

Welcome to Kiel!

Information about the central DaZ office (Deutsch als Zweitsprache, German as a second language) at the RBZ

Dear parents and guardians,

Welcome to Kiel!

If you have a child aged between 15-17 years old who has completed compulsory full-time education (nine years of school abroad), he or she is required to attend a vocational school (RBZ) and should be sent to a suitable one as quickly as possible. If your child does not speak German or only speaks very little German, you need to register him or her with the central DaZ office at the RBZ. They will decide which RBZ your child will be sent to. Going to vocational school is free for your child.

We hope you have a good start at school!

What is the central DaZ office at the RBZ for?

- Advice if you have any questions about registering for a class in German as a second language (DaZ)
- Signing DaZ pupils up for the RBZ (school pupils within the age range for compulsory vocational school attendance)
- Information and advice on topics such as changing schools when you move house, transitioning from the DaZ class to regular school classes, etc.

How do I sign my child up?

1. Make an **appointment to register (by telephone or e-mail)**
2. Bring your child with you to the appointment, along with the following documents:
 - ID card/passports of the parents and the child
 - Registration certificate (Meldebescheinigung) from the residents' registration office (Einwohnermeldeamt)
 - Birth certificate (if available)
3. The central office will allocate you an RBZ with a DaZ class.
4. You then register your child at the school you are allocated.

How can I contact the central DaZ office at the RBZ?

E-mail:	seda.ficici@rbz-technik.de
Tel.:	0431 / 220013529 (DaZ office) 0431 / 1698-600 (RBZ Technik)
Address:	See reverse side

When can I contact the central DaZ office at the RBZ by telephone?

Monday	11:30am – 1:30pm
Tuesday	11:30am – 1:30pm
Wednesday	11:30am – 1:30pm
Thursday	11:30am – 1:30pm
Friday	11:30am – 1:30pm

Arriving by bus:



Fastest bus route to the central DaZ office at the RBZ

Shared accommodation	Bus stops	Bus numbers
Schusterkrug	Schusterkrug	Bus 12 / 13 heading to Schulensee
	Change at: Hauptbahnhof	Bus 31 heading to Krooger Kamp
	Geschwister-Scholl-Straße	Get off the bus
Arkonastraße	Knorrstraße	Bus 11 heading to Pillauer Straße
	Change at: Gablenzstraße	Bus 31 heading to Krooger Kamp
	Geschwister-Scholl-Straße	Get off the bus