

Welcome to Berlin: Your Registration at the Bürgeramt (*Anmeldung*)

I. General information

Within **2 weeks after moving into your apartment/room** in Berlin, every citizen (EU and non-EU) needs to register at the *Bürgeramt* and do the *Anmeldung*. You will receive your confirmation of registration (*Meldebescheinigung*). Especially if you are a non-EU student, you will need this confirmation in order to apply for your residence permit at the Alien's Office.

- Every student must complete a separate registration process.
- The registration is free of charge.
- Registration and departure notices that were not submitted within the deadlines (two weeks after moving into your apartment) may be subject to a fine.

General Information (in German): <https://service.berlin.de/dienstleistung/120686/>

II. Bürgeramt addresses & Appointment

a) Which *Bürgeramt*?

Usually you have to go to the *Bürgeramt* of your district. However, you may also go to a different *Bürgeramt* if there is a free appointment available. Please be prepared that there might be a long waiting period until the date of your appointment.

You may want to ask a **German speaking friend** to help you with the completion of the forms and to accompany you to the *Bürgeramt* as all forms, websites and hotlines are in German language only and most *Bürgeramt* staff members speak only German.

b) Appointment

In order to do the registration (*Anmeldung*) you have to book an appointment in most of the *Bürgeramt* offices. There are three different possibilities:

1. Appointment via Telephone Hotline

You can call the Service Centre of the *Bürgeramt* Monday – Friday 7:00 am – 8:00 pm: +49 (0)30 / 90 24 99 0. Please be prepared to you have to speak German on the phone.

2. Online Appointment

You can schedule an appointment online:

<https://service.berlin.de/dienstleistung/120686/>. However, it might be that there are no free appointments available. Please try the other options.

3. Picking a Waiting Number

At some *Bürgeramt* offices you still can go to a *Bürgeramt* office in person. Please arrive shortly before they open and pick a waiting number. However, be prepared to wait for a few hours.

Please check with the respective *Bürgeramt* office about the different possibilities and their opening hours.

Attention: The *Bürgeramt* offices will constantly update their appointments and provide new time-slots on a regular basis.

- Website of the Berlin *Bürgeramt* Offices (in German): www.berlin.de/buergeramt/
- Service Centre Hotline: +49 (0)30 / 90 24 99 0 (Monday – Friday, 7 am – 8 pm)
- General Hotline: +49 (0)30 / 115 (Monday – Friday, 7 am – 6 pm)

III. Required Documents

- ✓ You will need your **PASSPORT or ID** when you register.
- ✓ There is also an **Anmeldung Formular (registration form)** that must be filled out. This form can be obtained in all *Bürgeramt* offices and online at <https://service.berlin.de/dienstleistung/120686/>: Check under “*Formulare*” and “*Anmeldung bei der Meldebehörde*”
- ✓ You also need a **Wohnungsgeberbestätigung (conformation from landlord)**, confirming when and where you have moved in (this is not the rental contract). You can find a sample form for your landlord online: <http://www.berlin.de/formularserver/formular.php?402544>, but s/he might as well give you a different form containing the same information.

You may also be asked to show your

- ✓ **valid lease** (rental contract): Before signing a lease, make sure that the person renting the apartment to you is authorised to do so (most renters are not allowed to sublet their apartment). If this is not the case, your lease is not valid and you have no legal right to live there.
- ✓ and a **civil status certificate** (birth and/or marriage certificate), so be prepared to show them upon request.
- ✓ your **Zulassungsbescheid (acceptance letter)** or a **Immatrikulationsbescheinigung (confirmation of enrolment)** from SRH Hochschule Berlin,

Should you move apartments during your stay in Berlin, you must contact the *Bürgeramt* again to **register your new address!**

IV. Notice of Departure

Before you leave Berlin (after you will finish your studies), you are required to complete an **Abmeldung (Notice of Departure)** and return it to the *Bürgeramt* **1 to 14 days before your departure**.

- ✓ **Notice of Departure:** The form is available at the *Bürgeramt* offices or online at www.berlin.de/formularserver/formular.php?402609.
- ✓ Confirmation of departure from landlord about your departure (*Auszugsbestätigung*): You can find a sample for your landlord here: www.berlin.de/formularserver/formular.php?402544 (It is the same form as the *Wohnungsgeberbestätigung*).

You can send the forms via post to your responsible *Bürgeramt*.

If you go to the *Bürgeramt* in person, they will issue a departure confirmation which you may be asked to submit to the authorities of whichever city/country you will be moving to once you leave Berlin. You may also be required to show it to the local authorities should you ever register another residence in Germany in the future.