

## Registering with the authorities

In Germany, one is obliged to register one's place of residence with the authorities in the city where one lives. Furthermore, non-EU citizens need to apply for a residence title that permits them to work here and sometimes need to extend it during their stay. Here is information on how to do it.

Who	Citizens from non-EU states	Citizens from EU states
<b>Where to go to</b>	The city's Foreigners' Office (" <i>Ausländerbehörde</i> " in German). Each German city has such an office. They are responsible for administrative matters pertaining to non-EU citizens living in Germany.	The city's Registration Office (" <i>Einwohnermeldeamt</i> " in German).
<b>What to take along</b>	1) Your passport. 2) A so-called " <i>Wohnungsgeberbestätigung</i> " showing your address and serving as official proof that you have accommodation in Osnabrück. Please ask your landlord or landlady to complete it. 3) If <u>family members</u> are accompanying you, you also need these <u>documents</u> : a) A list with the names of all family members that have to be registered. b) Their passports showing their valid visas. c) Your original marriage certificate as well as the original birth certificates of all family members that have to be registered. The marriage and birth certificates need to be accompanied by certified German translations.	
	4) A recent passport-sized biometrical photo. 5) Your employment contract/a letter from HR. You will get it from us during our first meeting. 6) Proof of health insurance. We will provide you with information on this during our first meeting.	Citizens from EU countries do not need to provide these documents.
<b>Costs</b>	The registration procedure at the Foreigners' Office may cost up to EUR 110,00.	EU citizens do not pay any fees to register.

Your academic department may organise someone to accompany you to the city's Foreigners' Office or to the Registration Office.

Remember to make an appointment! See information on how to do it on the next page.

## **Citizens from non-EU states can either:**

- 1) make one online.

Here is the link:

<https://www.osnabrueck.de/verwaltung/terminvergabe/auslaenderbehoerdeterminvereinbaren.html>

Appointments for the next day become available between 17:00 and 17:30. Appointments can be made as follows: appointments for Monday can be made on Sunday, for Tuesday on Monday, no appointments can be made for Wednesday, appointments for Thursday can be made on Wednesday, and for Friday on Thursday. Please try for the whole 30 minutes, since appointments are made available in staggered intervals. Constantly refresh the page. Do not hesitate to ask me for help, should you have any difficulty booking an appointment.

- 2) phone them: between 08:00 and 10:00 on Mondays, Tuesdays, Thursday and Fridays. Here is the number: 0541 323-4500.
- 3) write them an e-mail. Here is the address: [auslaenderbehoerde@osnabrueck.de](mailto:auslaenderbehoerde@osnabrueck.de).

### Address – Foreigners' Office:

Stadthaus **2**  
Natruper-Tor-Wall 5  
49076 Osnabrück

## **Citizens from EU states**

Make an appointment online under:

<https://www.osnabrueck.de/verwaltung/terminvergabe/buergeramt-terminvereinbarenstornieren.html>

### Address - Registration Office:

Stadthaus **1**  
Natruper-Tor-Wall 2  
49076 Osnabrück