



GENERAL INFORMATION

As a **NON-EC citizen** you are only allowed to drive in Germany for **6 months** with your national license **after establishing a residency** in Germany. Therefore it is advisable to have your license converted as soon as possible.



CHRISTINE TIMMER DRIVING SCHOOL

We give individual advice on organizational procedures and administrative necessities for the conversion of your foreign driver's license – German class B only!

We supply the official questions for the theory test in many different languages.

Study books are available in German, English, Russian and Turkish.

Tips and practical advice are given in the car so that you know what is essential for the 45 min driving test.



ORGANIZATIONAL TIPS

- Since you have to pass a theoretical and/ or practical test start the procedure immediately. It can easily take 3 - 4 months or more given optimal planning.
- Study for the theory test and plan the driving lessons and the tests **well in advance**.
- We will notify you when your application has been approved by the KVR. Only then can you book the theory test via our office.
The available test slots are booked out 3 - 4 weeks in advance.
- Having passed the theory test you can book the date for the practical one together with your driving instructor.
- Test fees have to be paid to the driving school one week in advance.
- Bring your passport for both tests and any glasses/contact lenses for the driving test and the classes, if needed.



NECESSARY DOCUMENTS FOR YOUR OFFICIAL APPLICATION

- valid passport with photo and signature
- valid original driver's license and its translation (e.g. done by lingoking)
- proof of issuing date/driver's record
- recent biometric passport photo
- eye test certificate (e.g. optical store, eye doctor)
- certificate for „Immediate Life-Saving Measures/First Aid“ see: www.notfallmedizin.de
- driving school registration
- proof of your first registration in Germany, if it was not Munich
- approx. € 45,- for fees

Make an appointment with Kreisverwaltungsreferat (KVR) online:

www.fuehrerscheine-muenchen.de

for: Umschreibung eines ausländischen Führerscheins.

Submit the above documents at:

Kreisverwaltungsreferat München

Abteilung Führerscheine

Garmischer Str. 19/21, 81373 München

U- / S-Bahn Haltestelle: Heimeranplatz

Translation driver's license:

Lingoking online:

- Simply take a photo of your national driver's license and order your translation online at **www.lingoking.com/timmer**
- Certified translation with quality check in 3 - 5 business days
- Costs starting at € 45.90 (shipping included)



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OUR OFFICE HOURS:

Please check our homepage



10 TIPS FOR
THE DRIVING TEST

HOW TO CONVERT YOUR DRIVER'S LICENSE

Stand: Januar 2020

FAHRSCHULE
Christine Timmer

10

TIPS FOR THE DRIVING TEST

TIP 1

Keep **BOTH** your hands on the **STEERING WHEEL**:
QUARTER TO THREE thumbs straight.




TIP 2 CHOICE OF LANES

KEEP RIGHT as often as possible even within city limits: It is easier that way not to speed as most others do.

Center and left lanes on the autobahn and in the country are **FOR OVERTAKING ONLY**.

TIP 3 ONE WAY STREETS

Remember to get into lane on the left-hand side for turning left, unless
 you have to leave room for oncoming cyclists.



ONCOMING TRAFFIC – from this point onwards: keep right again!



TIP 4 TURNING RIGHT/LEFT

Keep cyclists in mind when turning right and left, they are often hidden behind parked cars. You may come upon a tram occasionally when turning left: It has priority!



TIP 6 WALKING PACE

is really very very slow (less than 7 km/h).
Brake and shift back into 1st gear, then let the car roll without clutch and accelerator:



- in a **TRAFFIC CALMED ZONE**
- when you come upon a **BUS** with **HAZARD LIGHTS** on at a bus stop

TIP 5 SPEED

Within city limits there is a default speed limit of **50 km/h** in effect, unless you are travelling in a 30 zone. Here are some indicators for a speed limit of 50 km/h:



- You are driving along a priority road (yellow diamond) without a temporary speed restriction.
- Tram tracks on the road
- Multi-lane roads
- Check the rear view mirror after turning, maybe you can still see the end of a 30 zone sign.
- Look into one of the side streets; if a 30 zone starts there, you can safely drive 50.

TIP 7 PRIORITY

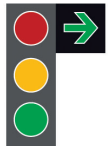
Traffic lights and signs tell you who has the right of way.

- At junctions without a light or sign:
YIELD TO THE RIGHT! Here you have to be **PREPARED TO STOP**: Cover/press brake and clutch approaching the intersection so slowly that you can stop any time.
- Attention: Traffic lights overrule the priority signs!



TIP 8 STOP

TURNING RIGHT ON RED (with green arrow) and **STOP SIGN**: Make sure you really stop at the solid white line: Have your foot on the brake, hold it for a few seconds and shift into 1st gear.



TIP 9 EXCEPTION

If this traffic light is out continue your journey, but obey any priority signs or rules.



TIP 10 END OF THE TEST

This is how you **PARK THE CAR** at the end of the test:

- turn off everything (headlights, indicators etc.)
- shift into 1st gear/P and pull handbrake
- switch engine off and remove key
- engage steering column lock