

Guidelines for Interacting with Ukrainian Refugees

From 01. 06. 22

The city of Paderborn has at present significantly exceeded its quota, while the state of North Rhine-Westphalia has not yet fulfilled its quota. This means that Ukrainians, regardless of whether they come from abroad or from another municipality in Germany, may only take up residence in Paderborn if they have family ties in Paderborn.

Please contact other refugees directly to the state reception centre in Bochum:

Tel. : +49 2931 82-6600

E-mail: lea.asyl@bra.nrw.de

Gersteinring 50

44 791 Bochum

With family ties to Paderborn:

- ☐ Report arrival to the registration office
Direct appointment requests einwohneramt@paderborn.de.
In your appointment request, please indicate the number of people to be registered.
- ☐ 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
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
- ☐ 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
Mrs Voits
phone +49 5251 88-12545
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.

