FORMS & DOCUMENTS

Formulare und Dokumente

German A1 for everyday life in Germany



Understand the fields. Know what to write.

30 essential words, clear English explanations,
and 10 completed practice forms.

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Learn German. Build Your Future.

Your guide to German forms

Simple words, realistic examples, clear next steps

How to read each example

1. **German field** + English meaning
2. **Completed example** in the answer line
3. **What to enter** in a short English guide

These are simplified learning samples, not official documents. Real forms can ask for other information.

One fictional person

Max lukas
Fictional example name

03.02.2012 · Berlin
Birth date and place of birth

Lindenweg 12 · 80331 München
Fictional address in Germany

Koch · Café Morgen
Cook · Fictional employer

Inside this eBook

01 Personal information

02 Appointment booking

03 Bank account opening

04 Apartment rental

05 Job application

06 Address registration

07 Health insurance

08 Visa application

09 Doctor registration

10 Internet or mobile contract

Three useful habits

Names: copy the spelling from your identity document.

Dates: 03.02.2012 means 3 Februar 2012. Write day, month, year.

Numbers: copy them carefully, including any letters or leading zeros.

30 essential words

Words 1–8 of 30

Personal details & address

01 **der Vorname** First/given name
Mein Vorname ist Max.
My first name is Max.

02 **der Nachname** Last/family name
Mein Nachname ist Lukas.
My last name is Lukas.

03 **das Geburtsdatum** Date of birth
Mein Geburtsdatum ist der 4. März 2002.
My date of birth is 4 March 2002.

04 **der Geburtsort** Place of birth
Mein Geburtsort ist Berlin.
My place of birth is Berlin.

05 **die Staatsangehörigkeit** Nationality
Ich bin Deutsch.
I am German.

06 **der Familienstand** Marital status
Ich bin ledig.
I am single.

07 **die Straße** Street
Ich wohne im Lindenweg.
I live on Lindenweg.

08 **die Hausnummer** House number
Meine Hausnummer ist zwölf.
My house number is twelve.

> The small word der, die or das belongs to the noun. Forms usually print the field without it.

30 essential words

Words 9–16 of 30

Contact details & form basics

09 **die Postleitzahl** Postal code
Meine Postleitzahl ist 80331.
My postal code is 80331.

10 **der Wohnort** Town/city of residence
Ich wohne in München.
I live in Munich.

11 **das Land** Country
Ich wohne in Deutschland.
I live in Germany.

12 **die Telefonnummer** Telephone number
Hier ist meine Telefonnummer.
Here is my telephone number.

13 **die E-Mail-Adresse** Email address
Das ist meine E-Mail-Adresse.
That is my email address.

14 **das Datum** Date
Heute ist der zwölfte Oktober.
Today is the twelfth of October.

15 **die Unterschrift** Signature
Hier ist meine Unterschrift.
Here is my signature.

16 **das Formular** Form
Ich fülle das Formular aus.
I fill in the form.

The small word der, die or das belongs to the noun. Forms usually print the field without it.

30 essential words

Words 17–23 of 30

Documents, appointments & work

17 **der Reisepass** Passport
Hier ist mein Reisepass.
Here is my passport.

18 **der Termin** Appointment
Ich möchte einen Termin buchen.
I would like to book an appointment.

19 **die Uhrzeit** Time
Die Uhrzeit ist zehn Uhr.
The time is ten o'clock.

20 **das Bankkonto** Bank account
Ich möchte ein Bankkonto eröffnen.
I would like to open a bank account.

21 **die IBAN** International bank account number
Hier ist meine IBAN.
Here is my IBAN.

22 **der Beruf** Occupation
Ich bin Koch.
I am a cook.

23 **der Arbeitgeber** Employer
Mein Arbeitgeber ist das Café Morgen.
My employer is Café Morgen.

> The small word der, die or das belongs to the noun. Forms usually print the field without it.

30 essential words

Words 24–30 of 30

Housing, registration & insurance

24 **die Wohnung** Apartment
Ich suche eine Wohnung.
I am looking for an apartment.

25 **die Miete** Rent
Die Miete ist 950 Euro.
The rent is 950 euros.

26 **das Einzugsdatum** Move-in date
Ich ziehe am ersten Oktober ein.
I move in on the first of October.

27 **die Anmeldung** Registration
Ich brauche einen Termin für die Anmeldung.
I need an appointment for registration.

28 **die Krankenversicherung** Health insurance
Ich habe eine Krankenversicherung.
I have health insurance.

29 **die Versicherungsnummer** Insurance number
Hier ist meine Versicherungsnummer.
Here is my insurance number.

30 **das Visum** Visa
Ich habe ein Visum.
I have a visa.

The small word der, die or das belongs to the noun. Forms usually print the field without it.

Personal information

Part 1 of 2 · Identity and personal details



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Vorname First name
Max
Write your first/given name as it appears on your identity document.

Nachname Last name
lukas
Write your family name as it appears on your identity document.

Geburtsdatum Date of birth
03.05.2012
Write your birth date as day.month.year.

Geburtsort Place of birth
Berlin
Write the city or town where you were born.

Staatsangehörigkeit Nationality
Deutsch
Write your nationality. Copy the spelling from your document when possible.

Familienstand Marital status
ledig
Write your marital status. Ledig means single.

Datum Date
12.10.2026
Write the date when you complete or sign the form.

Unterschrift Signature
Max lakus
Sign the form yourself if a signature is requested.

Ich heiße Max lukas.
My name is Max lukas.

03.02.2012 = 3 Februar 2012. Deutschland = Deutsch. Ledig = single.

Personal information

Part 2 of 2 · Address and contact details



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Straße Street
Lindenweg
Write the street name. Put the house number in the next field.

Hausnummer House number
12
Write the building number, including a letter if your address has one.

Postleitzahl Postal code
80331
Write the postal code of your address. A German postal code has five digits.

Wohnort Town/city of residence
München
Write the town or city where you live.

Land Country
Deutschland
Write the country for the address shown on this form.

Telefonnummer Telephone number
0151 12345678
Write a phone number where you can be reached.

E-Mail-Adresse Email address
jack.muttex@example.org
Write your complete email address, including @ and the ending.

Ich wohne in München.
I live in Munich.

Address together: Lindenweg 12, 80331 München.
If a form has separate fields, keep the street, house number, postal code and city separate.

Book an appointment

A completed example with a guide for every field



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Vorname First name
Jack
Write your first/given name as it appears on your identity document.

Nachname Last name
Maxer
Write your family name as it appears on your identity document.

Telefonnummer Telephone number
0151 12345678
Write a phone number where you can be reached.

E-Mail-Adresse Email address
jack.maxer@example.org
Write your complete email address, including @ and the ending.

Termin Appointment
Anmeldung
Write the type or reason for the appointment.

Datum des Termins Appointment date
15.10.2026
Write the date of the appointment.

Uhrzeit Time
10:30 Uhr
Write the appointment time. Use the hour and minutes.

Datum Date
12.10.2026
Write the date when you complete or sign the form.

Ich möchte einen Termin buchen.
I would like to book an appointment.

Appointment date: 15.10.2026. Form date: 12.10.2026.
These dates can be different. A booking form often has no signature field.

Open a bank account

Part 1 of 2 · Personal details and address



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Vorname First name
Max
Write your first/given name as it appears on your identity document.

Nachname Last name
Lukas
Write your family name as it appears on your identity document.

Geburtsdatum Date of birth
04.03.2012
Write your birth date as day.month.year.

Geburtsort Place of birth
Munich
Write the city or town where you were born.

Staatsangehörigkeit Nationality
Deutsch
Write your nationality. Copy the spelling from your document when possible.

Straße Street
Lindenweg
Write the street name. Put the house number in the next field.

Hausnummer House number
12
Write the building number, including a letter if your address has one.

Postleitzahl Postal code
80331
Write the postal code of your address. A German postal code has five digits.

Ich möchte ein Bankkonto eröffnen.
I would like to open a bank account.

Copy your identity details accurately. The next page completes this same sample.

Open a bank account

Part 2 of 2 · Contact details and signature



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Wohnort Town/city of residence
München
Write the town or city where you live.

Telefonnummer Telephone number
0151 12345678
Write a phone number where you can be reached.

E-Mail-Adresse Email address
jack.maxer@example.org
Write your complete email address, including @ and the ending.

Beruf Occupation
Koch
Write your occupation. Koch means cook.

Datum Date
12.10.2026
Write the date when you complete or sign the form.

Unterschrift Signature
jack maxer
Sign the form yourself if a signature is requested.

Where does the IBAN come from?

die IBAN

International bank account number

The bank gives a new account its IBAN. You do not invent one when opening an account.

DE79 0000 0000 1234 5678 90

Fictional format example only. This is not a usable bank account.

Apply for an apartment

Part 1 of 2 · Your contact details and the apartment



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Vorname First name
Max
Write your first/given name as it appears on your identity document.

Nachname Last name
Lukas
Write your family name as it appears on your identity document.

Telefonnummer Telephone number
0151 12345678
Write a phone number where you can be reached.

E-Mail-Adresse Email address
max.lukas@example.org
Write your complete email address, including @ and the ending.

Straße der Wohnung Apartment street
Parkstraße
Write the street of the apartment you are applying for.

Hausnummer der Wohnung Apartment house number
8
Write the building number of that apartment.

Postleitzahl der Wohnung Apartment postal code
80331
Write the postal code of that apartment.

Wohnort der Wohnung Apartment town/city
München
Write the town or city where the apartment is located.

Ich suche eine Wohnung.
I am looking for an apartment.

Your current home: Lindenweg 12.
The apartment you want: Parkstraße 8. Read which address the field asks for.

Apply for an apartment

Part 2 of 2 · Work, rent and planned move-in



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Beruf Occupation

Koch

Write your occupation. Koch means cook.

Arbeitgeber Employer

Café Morgen

Write your employer's name.

Miete pro Monat Monthly rent

950 Euro

Write the monthly rent requested in this sample application.

Einzugsdatum Move-in date

01.11.2026

Write the date when you would like to move into this apartment.

Datum Date

12.10.2026

Write the date when you complete or sign the form.

Unterschrift Signature

jack maxer

Sign the form yourself if a signature is requested.

Ich bin Koch.

I am a cook.

950 Euro is the monthly rent for this fictional apartment. Enter the amount the form asks for.

A: Wann möchten Sie einziehen?

When would you like to move in?

B: Am ersten November.

On the first of November.

Apply for a job

A completed example with a guide for every field



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Vorname First name
petter
Write your first/given name as it appears on your identity document.

Nachname Last name
Weber
Write your family name as it appears on your identity document.

Straße und Hausnummer Street and house number
Lindenweg 12
Write the street name and house number together in this combined field.

Postleitzahl und Wohnort Postal code and city
80331 München
Write the postal code first, then the town or city.

Telefonnummer Telephone number
0151 12345678
Write a phone number where you can be reached.

E-Mail-Adresse Email address
petter.weber@example.org
Write your complete email address, including @ and the ending.

Beruf Occupation / job applied for
Koch
Write the occupation or role requested by this sample form.

Arbeitgeber Employer you are applying to
Restaurant Sonnengarten
Write the name of the company receiving this application.

Datum Date
12.10.2026
Write the date when you complete or sign the form.

Unterschrift Signature
petter
Sign the form yourself if a signature is requested.

Here, Arbeitgeber means the company you are applying to. On another form it may mean your current employer.

Register your address

Anmeldung · A simplified address-registration sample



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Vorname First name
petter
Write your first/given name as it appears on your identity document.

Nachname Last name
Weber
Write your family name as it appears on your identity document.

Geburtsdatum Date of birth
04.03.2012
Write your birth date as day.month.year.

Straße Street
Lindenweg
Write the street name. Put the house number in the next field.

Hausnummer House number
12
Write the building number, including a letter if your address has one.

Postleitzahl Postal code
80331
Write the postal code of your address. A German postal code has five digits.

Wohnort Town/city of residence
München
Write the town or city where you live.

Einzugsdatum Move-in date
01.10.2026
Write the date when you move or moved into the home.

Datum Date
12.10.2026
Write the date when you complete or sign the form.

Unterschrift Signature
petter weber
Sign the form yourself if a signature is requested.

Use the address where you live. Einzugsdatum is your move-in date, not your birth date or appointment date.

Health insurance

A simplified form for someone who already has insurance



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Vorname First name
Max
Write your first/given name as it appears on your identity document.

Nachname Last name
Lukas
Write your family name as it appears on your identity document.

Geburtsdatum Date of birth
04.06.2008
Write your birth date as day.month.year.

Straße und Hausnummer Street and house number
Lindenweg 12
Write the street name and house number together in this combined field.

Postleitzahl und Wohnort Postal code and city
80331 München
Write the postal code first, then the town or city.

Krankenversicherung Health insurance
Beispiel-Krankenkasse
Write the name of your health insurance provider.

Versicherungsnummer Insurance number
X123456789
Copy the insurance number from your insurance card or letter.

Telefonnummer Telephone number
0151 12345678
Write a phone number where you can be reached.

Datum Date
12.10.2026
Write the date when you complete or sign the form.

Unterschrift Signature
max lukas
Sign the form yourself if a signature is requested.

The provider and insurance number here are fictional. Copy your real details from your insurance card or letter.

Visa application sample

Part 1 of 2 · Identity and current country



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Vorname First name
petter
Write your first/given name as it appears on your identity document.

Nachname Last name
Weber
Write your family name as it appears on your identity document.

Geburtsdatum Date of birth
04.03.2009
Write your birth date as day.month.year.

Geburtsort Place of birth
Munich
Write the city or town where you were born.

Staatsangehörigkeit Nationality
Deutsch
Write your nationality. Copy the spelling from your document when possible.

Familienstand Marital status
ledig
Write your marital status. Ledig means single.

Reisepassnummer Passport number
A1234567
Copy the passport number from your passport. This sample number is fictional.

Land Country of your current address
Deutsch
Write the country where you currently live for this sample application.

Hier ist mein Reisepass.
Here is my passport.

This sample shows Ravi before his move to Germany. It teaches field meanings, not visa requirements or eligibility.

Visa application sample

Part 2 of 2 · Address, contact and travel details



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Straße und Hausnummer Current street and house number
Bahnhofstrasse 24
Write your current address as the visa form asks. This address is fictional.

Postleitzahl und Wohnort Current postal code and city
302001 Berlin
Write the postal code and city of your current address.

Telefonnummer Telephone number
+91 90000 00000
Write your reachable phone number, including the country code if requested.

E-Mail-Adresse Email address
jack.weber@example.org
Write your complete email address, including @ and the ending.

Land der Reise Destination country
Deutschland
Write the country you plan to visit or move to.

Datum der Reise Planned travel date
01.11.2026
Write the planned travel date requested by this sample.

Datum Date
12.10.2026
Write the date when you complete or sign the form.

Unterschrift Signature
jack
Sign the form yourself if a signature is requested.

All visa details are fictional. Official applications may have other fields. Use the current form for your visa category.

Register at a doctor

Part 1 of 2 · Personal details and insurance



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Vorname First name
Max
Write your first/given name as it appears on your identity document.

Nachname Last name
Lukas
Write your family name as it appears on your identity document.

Geburtsdatum Date of birth
04.06.2015
Write your birth date as day.month.year.

Straße und Hausnummer Street and house number
Lindenweg 12
Write the street name and house number together in this combined field.

Postleitzahl und Wohnort Postal code and city
80331 München
Write the postal code first, then the town or city.

Telefonnummer Telephone number
0151 12345678
Write a phone number where you can be reached.

Krankenversicherung Health insurance
Beispiel-Krankenkasse
Write the name of your health insurance provider.

Versicherungsnummer Insurance number
X123456789
Copy the insurance number from your insurance card or letter.

Ich möchte einen Termin buchen.
I would like to book an appointment.

Copy your insurance provider and number from your card or letter. The next page completes this same patient sample.

Register at a doctor

Part 2 of 2 · Health details, date and signature



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Allergien Allergies
Keine
Write known allergies. Keine means none. Give accurate information.

Medikamente Medicines
Keine
Write the medicines you take. Keine means none. Give accurate information.

Datum Date
12.10.2026
Write the date when you complete or sign the form.

Unterschrift Signature
petter weber
Sign the form yourself if a signature is requested.

These two useful health labels are explained here, outside the 30-word glossary. Keine means none. Ask the practice if you are unsure what to write.

Simple questions at the practice

A: Haben Sie Allergien?
Do you have allergies?

B: Nein.
No.

A: Nehmen Sie Medikamente?
Do you take medicines?

B: Nein.
No.

A: Können Sie mir bitte helfen?
Can you please help me?

B: Ja, gern.
Yes, gladly.

Internet or mobile contract

A simplified customer-details sample



PRACTICE SAMPLE · FICTIONAL DETAILS · NOT AN OFFICIAL FORM

Vorname First name
Max
Write your first/given name as it appears on your identity document.

Nachname Last name
Lukas
Write your family name as it appears on your identity document.

Straße und Hausnummer Street and house number
Lindenweg 12
Write the street name and house number together in this combined field.

Postleitzahl und Wohnort Postal code and city
80331 München
Write the postal code first, then the town or city.

Telefonnummer Telephone number
0151 12345678
Write a phone number where you can be reached.

E-Mail-Adresse Email address
max.lukas@example.org
Write your complete email address, including @ and the ending.

IBAN International bank account number
DE79 0000 0000 1234 5678 90
Copy your own IBAN from your banking app or bank letter.

Datum Date
12.10.2026
Write the date when you complete or sign the contract.

Unterschrift Signature
max lukas
Sign the form yourself if a signature is requested.

Bitte unterschreiben Sie hier.
Please sign here.

The IBAN is a fictional format example, not a usable account. For a real contract, copy your own IBAN and read the full terms before signing.

The quick reference

Read the field, check the meaning, then enter your details

Common instructions on forms

Bitte füllen Sie das Formular aus.
Please fill in the form.

Bitte schreiben Sie deutlich.
Please write clearly.

Bitte kreuzen Sie an.
Please tick the box.

Bitte unterschreiben Sie hier.
Please sign here.

Bitte tragen Sie das Datum ein.
Please enter the date.

Bitte geben Sie Ihre Telefonnummer an.
Please provide your telephone number.

Useful answers

Ja / Nein
Yes / No

Keine
None

ledig
single

When you need help

Was bedeutet das?
What does that mean?

Können Sie mir bitte helfen?
Can you please help me?

Können Sie das bitte wiederholen?
Can you please repeat that?

DATE FORMAT

04.02.2002 = 4 Februar 2002

Day · Month · Year

Du schaffst das!

You can do it!