

## Guidelines for Interacting with Ukrainian Refugees

After arrival:

- If ID or other identifying documents are not available, contact the state first reception facility in Bochum:  
phone: +49 2931 82-6600  
Email: [lea.asyl@bra.nrw.de](mailto:lea.asyl@bra.nrw.de)  
Address:  
Landeserstaufnahmeeinrichtung Bochum  
Gersteinring 50  
44791 Bochum
- Report arrival to the registration office, in case of private accommodation  
Direct appointment requests to ...  
In your appointment request, please indicate the number of people to be registered.
- In case of private accommodation: Please label mailbox accordingly so mail can be delivered correctly.
- Questions/Applying for services (assistance with costs of living, health care, search for accommodation)
  - ⇒ Direct written notice via email to [sozialamt@paderborn.de](mailto:sozialamt@paderborn.de)  
The email must contain the following information or attachment:
    1. Information about the refugees (last name, first name, date of birth)
    2. Information about the contact person: email address (in case of different sender), phone number/ mobile phone number
    3. Current address in Paderborn where the refugees are residing (street, postal code, place)
    4. Ukrainian passport/ ID of the respective refugees (biometric or original/certified translation), if possible birth certificate (original, translation), in each case as pdf file
- Search for accommodation: housing in a municipal transitional accommodation, (project "Türöffner" of the coordination unit for refugee matters: Offers by Paderborn residents for Ukrainian refugees. Matching of short-term accommodation at no charge, if needed. Limited availability: hence, please contact [fluechtlinge@paderborn.de](mailto:fluechtlinge@paderborn.de) via email.
- School registration Primary school: If a residence permit is available and a registration has been made at the registration office in Paderborn, there is also compulsory schooling for children aged 6 or 7 years:  
In principle, there is free choice of school, it is recommended to enrol children of primary school age directly at the primary school nearest to their place of residence and to contact the office of the respective primary school.  
School registration Secondary school: Mister Kemmer, Centre for Education and Integration, District of Paderborn (Bildungs- und Integrationszentrum Kreis Paderborn)  
phone: +49 5251 308-4636.
- School material division of the Diakonie: Mrs Bornefeld. Phone: +49 5251 500259
- Day-care/Pre-school registration:  
Mrs Volkmann  
phone +49 5251 88-12319  
[m.volkmann@paderborn.de](mailto:m.volkmann@paderborn.de)  
Mrs Voits  
phone +49 5251 88-12545  
[e.voits@paderborn.de](mailto:e.voits@paderborn.de)

**Attention: The e-mail accounts of Russian and Ukrainian providers in Germany are blocked and emails from these accounts usually do not arrive.**

