

■ **State Education Authority**
■ **for the district of Offenbach**
■ **and the city of Offenbach am Main**
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Center for Admission and Consultation (ABZ)
for lateral-entry students

**Center for Admission and Consultation [*Aufnahme- und
Beratungszentrum / **ABZ***]
for newly arrived students
from other countries
in the city of Offenbach / the district of Offenbach**

School-age children who have recently come to Germany from other countries and need to learn German are formally admitted and allocated to a school with language development programs in the city or the district of Offenbach by the **ABZ** and are offered consultation and support.

**Registration for lower secondary education from grade 5
(*Sekundarstufe I*):**

The registration for a secondary school of Sekundarstufe I takes place via the **ABZ** only.

Appointments for the registration for an **intensive class** (*Intensivklasse*) of **Sekundarstufe I** can be made with Mr. Schilling:

Email: ABZ.SSA.Offenbach@kultus.hessen.de

Phone: 0049 (0)69 / 80053 229

Please present the following documents (if available):

- **certificate of registration (*Meldebescheinigung*) – mandatory!**
- identity card / passport
- report cards (if available)

Registration for youths from age 16:

The registration for the in-school language development program takes place only via the [ABZ für InteA](#) at

Max-Eyth-Schule Dreieich
Frankfurter Str. 160-166
63303 Dreieich

After submission of the registration documents appointments are made with Ms. Zofcin-Eichhorn.

Email: zofcin-eichhorn@mes-dreieich.de

Phone: 0049 (0)6103 / 31316623

Please present the following documents:

- 1.) completed registration form
(form available at <https://mes-dreieich.de/beratung-abz/>)
- 2.) valid identity documents and residence permit
(*Aufenthaltsgenehmigung*)
- 3.) current photo
- 4.) certificate of registration (*Meldebescheinigung*)
- 5.) medical certificate in case of first-time attendance of a German school (page 3 of the registration form)
- 6.) curriculum vitae
- 7.) report cards / certificates from the country of origin (if available)

Registration for primary school, grades 1-4 (*Grundschule*):

Students aged 6 through 10 are first registered at the primary school of their district of residence. There you will receive further information.

Registration for preparatory courses (*Vorlaufkurse*, 1 year prior to school entry):

The registration for the preparatory courses first takes place at the primary school of the district of residence. There you will receive further information.

For further questions on the **preparatory courses** (*Vorlaufkurse*) please contact Ms. Fischer:

Email: angelika.fischer@kultus.hessen.de

Phone: 0049 (0)69 / 80053 221

We will be happy to help you with any further questions you may have.

Your ABZ team

How to get to the State Education Authority for the district of Offenbach and the city of Offenbach am Main

Address: Stadthof 13, 63065 Offenbach, Phone: 0049 (0)69 / 80053-0

City train (S-Bahn) station: Offenbach-Marktplatz

