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Credit: Mila Tsehaeiva 2010

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I. CHECKLIST FOR VOLUNTARY RETURN

II. HEALTH CARE

- I. General Information
- 2. Medical treatment

III. LABOUR MARKET AND EMPLOYMENT

- I. General information
- 2. Ways/assistance to find employment
- 3. Unemployment assistance
- 4. Further education possibilities, vocational trainings

IV. HOUSING

- I. General Information
- 2. Ways to find accommodation
- 3. Social grants for housing

V. SOCIAL WELFARE

- I. General Information
- 2. Pension system
- 3. Vulnerable Groups

VI. EDUCATIONAL SYSTEM

- I. General Information
- 2. Costs, loans, and scholarships
- 3. Approval and verification of foreign diplomas

VII. CONTACT INFORMATION AND USEFUL LINKS

I. Checklist for Voluntary Return



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To do before returning:

- bring diplomas / certificates and other relevant official documents obtained from schools in Germany.
- ✓ receive information concerning the arrival at the airport and the onward journey. There is a direct express minibus route number 116 operating from the airport to Baku city center. Service runs every 30 minutes beginning from early in the morning until late at night. The bus leaves outside the airport building, across the parking area. The service terminates at S. Vurgun's Park on the 28 May Street. The journey takes approximately 30-40 minutes. The journey from the city center to the airport by car takes approximately 30 min-40 min. Taxis in Baku are the purple London cabs. To use the service of "London" taxis, it is enough to call Baku Taxi Company short code * 9000. Other convenient twenty-four-hour taxi services are provided by "Motor Service" Company (99412) 189, "Salamtaksi" *9933 which receives the orders by calls 24/7
- ✓ take vaccinations certificate/s from clinics/hospitals that will be necessary when returning to the country of origin for the (re-) registration in public hospitals, especially for children.
- ✓ find a temporary accommodation.

To do immediately after returning:

- ✓ apply at the State Agency for Public Service and Social Innovations under the President of the Republic of Azerbaijan (ASAN) to obtain documents (http://www.asan.gov.az/),
- ✓ if he/she travelled with a re-entry certificate (i.e. laissez-passer) and his/her national ID or passport is expired. Otherwise no registration is mandatory after arrival.
- ✓ re-check the registration in a public hospital near to the residing area.
- ✓ targeted social assistance is provided by the Government to low-income families, if applicable.
- ✓ approach the State Employment Service under Ministry of Labor and Social Protection of Population for the possible employment purpose.
- ✓ contact services assisting with the search for jobs and housing.
- √ apply for child care, schools or other educational institutions

II. Health Care

I. General information

Benefits:

There is no public health insurance available. According to the law of the Azerbaijan Republic, services are free of charge at state owned hospitals and care units.

In Azerbaijan, the Ministry of Health is responsible for the healthcare system.

The majority of medical facilities, which include public hospitals as well as pediatric and adult polyclinics, are state-owned and services are free of charge. Polyclinics offer outpatient services only, while hospitals and specialized clinics offer both outpatient and inpatient services. Private medical establishments are growing very rapidly; while they are licensed by the Ministry of Health, they are otherwise independent.

Some medical treatments, for example oncology, can be obtained at state hospitals only. Reproductive health and maternity services are offered at women's consultation centers.

2. Medical treatment, availability and costs of medication

Medical facilities and doctors:

- Specialized Republican Hospitals: Central Hospital, Centre of Orthopaedics and Prosthetic, Centre for Neuro-Surgery, Ophthalmology Hospital, Psychiatric Hospital, Tuberculosis Hospital, Urology Hospital, Children's Clinical Hospital, Centre for Oncology.
- Private Hospitals and Clinics:
 Central Clinical Hospital Parliament Prospect 76
 Tel: 4923131, 4971111 Website:
 www.mkx.mednet.az

- International SOS Clinic Yusif Safarov Street I, Khatai District Tel: 4934089, 4937354, (050) 212 69 21 Fax: 4939644 Website: www.internationalsos.com
- Turk-American Medical Center Mardanov Gardashlari str. 41/47 Tel: (012) 4973784, (012) 4970364, (012) 4986766, (050) 2224459 Email: tamc@tamc.az Website: www.tamc.az
- Leyla Shikhlinskaya Clinics Yusif Safarov str. 19
 Tel: 4901858, 4902131 Fax: 4986414 Website: www.lsh-clinic.com
- MediClub Uzeir Hajibayov str. 45 Tel: (012) 4970911, (012) 4970912 Fax: 4987096 Website: http://www.mediclub.az/

Procedure of admission:

There is no a special unit available that returnee/s should approach for further referral, first they need to visit a nearby hospital/clinic according their place of residence.

Availability and costs of medication:

A manual on essential drug use has been published and distributed by the MoH. Drugs are purchased and distributed to hospitals by the pharmaceutical department of the MoH.

Drugs are free-of-charge for in-patient treatments. Patients are charged for the drugs for out-patient treatments, except for cancer and some psychiatric illnesses. Drugs are comparatively expensive. Most drugs are available but some may not be in Azerbaijan. In some cases the names may be different from those in the EU. Pharmacies are usually private.

Access especially for returnees

Eligibility and requirements: All public clinic/hospitals are free of charge with a valid national ID Registration procedure: Returnees need to contact the Ministry of Health or a nearby hospital/clinic according to his/her place of registration.

Required documents: Valid National ID

III. Labour Market and Employment

I. General information

One of the main trends of the social-economic policy realized in the Republic of Azerbaijan during last years is the development of labor market and advantageous use of labor force.

Reforms implemented in the country caused by the change of the fundamental quality of the country's economy has enabled dynamic economical development. Relevant measures were taken to improve regional economical development as well as increasing social welfare and the quality of life of the population in the region by specifically carrying out further development of the non-oil sector.

The minimum wage in Azerbaijan increased to 130 AZN/Month in 2018.

2. Ways/Assistance to find employment

The state employment agency under the Ministry of Labor and Social Protection of Population provides assistance on employment.

More information at:

http://www.ses.gov.az/

Online recruitment websites:

- http://www.jobsearch.az/
- http://www.rabota.az/
- http://boss.az/vacancies
- http://ejob.az/

Office	Adress
Baku	44, Sattar Bahluzada str.
	Tel: (+994 012) 562-75-67; 562-11-
	23; 562-75-34
Sumgayit	Sumqayıt city, 9 mkr, apt 64
	(+994 018 64) 2-02-57; 2-02-17
Ganja	122, Mammad Khalafov str,
	Tel: (+994 02226) 5-12-22; 585-
	26-22
Mingachevir	I, M.Fizuli str.
	Tel: (+994 024 27) 4-14-70; 4-32-
	62

3. Unemployment assistance

The Unemployment Insurance Fund began operating in Azerbaijan in 2018. According to the Law on Unemployment Insurance, 0.5% of the monthly wage of an employee will be transferred to the fund as an insurance premium. At the expense of these funds, the employee will receive an insurance payment when unemployed.

The budget of Azerbaijan's State Social Protection Fund and the Unemployment Insurance Fund has been submitted for discussion at the plenary meeting of the Azerbaijani parliament.

The State Social Protection Fund's revenues for 2019 are projected at 3.928 billion manats, which is 9.8 percent more than in 2018.

The revenues of the Unemployment Insurance Fund for 2019 are projected at 83.451 million manats, which is 5.588 million manats, or 6.3 percent less compared to the revenues approved for 2018.

4. Further education and vocational trainings

The Ministry of Education is responsible for the creation and access to primary and secondary specialized education.

More information at:

http://edu.gov.az/az/page/354

IV. Housing

I. General Information

The rental costs for an apartment in the capital city vary, depending on the location, from AZN 300 per month to AZN 600 or more. Apartments can be rented based on an agreement certified by a public notary. The fee for this notary action is 20 AZN and the returnee's valid nation ID is required.

	Price (AZN) Sale m2		Rent (Currency)	
	2018-	Annual	May	Annual
	Dec	Change	2017	Change
Baku	1500	5%	500	5%
Sumgait	1200	5%	350	5%
Ganja	1000	5%	300	5%
Mingacevir	800	5%	250	5%
Lankaran	700	5%	250	5%

Utilities:

Gas: I cubic meter = 0.10 qapiks

Electricity: I kilowatt-hour = 0.5.7 qapiks

2. Ways to find accommodation

No accommodation assistance is provided to returnees on the national level. Only readmitted nationals may stay at the State Migration Service Reception Center for 3 or 6 months until they have found their own accommodation.

Reconstruction assistance is provided to ethnic Azerbaijan refugees from Armenia and IDPs from Nagorno Karabakh by the Social Fund for IDPs and Refugees. No construction assistance is provided to returnees. More information can be found on the websites of real estate agencies (house rent/sell announcements):

- www.bina.az
- http://www.mekan.az/
- http://www.evelanlari.az/
- http://emlakbirjasi.com/
- http://binatap.az/

3. Social grants for housing

According to the Decree of the President of the Azerbaijan Republic on "Forming of mortgage loans systems in the Republic of Azerbaijan", dated 16 September 2005, numbered 299, the Azerbaijan Mortgage Fund under the National Bank of the Republic of Azerbaijan was established to improve the living conditions of the population, build an efficient housing finance mechanism, adapting to the supply with real demand and attract local and foreign investors to mortgage lending.

More information at: http://www.amf.az/



V. Social Welfare (1/2)

I. General Information

Access:

- handicapped/disabled persons (including those under 16)
- women who reached the age of 62
- men who reached the age of 67
- women under 57 who gave birth and brought up 3 or more children or disabled children since his/her birth until he or she is 8 years old
- men who reached the age of 62 and without re-marrying brought up 3 or more children or disabled children since their birth if their mother died or was deprived of maternity right,
- children of deceased parents till they reach the age of 18 and above 18 if they are handicapped and if they study but not reached 23 years (paragraph 1.0.2. of article 1 of the a/m law)

Eligibity:

- citizens of Azerbaijan
- stateless persons permanently residing in Azerbaijan

Costs:

There is no fee for receiving the necessary documentations to get the respective allowance.

Benefits:

The amount of allowance is determined by the relevant state executive agency depending on the status of the applicant and the situation and is subject to indexation at least once per year (article 8 of the b/m law). Allowances are monthly or single paid depending on the situation (article I of the a/m law).

The returnee needs to approach the State Social Protection Fund of the Republic of Azerbaijan: http://www.sspf.gov.az

Required documents:

- Identity documents of the applicant and the person who will benefit from the allowance
- documents confirming facts for payment of allowances.

Preconditions for obtaining allowances:

- resignation from work due to age or health problems but with 5 years of consecutive employment in conformity with the Law on State Service:
- inability to work due to age;
- physical disability (including those under 16) / unable to work;
- loss of the breadwinner of family;
- inability to work due to health problems since childhood;
- taking care of children under the age of 8 who lost their parents, brothers, sisters and grandparents by unemployed persons;
- care for a child under 3 (usually paid to those who are on maternity leave);
- for education of child under 18 is paid to special category of people determined by the relevant state executive agency;
- registered guardians of children who lost their parents or whose parents were deprived of their parental rights under the courts' decision;
- for low income families who have children under the age of I (status of the family is determined in conformity with the law on "Addressed Social Allowance");
- for infected persons who participated in emergency operations in the high radiation zones if they have relevant medical certificate of a X-ray infection issued by Medical Social Expert;
- the birth of a newborn;
- for funerals of state servants, aged person, handicapped person, handicapped person under 16, family breadwinner.
- Those who fall under points I-II are paid monthly allowances and those under points I2-I4 receive single allowances.

V. Social Welfare (2/2)

2. Pension System

There are different types of labor pension:

- old-age labor pension
- disability labor pension
- survivor's labor pension.

Old-age and disability labor pensions consist of 3 parts: basic part, insurance part, state funded part.

For more information: State Social Protection Fund: http://dsmf.gov.az

Costs:

The pension insurance is calculated in conformity with the calendar (days, months, years) and depends on the period of employment of the applicants/beneficiaries.

Benefits:

On average, the minimum pension rate is 120 AZN.

Access:

The preconditions for obtaining a pension are

- women who reached the age of 60 when resigning from work
- men who reached the age of 63 when resigning from work are entitled to obtain a pension if they have 5 years of insurance record
- women aged from 44 to 51 who bring up 3 or more children or disabled children
- male headed households aged above 55
- guardianship of underage abandoned children or orphan

Person needs to approach the State Social Protection Fund of the Republic of Azerbaijan. More information at: http://www.sspf.gov.az

Required documents: identity documents, written application, labor records, other documents requested by relevant executive agency.



VI. Educational System

I. General Information

The languages of instruction is Russian, English and Azerbaijani. There are 1,790 functioning preschool institutions, which serve 111,000 or 16.1 percent of children of the respective age. 82% of preschool establishments for 1st year pupils are located in urban localities. 5 special purpose and 5 sanatorium-type preschools are for physically or mentally disabled children to complement the general preschool facilities. 6 pre-school establishments have special units where 404 children receive both education and 14 kindergartens treatment. accommodate special groups for deaf, blind and children with learning disabilities. There are 225 specialized schools, including 7 gymnasiums and 33 lyceums, which teach 84,000 high academic achievers.

Similar to other global academia, there are three levels at universities.

- First stage "Bakalayr": Length of program: 4
 years, Certificate/diploma awarded: Bachelor's
 Degree or Bakalavr, Study of the Humanities
 and Natural Sciences as well as the basis of
 the chosen specialty
- Second stage "Magistr": Length of program: 1.5
 2 years, Certificate/diploma awarded: Master's Degree or Magister; Acquire in-depth knowledge and professional training in the Humanities and in Natural Sciences
- Third stage / post-graduate course: Length of program: 2 - 3 years; Certificate/diploma awarded: Candidate of Science (PhD)

2. Costs, loans and scholarships

Depending on the test score a person achieved he or she (student candidate) may be offered either a paid place or a place free of charge.

Access and requirements to scholarships/loans:

The State Student Admission Commission conducts one undergraduate and two graduate exams each year to complete university enrolments. The enrolment is very competitive where the places are offered based on the test results. Majority of free places are considered for public Universities.

More information at: http://www.tqdk.gov.az/

3. Approval and verification of foreign diplomas:

The Ministry of Education approves and verifies foreign diplomas only in conformity with bilateral agreements signed with other countries.

More information at:

Educational Level

https://www.nostrifikasiya.edu.az

Educational Level	Age			
e.g. Child care / nursery school	0 – 2			
e.g. Kindergarten	2 – 6			
Primary Level				
e.g. Elementary School	6 – 10			
Secondary Level				
e.g. Middle School	10 – 15			
e.g. High School	15 – 17			
Higher Education				
e.g. Collegen, University, Professional School etc.	From 19			

VI. Educational System (2/2)



Credit: IOM / Mila Tsehaieva 2010

Access for returnees

There are 702 schools for refugees/ethnic Azerbaijanis from Armenia. 88,000 pupils from refugee-families study at these schools.

Tuition fees for refugees and internally displaced persons studying on the basis of newly admitted and paid bachelor's and master's degrees of state higher educational institutions of the Republic of Azerbaijan are paid at the expense of the state budget.

Admission of students to comprehensive schools is carried out for the first year and the tenth year. The admission of students to the first year is implemented by the Commission organized based on the order of the director of the school. The admission of children to the first class is conducted based on the application of one of the parents or other legal representatives. Electronic document submission will be made through the website www.mektebeqebul.edu.az

Following documents are required for the admission to the first year:

- · original and copy of the child's birth certificate
- temporary or permanent residence permit in the territory of the Azerbaijan Republic
- United Nations High Commissioner for Refugee Protection Certificate
- medical record of children (Form 26U)
- two 3x4 photos
- preschool graduation certificate (if applicable)

The application of a parent (or other legal representative) should indicate the first and second language the child is supposed to study. Information on whether or not he or she attended preschool training level. More information at http://edu.gov.az/en/page/303/5339

VII. Contact Information and Useful Links (1/2)

Non-Governmental Organizations

Azerbaijan Children's Union

Tel.: (+994 I2) 511-34-09 kagazade@rambler.ru

SOS Children Village

Tel.: (+99412) 490-39-13 info@sosushagkendleri.az

NGO Symetria

Tel.: (+994 12) 493-40-56/493-40-56/771-99-23/621-08-84

kdsgender@yahoo.com

NGO Hayat

Tel.: (+99412) 497-30-52

NGO Place for Hope

Tel: +994 12) 556-19-16

Migrants Labor Rights Protection League

Tel.: (+994 12) 530-86-25)

the World of Law

Tel.: (+994 12) 480 22 31 nazirguliyev@yahoo.com

Azerbaijan Migration Centre

Tel.: (+994 12) 498-91-74/498-09-72

Clean World Aid to Women PU

Tel.: (+994 12) 511-34-15 tamizdunyasu@gmail.com

Education Public Support Association of Youth of

<u>Azerbaijan (EPSAYA)</u> Tel.: (+ 994 51) 814-44-42

info@epsaya.az

International Organizations

International Organization for Migration

Tel.: (+99412) 465-90-71/72

iombaku@iom.int

United Nations High Commissioner for Refugees

Tel: (+99412) 497-10-82,

azeba@unhcr.org

United Nations Development Programme

Tel.: (+99412) 498-98-88

office@un-az.org

United Nations Population Fund

Tel.: (+99412) 492-24-70

office@unfpa.az

United Nations Children's Fund

Tel.: (+99412) 492-30-13

baku@unicef.org

International Monetary Fund

Tel.: (+99412) 497-01-88-89

agadirli@imf.org

World Bank

Tel.: (+99412) 492-19-41 azerbaijan@worldbank.org

Asian Development Bank

Tel.: (+99412) 437-34-77

adbazrm@abd.org

European Bank of Reconstruction and Development

Tel.: Tel:(+99412) 497-10-14

AliyevaE@ebrd.com

International Labor Organization

Tel.: (+99412) 497-13-00

hamzayev@ilo.org

VII. Contact Information and Useful Links (2/3)

International Organizations

Council of Europe

Tel.:(+99412) 599-05-27-28

fieldbaku@coe.int

Delegation of the European Union to Azerbaijan

Tel.: (+99412) 497-20-63

Delegation-Azerbaijan@eeas.europa.eu

Food and Agriculture Organization

Tel.: (+99412) 498-02-57 FAO-AZ@fao.org

World Health Organization

Tel.: (+99412) 498-98-88 whoaze@euro.who.int

International Committee of the Red Cross

Tel.: (+99412) 465-63-35 / 564-27-08 / 465-63-34,

bak_bakou@icrc.org

International Federation of the Red Cross and Red

Crescent Societies

Tel.: +99412) 493-84-81

redcrescent@redcrescent.az

International Islamic Relief Organization

Tel.: (+99412) 438-84-97/497-04-02

TRACECA

Tel.:(+99412)598-27-18

mircea.ciopraga@ps.traceca-org.org

Embassies and Consulates

Embassy of the Republic of Azerbaijan to the Federal Republic of Germany

Hubertusallee 43 14193 Berlin

Tel.: +49 (0)30 219 161 3 Fax: +49 (0)30 219 161 52

E-mail: berlin@mission.mfa.gov.az
Web: http://berlin.mfa.gov.az/

Consular Section of the Embassy

Tel.: +49 (0)30 206 480 63 Fax: +49 (0)30 219 161 51

E-mail: berlin_consul@mfa.gov.az

Opening hours of the Consular Section: Monday, Wednesday and

Friday 09.00 - 12.00 h.

Calling hours of the Consular Section: Monday, Wednesday and

Friday 15.00 - 17.00 h;

Tuesday and Thursday 09.00 - 12.00 h.

Office of the Honorary Consul of the Republic of Azerbaijan in Stuttgart

Heilbronner Straße 154 70191 Stuttgart

Tel: +49 (0)711 263 7712 0 Fax: +49 (0)711 263 7712 9

E-mail: info@honorarkonsulat-

aserbaidschan.de

Web: www.honorarkonsulat-

aserbaidschan.de

VII. Contact Information and Useful Links (3/3)

Schools, Colleges, and Universities

Public Universities:

Azerbaijan Architecture and Construction University, ADA University, Azerbaijan Medical University, Academy of Public Administration (Azerbaijan), Azerbaijan Technical University, Azerbaijan State Agrarian University, Azerbaijan State Economic University, Azerbaijan State Marine Academy, Azerbaijan State Oil Academy, Azerbaijan University of Languages, Baku Academy of Music, Baku Slavic University, Baku State University, Azerbaijan State University of Culture and Arts, Ganja State University, Lankaran State University, Mingachevir Polytechnic Institute, Nakhchivan State University, Sumqayit State University

Private Universities:

Azerbaijan University, Baku Eurasian University, Khazar University, Odlar Yurdu University, Baku Engineering University, Western University, Nakchivan Private University

Schools and Colleges:

Azerbaijan art college under the Academy of Arts; Technical college of Baku; Baku Oil-energy college; Baku college of management and technology; Azerbaijan Finance-Economic College; Baku technical school of food industry; Baku state college of social economy; Baku computer college; Music college under Azerbaijan National Conservatory; Baku industry pedagogical technical school; Aghdam music technical school; Shamakhy cultural and educational technical school; Shusha cultural and educational technical school; Shusha music technical school; Astara pedagogical technical school; Aghdam state college of social economy; Goychay state college of management and technology; Zagatala state college of management and technology; Barda state college of management and technology; Kazakh state college of social economy; Tovuz state college of social economy; Nakhchivan state technical college; Sabirabad state college of social economy; Shamakhy state industry and Economy College; Guba state college of social economy; Baku college of communication and transport; Azerbaijan sea technical school of fish industry; Aghjabadi pedagogical technical school; Construction college under Azerbaijan University of Architecture and Construction.

Websites of relevant Ministries and Services

- Ministry of Foreign Affairs (+99412) 596-90-00, katiblik@mfa.gov.az
- Ministry of Internal Affairs Hotline -102, (+99412) 590-92-22,info@mia.gov.az
- State Migration Service Hotline 919, (+994 12) 565-61-18/19/20/21/22, info@migration.gov.az
- Ministry of Economy and Industry (+99412) 493-88-67, office@economy.gov.az
- Ministry of Taxes (+99412) 403-89-70, office@taxes.gov.az
- Ministry of Transport (+99412) 431-74-37, common.dept@mintrans.az
- Ministry of Communications and High Technologies (+99412) 498-58-38, mincom@mincom.gov.az
- Ministry of Health Hotline -9103, office@health.gov.az
- Ministry of Education (+99412) 599-11-55, office@edu.gov.az
- Ministry of Labor and Social Protection of Population Hotline 142, (+99412) 596-50-33
- Ministry of Culture and Tourism (+99412) 493-43-98/493-30-02, mct@mct.gov.az
- Ministry of Youth and Sports (+99412) 465-84-21, mys@mys.gov.az
- State Employment Service (+99412) 596-50-33
- State Social Protection Fund (+99412) 434 60 18, info@sspf.gov.az
- State Border Service (+99412) 493-36-65/ 493-19-23/ 498-01-43
- Main Department on Struggle Against Human Traffic (+99412) 590-90-28