












## INFORMATION

for Au-pairs from countries with visa regulations as well as from: **Australia, Canada, Israel, Japan, Korea, New Zealand, Macedonia, Montenegro, USA**

<p>Who is vij?</p> 	<p>vij is a non-profit agency that finds Au-pair jobs for young women (in particular cases also for young men). This form of language study and intercultural exchange helps young people to improve their career possibilities and covers the gap between school and job. There are vij agencies that provide advice and information on jobs in many big German cities. During your stay qualified staff will assist you with all questions and offer regular Au-pair meetings as well as cultural and leisure time activities.</p>
<p>Au-pair – what does it mean?</p> 	<p>Au-pair means reciprocity. You may work as an Au-pair for a maximum of 12 months and once only. As an Au-pair you live with your host family and help them with child care and general domestic work for 30 hours per week. In return you get free board and lodging and a monthly salary (including during your holiday) as well as a contribution to your monthly travel card, e.g. for your journey to the language school and to the Au-pair club. Your host family will pay a health, accident and indemnity insurance for you. Apart from that it is possible to attend the church service once a week.</p>
<p>What qualifications should I have?</p> 	<ul style="list-style-type: none"> <li>• Your German language skills are good and you have experience with child care and domestic work.</li> <li>• You are aged between 18 and 26. When applying for your visa you have not yet reached the age of 27.</li> <li>• You are single, have no children and, ideally, you are a non-smoker.</li> <li>• You enjoy caring for children on a daily basis.</li> <li>• You can pay the cost for your return ticket.</li> </ul>
<p>What kind of tasks do I have?</p> 	<p>You assist the family with child care and with domestic work (kitchen, cleaning, ironing etc.). Apart from that your job includes babysitting twice a week (sometimes at weekends). Babysitting is part of your total working hours. In case your hosts are both working you are expected to occasionally work independently and take responsibility. Therefore an Au-pair has to be a reliable and independent person.</p>
<p>In what way does the host family support me?</p> 	<ul style="list-style-type: none"> <li>• The host family will provide you with board and lodging in a single room for the full period of your stay.</li> <li>• They will pay a monthly salary of 260 Euro, a subsidy of €50,- towards the language course and a contribution to your travel costs (monthly travel card or the amount in cash) arising from travelling to your language school, to the Au-pair meetings and from exploring the local region.</li> <li>• The host family has to take out a private health, accident and indemnity insurance for you that is valid on your arrival.</li> <li>• They will pay registration fees at German authorities.</li> <li>• The host family encourages your participation in cultural events and in programs offered by the Au-pair club.</li> </ul>

<p><b>working hours</b></p> <p><b>holiday</b></p> <p><b>leisure time activities</b></p> 	<p>The assistance with domestic work and with child care will take 30 hours per week including babysitting and should not exceed 6 hours per day (a joint meal is not regarded as working time!). The type of assistance varies in each family. It depends on the number of children, their age and the working hours of your hosts.</p> <p>You are entitled to 1.5 consecutive days of holiday per week. Once a month that should be a weekend. In case you stay with your family for a full year you are entitled to a 4 weeks holiday, in case of a shorter stay you may claim 2 days per working month.</p> <p>During daily leisure time it is possible to attend a language course and to participate in Au-pair meetings and in cultural events.</p> <p>The legal holidays are mandatory. In case you have to work on these days you are allowed to take them in lieu at another time. Any regulations regarding holidays have to be discussed and decided together with your host family.</p> <p>Free worship is possible.</p>
<p><b>What about costs?</b></p> 	<p><b>The service of vij is always free of charge!</b></p> <p>It is your responsibility to pay the return ticket and the fee for your language course in Germany. Language course fees depend on the number of hours and the type of school. The family will pay a subsidy of € 50,- towards the language course.</p>
<p><b>What happens in case of sickness? Am I insured?</b></p> 	<p>The health insurance covers fees for the treatment of <b>acute</b> illnesses. Costs for the treatment of chronic and psychological illnesses as well as for illnesses resulting from a previous one will not be paid. In case of a chronic illness it is absolutely necessary to keep the insurance in your home country and to ensure your supply with medicine. Apart from that you have to have healthy teeth before arrival. Insurance in Germany will only pay 50 % of dental treatment. There is no cover for dental prostheses.</p>
<p><b>Is it possible to meet other Au-pairs?</b></p> 	<p>Most of the vij agencies organize regular meetings for all Au-pairs living in the same region. That is an opportunity to socialise and to discuss questions and problems.</p>
<p><b>Any help in case of problems with the host family?</b></p> 	<p>Consultants in your local vij agency will help you with all questions. In case of an emergency outside office hours you may call the <b>EMERGENCY HOTLINE 0800 –111 0 111 or 0800 – 111 0 222.</b></p> <p>In case you have serious difficulties with your host family you may only change places or withdraw from the Au-pair contract after having consulted your vij agency</p>
<p><b>What do I have to know about immigration and residence permits?</b></p> 	<ul style="list-style-type: none"> <li>• Immigration to Germany requires a particular Au-pair visa. In order to apply for that kind of visa at the German embassy in your home country you will need the following documents: the invitation letter of your host family, the original Au-pair contract signed by you and the family (no copy, please!), the insurance certificate (that you will get from the host family), the confirmation of service from vij and your passport</li> </ul> <p>The host family will help you with the following:</p> <ul style="list-style-type: none"> <li>• Registration with the registry office</li> <li>• Extension of the residence permit at the “Ausländerbehörde” (immigration office)</li> </ul> <p><b>The following applies for Au-pairs from Australia, Israel, Japan, Canada, New Zealand, Korea and USA:</b></p> <p>In order to avoid any problems you should apply for a visa in your home country.</p> <p>Immigration without a visa is possible, but does not guarantee the issue and</p>

approval of the documentation that is necessary for Au-pair work. For example, insufficient German language skills may cause a rejection. In case you arrive without a visa, you have to do the following:

- Application for a residence permit at the "Ausländerbehörde"
- Application for a work permit
- Registration with the registry office

**All spare time work is illegal!**

- **Moving to a foreign country is not easy. At the beginning everything is new: language, food, the way of life and it takes a couple of weeks, until you got used to everything. An Au-pair is expected to be keen on learning new things and to adapt to different living conditions. Before applying please make sure you are willing and able to do this – if the answer is "yes", you will succeed.**
- **Au-pair is not a job to earn money. Your monthly salary seems to be a lot. However, living expenses in Germany are high and the salary is just enough to pay for your language course and basic necessities.**
- **vij will contact you 8 weeks on arrival at the latest or will invite you to an au-pair meeting or to the vij office in order to clarify whether the host family meets their obligations stated in the au-pair contract. After your stay the agency will send you a feedback form that you may also complete online on [www.au-pair-vij.org](http://www.au-pair-vij.org).**
- **In case there are problems with your host family, please contact your vij agency. Qualified staff will help you to find a solution.**
- **Applications have to be sent to the agency only. The service of finding a suitable au-pair job is free of charge.**
- **Please inform the agency as well as the host family immediately, if you are no longer interested in moving to Germany.**

#### How do I apply?



Please return the following documents to us.

1. A fully completed and signed application form.
2. **Two** friendly passport sized photos, one of which should be on the application form. If possible, some private photos.
3. A letter that is hand-written by you and addressed to the host family. This is an opportunity for you to tell us something about your experience with child care, carrying out household duties, living abroad, your interests as well as your motivation for moving to Germany. In order to help us finding the most suitable family for you, your letter should include as many details as possible.
4. Medical certificate, issued not earlier than 3 months before arrival.
5. Proof of your German language skills (certificate A1 of Goethe Institute).
6. Reference of your experience with child care/household duties.
7. Copy of your passport and driving licence, if applicable.

#### Notice:

**All documents have to be translated into German. Please send us the original as well as the translation. Otherwise we will not be able to process your application!**

**You may send us all documents by post, fax or by email.**

**We will confirm their receipt and will inform you when we found a friendly family for you. As this may take some time, we kindly ask you to be patient.**

**We wish you a happy and successful stay in Germany!**

**You will also find information on our agencies on:**

**[www.au-pair-vij.org](http://www.au-pair-vij.org)**