

# First steps

You have just immigrated to Ludwigshafen and have to find your way in the new social environment.

Carrying out formalities like apartment registration, residence or attendance of a German course, a school and eventually looking for a job or healthcare are the most fundamental steps in order to be able to adapt to your new town.

The following brief guide post should help you to take starting-off hurdles of integration in Ludwigshafen.

As you probably do not speak German well enough yet, you should take someone from your family, relatives or close friends with you when taking care of administrative aspects. That person should speak your mother tongue and be able to translate for you.

## Registration of new immigrants

In order to decide on the residence status, to grant a work permit and to prepare the attendance of an integration course, a consultation with the municipality of Ludwigshafen is fundamental.

- If you are a citizen of the European Union you sign up at the registration office at the city hall in Ludwigshafen:

**Citizen office**

**Rathausplatz 20, 67059 Ludwigshafen**

**Service phone number: 0621/ 504-3711**

**Office hours:**

**Monday, Wednesday and Friday: 8am – 12pm**

**Tuesday: 8am-2pm**

**Thursday: 8am-6pm**

- If you are a citizen of a different country which is not part of the European Union, you need to register at the Alien's Department in Ludwigshafen.

**Marienstr. 8, 67063 Ludwigshafen**

**Office hours:**

**Monday, Tuesday, Thursday, Friday: 8am – 12am**

**Thursday: 2pm- 6pm**

**Phone availability:**

**Monday and Tuesday: 2pm – 4 pm and Wednesday: 8am – 12am**

## **Migration first consulting**

**At the offices for migration first consulting the counsellors will give you orientation and immigration guidance in different languages, information for language and integration courses and the respective applications. Furthermore you will receive assistance for residence issues, means of subsistence and living, nursery/kindergarten and school, professional education and career. (link to/for the MEB or addresses).**

## **Learning German in integration courses**

**An adequate command of the German language is the key to integration and participation in social life and in the job market. In the town of Ludwigshafen the municipality and numerous independent reputable are amongst the institutions that conduct the integration courses.**

**After receiving the document confirming your eligibility for the course, you will have to take a placement test which will evaluate your German level.**

**The integration course consists of a basic language course and a follow-up language course á 300 teaching units made-up of six course modules. The course offers the possibility of building up a good base of the German language and leads to the Zertifikat Deutsch, which you can achieve after having passed the examination B1 and the attendance of an orientation course comprising 45 hours of instruction. In the orientation course you will learn about Germany's society, legal system, culture and history.**

**The course can be attended at many different institutes. You are not bound to choose a certain reputable. The costs of the course are often covered by the "Bundesamt for Migration und Flüchtlinge" if you are eligible for the course.**

**You will find the addresses of all official reputable of the integration courses in Ludwigshafen in this brochure (Flyer\_PDF).**

## **School and nursery**

Children in Germany attend compulsory school from age 6 to 16. Children younger than 6 should be registered for nursery or child care centers.

Information on how to register your child at a school or child care center is available at the municipality of Ludwigshafen, the youth welfare office and the school administration (links or addresses). Attending nursery is not compulsory, but strongly recommended, so that your child can learn German as early as possible.

List of child care centers in Ludwigshafen (addresses, city map)

Here is a list of schools in Ludwigshafen.

## **Assistance in finding a job**

The Federal Employment Office in Ludwigshafen assists you during your search for a job or an apprenticeship training position and shows you which possibilities you have to receive further qualification and education. (link or address)

Society for labour market integration  
Kaiser-Wilhelm-Str. 52  
67059 Ludwigshafen  
Phone: 0621/ 591330  
Office hours: Mo – Fr 8am – 12am and Thu 1pm – 6pm

## **Opening up a bank giro account**

As in Germany public benefits and wages are not paid in cash, it is important to open a bank account at a Sparkasse or a Postbank.

## Multilingual doctor's offices

Here is a list of doctors with foreign language knowledge.

Internet: [www.go-lu.de](http://www.go-lu.de)