other integration or language development programmes, please contact the advisors for vocational schools at the competent youth employment agency (www.jba-berlin.de) in your district.

Note

Transferring to another school while attending a welcome class is generally not possible except for compelling objective reasons (pregnancy, ensuring childcare, etc.). Please address any such applications to the counselling office and submit them to the administration of the school you are currently attending.



APPLICATION FORM for new students

Date:

*Surname, first name:		<input type="checkbox"/> Male <input type="checkbox"/> Female		
*Country of birth:	*Date of birth:	Age:		
*Nationality:		In Germany since:		
Legal guardian: Telephone number:				
Personal documents on hand: (please tick)	photo identification <input type="checkbox"/>	proof of residence <input type="checkbox"/>	doctor's certificate <input type="checkbox"/>	school certificate <input type="checkbox"/>
Accommodation:		*Contact person:		
*Telephone:				
*Street:		*Postcode:	Berlin	
*E-mail				
Attending school in Berlin since:		Duration of attendance at school in home country		
Mother tongue:	*German language skills:	<input type="checkbox"/> none <input type="checkbox"/> little		
Other languages:		tested according to GER: (A0, A1...)		
Desired vocation:		*Recommendation: <input type="checkbox"/> Learning group with literacy needs in Latin script <input type="checkbox"/> Learning group for new students with beginner skills		
Comments:				
Processed by:		District / contact:		
via e-mail: klaerungsstellebbs@senbjf.berlin.de or fax to the counselling office for vocational and centrally administered schools Fax: 90228-820				

***required**