

Welcome to
Rhineland-
Palatinate:
**your guide for a
successful start**

WELCOME CENTER
Rheinland-Pfalz



Welcome to Rhineland-Palatinate!

**And welcome as our new colleague,
we're delighted you're joining the team!**

This booklet is intended to help you get off to a successful start in Rhineland-Palatinate. It is your personal guide for all the important to dos: from finding a place to live and dealing with government offices to tips for leisure activities.

But you don't have to manage all this alone: We're here to support you in your first steps. This booklet also contains important points of contact if you need further assistance.

Best regards and have a great start, Your

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Part 1:

Arriving & getting started – everything you need for your start in Rhineland-Palatinate

Your new workplace: information & contact persons

Your workplace at a glance (to be added by the company)

Important contact persons at the company (to be added by the company)

The "Fair Integration" advice center can provide guidance on your rights as an employee from another country. You can get more information at make-it-in.rlp.de/en/for-skilled-workers.

Space for your own notes



Tips for your housing search

The prices and availability of apartments and houses vary greatly in Germany. Housing is often less expensive in the countryside than in the city.

Here is a selection of well-known Internet platforms for finding housing:

[immobilienscout24.de/en/properties](https://www.immobilienscout24.de/en/properties)

- Largest real estate portal in Germany, numerous rental and purchase listings
- Filter for furnished apartments and temporary housing

[immowelt.de](https://www.immowelt.de) (GER)

- Large database for rental and purchase properties
- Filter for furnished apartments
- Information and tools for moving in and tenancy law

[kleinanzeigen.de](https://www.kleinanzeigen.de) (GER)

- Many private listings, often more affordable
- Direct contact with lessor/landlords, but beware of scams

[wg-gesucht.de/en](https://www.wg-gesucht.de/en)

- Specifically for rooms in shared apartments (WGs, stands for Wohngemeinschaft) and sublets
- Platform also available in English

[vrm-immo.de](https://www.vrm-immo.de) (GER)

- Regional real estate platform of VRM public transport for the Rhine-Main region
- Diverse listings for renting, buying, and for commercial properties in the region (e.g. Mainz, Wiesbaden)

[immo.rheinpfalz.de](https://www.immo.rheinpfalz.de) (GER)

- Online real estate listings from the newspaper Rheinpfalz for the Palatinate region
- Comprehensive selection of rental and purchase properties in the region (e.g. Ludwigshafen, Kaiserslautern)

Social media

Take a look at housing listings in private social media groups for your city or region.

Network

Ask your new colleagues if they have known of a vacant apartment.

Special feature: shared apartments (WGs)

In Germany, young people in particular often live in shared apartments, or WGs for short. This means several people live in a single apartment. Everyone has their own room, but the kitchen, bathroom, and living room are used by everyone. A WG is a good way to make new contacts quickly and settle into your new location.

From housing search to lease agreement

So you've found a suitable apartment? Then contact the landlord directly and ask for a viewing appointment.

Bring important documents with you to the viewing, such as, your passport, employment contract, or pay stubs.

If you are offered the apartment, you and the landlord will sign a lease agreement. This sets out all the important details: start of the lease, rent amount, and other details. You will then also receive a landlord's confirmation of residence

(Wohnungsgeberbescheinigung), which you will need in order to register at the resident registration office (Einwohnermeldeamt).

In Germany, people use the terms "cold" rent, or base rent, (Kaltmiete) and "warm" rent (Warmmiete).

- **Base rent (Kaltmiete):** the basic rental price for the apartment
- **Warm rent (Warmmiete):** base rent plus ancillary costs (e.g. water, heating, garbage)

Electricity and Internet access are usually not included in the warm rent. For these, you choose the provider yourself and sign an individual contract. There are many providers with different prices. It's worth comparing offers – for example, via online comparison portals.

In Germany, rental apartments are generally not supplied with furnishings; this also applies to kitchen cabinets and appliances like a stove or refrigerator. Some apartments do, however, include a fitted kitchen (Einbauküche). This is then either part of the rent or can be taken over for a one-time payment (Abstandszahlung).



Registration at the resident registration office: your first official step

After moving into a new apartment, there's an important next step: You and any family members must register your new residence. To do this, make an appointment at the registration office (Meldebehörde or Einwohnermeldeamt) in your municipality or city.

You can find the addresses and contact details on the website service.rlp.de/en.

- Enter the search term Wohnort – Anmeldung der alleinigen Wohnung oder der Hauptwohnung (Residence – registration of the sole or main residence).

You can usually book an appointment online. You should register your residence within two weeks of moving in.

For your appointment, you will need:

- A valid ID card or passport
- A confirmation of residence (Wohnungsgeberbescheinigung), filled out by your landlord beforehand.

You can usually download the form for the landlord's confirmation of residence from your city or municipality's website.

If you are initially living in temporary accommodation, you can also use this address or, on arrangement, your employer's address. Be sure to ask your responsible registration office about this in advance.

After successful registration, you will receive a certificate of registration (Meldebescheinigung). Keep this important document in a safe place, as you will need it for various other official procedures.



The immigration authority: an important point of contact for your stay

If you come from a country outside the European Economic Area or Switzerland, you will need a residence permit to live and work in Germany.

For persons with an entry visa:

Did you enter Germany on a visa? Then you should apply for a residence permit at your responsible immigration authority (Ausländerbehörde) in a timely manner. This also applies to all family members accompanying you. Visas are generally valid for twelve months. So don't wait too long to apply, as delays can occur due to high workloads.

For persons without an entry visa:

Nationals of certain countries (e.g. Australia, Israel, Japan, Canada, South Korea, New Zealand, the United Kingdom, or the USA) are allowed to enter Germany without a visa. But be aware: This visa-free entry does not apply to all purposes of stay. For studying or vocational training, you often need a visa before entering the country. Please get information from the Welcome Center Rhineland-Palatinate or the German Federal Foreign Office before you arrive.

In addition: If you are allowed to enter without a visa and wish to take up employment, vocational training, or university studies in Germany, you must apply for a residence permit at your responsible immigration authority before your first day of work, training, or study.

For the application, you will normally need:

- Your valid passport
- A biometric passport photo
- The certificate of registration from the resident registration office (Meldebescheinigung)
- Your lease agreement
- A certificate of valid cover from your health insurance provider
- Your employment or apprenticeship contract or confirmation of enrollment (Immatrikulationsbescheinigung) from your university

Depending on your individual case and the purpose of your stay, other documents may be required. The residence permit is issued based on the purpose of your stay and is issued as an electronically readable card. You can also find detailed information on the Rhineland-Palatinate service portal at service.rlp.de/en.

Tax ID number: your path into the German tax system

In Germany, our communal services are funded via a range of taxes. These include value-added tax (Mehrwertsteuer or MwSt) on purchases, vehicle tax for cars (Kfz-Steuer), and energy tax. This tax revenue makes important services possible for everyone: schools and universities, roads, and public transport.

For you as an employee, **income tax (Einkommensteuer)** is particularly relevant. This is the tax levied on your income within a calendar year. If you are working as a fixed-contract employee (Angestellte/Angestellter), you do not have to take care of this yourself. Your employer automatically deducts the tax in the form of wage tax (Lohnsteuer) from your gross salary and transfers it directly to the tax office.

After the end of the year, you have the option to file a tax return. If you file a tax return, you declare your income and can claim certain expenses/

deductions. In many cases, you will get money back as a result. The tax office (Finanzamt) checks whether you have paid too much tax and will refund a portion where applicable.

In order for the tax office to attribute your tax data, you need a **tax identification number**. You will receive this automatically by mail as soon as you have registered with the residence registration office.

You can find additional information about the German tax system on handbookgermany.de/en.



Opening a bank account: essential for your daily life

For your daily life in Germany, a checking account at a bank (Girokonto) is essential. Among other things, you will need one in order to make rent payments and to receive your salary.

To open an account, you will need the following documents:

- Your valid passport
- Your residence permit
- Certificate of residence registration (Meldebescheinigung)
- A pay stub (depending on the account type)
- Your tax ID number (if you already have it)

Tip: Compare different banks before you decide on an account. The fees and services can vary greatly – especially for monthly account management or for transfers to non-European countries. Also keep in mind that cash is still frequently used when paying in person in Germany. You should therefore make sure to choose a bank where it is possible to withdraw money from your account free of charge near your home.

Telephone, Internet & broadcasting services fee: well connected

Using a mobile phone

To be able to communicate right away when you arrive in Germany, you have two options:

- **Prepaid SIM card:** You can buy these in supermarkets, drugstores, and gas stations. You load credit onto the card and have full cost control. If you already own a mobile device, this is usually the cheaper solution.
- **Mobile phone contract:** You pay a fixed monthly amount for a certain data volume and number of phone minutes. There are many providers with different plans and rates – it's worth comparing offers online first. Many plans also come with good deals on mobile devices.

Internet and telephone for your apartment

For your apartment, you can book affordable combination packages for Internet access and landline telephony. Contact a provider early on, ideally even before you move in. Use online comparison portals to find the best offer.

Monthly broadcasting services fee

In Germany, every household pays the so-called broadcasting services fee (Rundfunkbeitrag), regardless of whether you actually use television, radio, or the Internet. It also does not matter how many people live in the household or how many devices the household has. After you move in, you must register with the fee collection service (Beitragsservice) within one month.

You can find more information about this at:
[rundfunkbeitrag.de/en](https://www.rundfunkbeitrag.de/en)

Your safety net: health, pension, unemployment, and long-term care insurance

Workers in Germany enjoy comprehensive protection through the five statutory social insurance systems. These insurance schemes protect you from financial risks due to illness, need for long-term care, old age, accidents, and unemployment.

Social security at a glance

- Health insurance: Krankenversicherung, covers your medical care
- Long-term care insurance: Pflegeversicherung, provides support if you need long-term care
- Pension insurance: Rentenversicherung, secures your income in old age
- Accident insurance: Unfallversicherung, protects you in case of work-related accidents
- Unemployment insurance: Arbeitslosenversicherung, provides financial help in case of job loss

Paying contributions – made easy

For the statutory insurance components, you pay a certain percentage of your salary every month. Your employer usually deducts the contributions automatically from your gross salary and forwards them to the insurance providers.

Health and long-term care insurance – your choice

With health and long-term care insurance, you have a choice to make: Unlike the other insurance components, here you must decide on a provider. There are many public and private health and long-term care insurance providers, each offering various additional benefits.

One particular advantage of public health insurance funds is that children can always be co-insured for free, as can spouses who have no or only a low income of their own.

You can find a list of all public health insurance funds here:

gkv-spitzenverband.de/krankenkassen (GER)

If your income is above a certain level, you can opt for private health insurance instead. In that case, you pay a premium that depends on your age.

Voluntary insurance cover: useful additions for own security

In addition to the mandatory statutory insurance cover, there are important voluntary insurance options in Germany that offer you additional protection.

Personal liability insurance – absolutely essential

Personal liability insurance (Haftpflichtversicherung) is one of the most important voluntary insurance policies in Germany. It protects you financially if you accidentally cause harm to other people or damage their property.

Benefits at a glance

- Affordable: The annual premiums are quite low.
- Family protection: As a rule, your spouse and your children are automatically co-insured.
- High coverage amounts: This protects you from potentially substantial claims for damages that would pose an existential threat to your financial security.

Home contents insurance – protection for your property

With home contents insurance (Hausratversicherung), you protect all items in your living space in case of:

- Burglary and theft
- Fire and fire damage
- Water damage (e.g. from burst pipes)

The cost depends on the size of your apartment or house and the value of your household contents.

Having personal liability and home contents insurance is very common in Germany.



Doctor's visits & the medical system: how healthcare works

Germany offers a very good healthcare system, including here in Rhineland-Palatinate.

In case of illness or other medical issues

If you are sick, your first point of contact is usually a general practitioner's office. There, the Hausarzt/Hausärztin (GP) will examine you and, if necessary, refer you to a specialist.

You can also make appointments directly for preventive check-ups, for example, at the eye doctor, dentist, or an orthopedic practice.

Finding a doctor, made easy:

Find a practice near you at arztsuche.116117.de/englisch

If you need help outside of office hours

You're sick but it's outside regular office hours and you need urgent medical help? Then contact the on-call medical service:

Toll-free phone number: 116 117

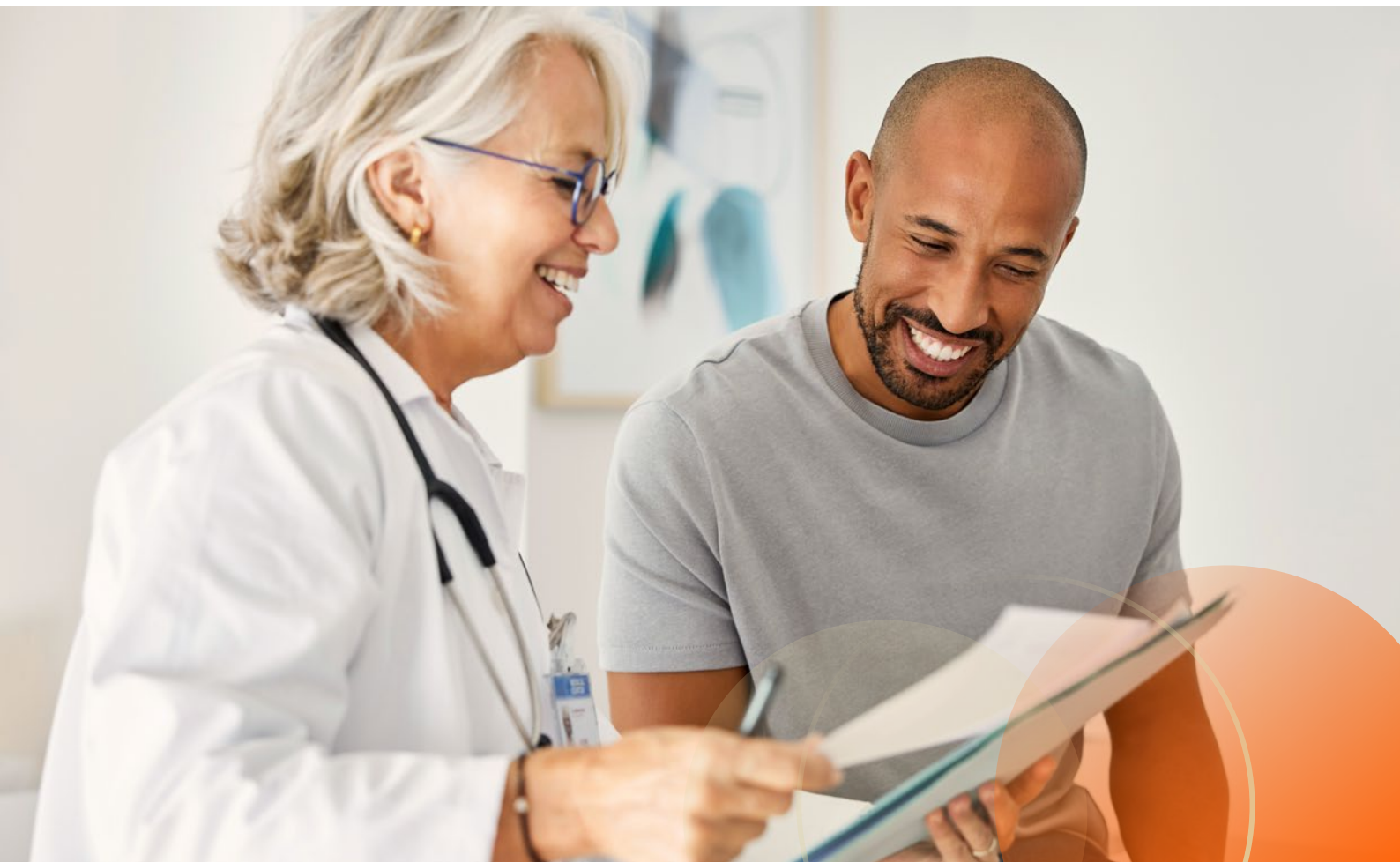
Here you can find out which doctors and pharmacies in your area are on duty.

In life-threatening emergencies

In life-threatening situations such as a heart attack, stroke, or serious accident, call the emergency services immediately!

Emergency services: 112

(reachable throughout Germany, any day, any time)



Part 2:

Life & leisure – discovering and enjoying Rhineland-Palatinate

Language & integration: learning German and networking

Language courses for every level

If you want to improve your German skills, you have many options:

- Language schools offer part-time courses that you can attend outside of your working hours. Here you will also find intensive courses for rapid progress.
- Adult education centers (Volkshochschulen, VHS) are an affordable alternative. At [vhs-rlp.de](https://www.vhs-rlp.de) (GER) you can find courses in your area – for beginners as well as for further learning and practice.
- Integration courses teach not only the language but also cover German culture and daily life. You can find information about this at [service.rlp.de/en](https://www.service.rlp.de/en).
- Professional language courses teach job-related language skills. Talk to your employer about this, as they can register you for the course. You cannot register on your own.

Practicing German in everyday life

You will make the best progress if you also use German outside of class:

- Speak German with your colleagues
- Chat with your neighbors
- Watch German films with subtitles
- Listen to German music or podcasts

Dare to speak German, even if it's not perfect yet! Most people are happy you want to learn their language and will gladly help you.

Public transport: flexible and eco-friendly travel by bus and train

By train

There is a very well-developed rail network that connects major cities to rural areas. By train, you can also travel comfortably to the neighboring countries of France, Belgium, and Luxembourg.

You can buy tickets here:

- Online at [bahn.de/en](https://www.bahn.de/en)
- In person at train stations

On local transit

If you use buses and trains regularly, it's worth getting a monthly pass or the Deutschlandticket. With these tickets, you can use public transport services at a fixed price for the entire month and save a lot of money. These passes are also available via a subscription-model contract (Abo) that you

can terminate monthly. In this case, your pass will automatically renew for a further month so that you don't need to buy a new ticket each time.

With the Deutschlandticket, you can travel on local public transport nationwide. This includes buses, trams, regional trains, and regional express trains throughout Germany.

By bicycle

Do you love cycling? Then you'll definitely enjoy our many beautiful bike paths. When you go by bike, not only are you traveling in an eco-friendly way, but you'll also experience wonderful views.

Plan your bike tours easily at [tourenplaner-rheinland-pfalz.de/en](https://www.tourenplaner-rheinland-pfalz.de/en) and discover some of the most beautiful spots Rhineland-Palatinate has to offer. The network of bike paths for commuters is also being continuously expanded.

Driver's license and driving a car: what you need to know

Your driver's license in Germany

To drive a car in Germany, you'll need a valid driver's license. The rules governing an existing license's validity in Germany vary depending on your country of origin.

For EU citizens and some other countries

If your license is from an EU country, Liechtenstein, Norway, Iceland, or the UK, you can keep using that driver's license without getting it converted.

For all other countries

If your driver's license is from a country not listed above, it is initially valid in Germany for six months. After that, you'll need a German driver's license.

Depending on your country of origin, you may need to:

- Simply apply for an exchange at the local driver's license authority responsible (district administration; in large towns belonging to a district or in independent cities, the city administration), or
- Take a theory and/or practical exam

Always carry with you when driving

Remember: During police stops of your vehicle, you must show not only your driver's license, but also your car's vehicle registration certificate (Zulassungsbescheinigung Teil I).

If you don't have a driver's license, you can learn to drive at a private driving school.



Waste separation & recycling: how it works in Germany

Protecting the environment through proper waste separation

In Germany, protecting the environment is considered very important. A key part of this is waste separation so that valuable raw materials can be reused.

The most important types of waste

Paper & cardboard (blue/green bin):
Newspapers, magazines, paper and cardboard packaging, envelopes

Other packaging (yellow bin/yellow bag):
Plastic packaging, tin cans, beverage cartons, yogurt cups (peel off the foil lid and also put it in the packaging waste)

Residual waste (black/gray bin):
Spoiled food, sanitary articles, vacuum cleaner bags, cigarette butts

Glass:
Throw into public glass containers, sorted by color (white, green, brown)

Organic waste (brown bin, if available):
Fruit and vegetable scraps, coffee grounds, garden waste

The exact rules can vary slightly depending on where you live. Ask your neighbors, your landlord, or get information from your municipality or city. Many municipalities also offer helpful information on their websites.

Deposit system: simple and environmentally friendly

In Germany, there is a practical deposit system (Pfandsystem) for many beverage containers. This protects the environment and promotes recycling.

How it works

When you buy certain drinks in glass or plastic bottles or as cans, you pay a small extra amount: the deposit, or Pfand. This deposit amount is between eight and 25 cents per bottle or can.

At special deposit return machines in the supermarket, you return the empty bottles and cans after use. You will receive a small receipt for the deposit amount, which you can have paid out at the checkout or applied to your purchase.

Tip: Look for the deposit symbol on the label when you buy. Not all bottles are subject to a deposit. For example, wine bottles usually do not have a deposit; they are disposed of in the glass recycling container.

Leisure activities: discover the region's diverse highlights

Rhineland-Palatinate is a paradise for leisure activities: Here you'll find the right activity for every taste.

Experience vibrant cities

Rhineland-Palatinate has many cities worth visiting just brimming with history, culture, and zest for life, such as:

- Koblenz with its famous "German Corner" (Deutsches Eck), where the Rhine and Mosel rivers meet
- Mainz with its historic old town and lively Carnival tradition
- Trier with impressive Roman structures like the Porta Nigra

Enjoyment for all the senses

Rhineland-Palatinate is wine country: six of the 13 German wine-growing regions are located here. Try our specialties in cozy wine taverns and restaurants featuring regional cuisine, at wine tastings at local wineries, or at numerous wine festivals throughout the year.

Cultural treasures

Discover the UNESCO World Heritage sites – each is a unique experience:

- The romantic Upper Middle Rhine Valley between Bingen and Koblenz
- The Speyer Cathedral
- The Roman monuments in Trier
- The cities of Speyer, Worms, and Mainz
- The Lower Germanic Limes – a Roman border wall
- The historic spa district of Bad Ems



Active outdoors

The varied landscape of Rhineland-Palatinate invites you to pursue a wide range of outdoor activities:

On well-marked trails, you can hike through forests and low mountain ranges. Towering rock faces offer challenges for climbing fans, and our picturesque rivers are perfect for canoe tours. If you prefer to be on a bicycle, exciting trails offer loads of fun for mountain bikes.

You can find more information and inspiration at: rhp-tourismus.com/en

Clubs and volunteering: meet new people and get involved

In Germany, clubs and volunteer work play a major role in social life. They are an excellent way to quickly find connections, meet new people, share hobbies, and improve your German skills at the same time.

You can find lists of clubs and volunteer opportunities in your area at: wir-tun-was.rlp.de/vereins-datenbank (GER)

Examples of useful apps for everyday life

DB Navigator

With the DB Navigator app, you can easily search for bus and train connections in Germany and neighboring countries. You can buy tickets directly in the app and save them to your phone. The app also shows whether buses and trains are running on time. This helps with planning trips in Germany conveniently and reliably.

Rheinland-Pfalz erleben

The app Rheinland-Pfalz erleben (Experience Rhineland-Palatinate) is a tool for people who want to discover the region. It shows you a multitude of ideas for excursions, hikes, bike tours, and events. You can see what there is to experience, where beautiful places are, and how to get there. Thanks to straightforward planning, the app helps you spend your free time in an exciting way in Rhineland-Palatinate.

Part 3:

Families in Rhineland-Palatinate – arriving and growing together

Childcare & education: the best opportunities for your children

In Germany, you have various options for ensuring your young children are cared for while you're at work or university:

Care options for children under six

- **Nurseries (Kinderkrippen)** for babies and toddlers up to three years old
- **Kindergartens** for children from three to six years old
- **In-home day nannies (Tagesmütter und -väter)** as a flexible alternative to publicly available care

Costs and registration

- Public daycare centers (Kindertagesstätten) in Rhineland-Palatinate are **free of charge** for all children aged two and older.
- Private daycare centers generally charge fees.
- **Important tip:** Register your child early, as spots are often limited.

You can find more information about daycare centers in Rhineland-Palatinate at: kita.rlp.de (GER)

From elementary school to graduation: our education system

Compulsory schooling in Germany

In Germany, all children must attend school. Compulsory schooling begins for children who turn six by August 31 of a given year.

Your child's educational pathway

Elementary school (grades 1 to 4)

- Here, children learn the basics: reading, writing, arithmetic, and much more.
- Elementary school also prepares them for the transition to secondary school.

Secondary schools (grades 5 and up)

- In secondary school, students get their first secondary school diploma after grade 9 and a second diploma after grade 10. They can get a further secondary school diploma after 12 or 13 years of school, and this will entitle them to study at a university or other institution of higher education.
- All secondary school diplomas can also be achieved through a successfully completed cooperative vocational training program, though some only under certain other conditions.

In principle, you can choose your child's secondary school freely. There are also numerous private schools; these charge tuition fees.

The child benefit: your entitlement to financial support

What is the child benefit?

In Germany, the state supports families with children through the child benefit (Kindergeld). This monthly payment helps you with covering your children's basic needs.

Who is entitled to receive it?

In principle, all families with children who live in Germany are entitled to the child benefit. Families from countries outside Germany may also be entitled if they meet certain requirements.

How to apply for the child benefit

1. Submit an application to the Family Benefits Office (Familienkasse).
2. Attach the necessary documents (e.g. birth certificate).
3. After approval, you will receive the monthly payments.

More information

On the site familienportal.de/en, you'll find detailed information:

- Exact requirements for your entitlement
- Current amounts
- Necessary forms
- Other financial support options for families

Tip: Apply for the child benefit as soon as possible after the birth of your child or after your move to Germany.



Part 4:

Important addresses & further information

Police, fire department, emergency medical care: get help quickly in an emergency

Important toll-free phone numbers:

Police: **110**

Emergency medical services and fire department: **112**

On-call medical service: **116 117**

Central blocking hotline (for all electronic access media such as debit or credit cards, as well as SIM cards for mobile phones and smartphones): **116 116**

Please note: The call will initially be answered in German. In many cases, however, you can also ask for assistance in English or ask for an English-speaking contact.

Your point of contact: the Welcome Center Rhineland-Palatinate

New in Rhineland-Palatinate? Our Welcome Center is available to you at eight locations in five cities, in person and online, to provide advice and support.

How we can help

- You want to have your professional qualification recognized? We'll show you the way!
- Questions about entering Germany and residence permits? We have the answers!
- Looking for an apartment or a language course? We've got tips!
- Unsure about the German school system? We'll explain it to you!
- Interested in leisure activities and cultural experiences? We'll tell you about the best offerings!
- Curious about German traditions? We'll help you understand all the little cultural differences!

Get in touch

Our advice is free of charge.

Contact the Welcome Center Rhineland-Palatinate:

make-it-in.rlp.de/en/contact



IMPRINT

Published by

Ministry of Economic Affairs,
Transport, Agriculture and Viniculture
of Rhineland-Palatinate

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Text and editing:

Welcome Center Rhineland-Palatinate,
Scholz & Friends Berlin GmbH

Published in April 2026

Design: Scholz & Friends Berlin GmbH

Even more information at:

make-it-in.rlp.de/en

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