



Residence Registration

After your arrival in Germany, you must notify the authorities at the *Einwohnermeldeamt* within two weeks of your arrival about your place of residence in Germany. This policy also applies to short-term international students and those living in a dormitory. You must report any change of address to the authorities, including a change of address within Heidelberg. The residence registration is separate from the enrolment process – you can register your residence without being enrolled.

Important!

All students who have a **visa for study purposes** must **notify the *Einwohnermeldeamt*** of their place of residence **before** they will be able to have **their three-month visa extended**.

Where do I register?

Your residence has to be registered according to your area of residence.

If you live **within the municipal area of Heidelberg**, you can register at the **citizen centre (*Bürgeramt*)** of your district (please find a list of addresses on the next page) or at the foreigners' registration office (Bergheimer Straße 147).

If you live **outside the municipal area of Heidelberg**, you will have to register with the local authorities in your city / town.

How do I register?

In order to register your residence in Germany / Heidelberg, you have to fill in a registration form as well as a 'Wohnungsgeberbestätigung' and hand it in at the *Einwohnermeldeamt* / *Bürgeramt*.

If you have lived abroad or in a German town other than Heidelberg, please fill in the form „ANMELDUNG bei Ortswechsel“.

If you are moving within Heidelberg, you will need the form „ANMELDUNG bei Umzug innerhalb Heidelbergs“.

All registration forms are provided in the citizen centres (*Bürgeramt*) or can be downloaded online at <http://www.heidelberg.de/hd,Lde/HD/Rathaus/Formulare>

In addition to the form you have to bring the following documents:

- Passport
- Wohnungsgeberbestätigung (form to be signed by your landlord/landlady)
- Rental agreement (only necessary if you cannot present "Wohnungsgeberbestätigung")

Things to keep in mind after moving in:

Every household in Germany (= all inhabitants of an apartment or flat-sharing community) are bound by law to pay a monthly contribution to the public service broadcasting – no matter if broadcasting formats via radio, television or internet are used or not.

Please ask your landlord / landlady or roommate after moving in if the fee has already been paid. In case a registration is needed, you can find more information here: <https://www.rundfunkbeitrag.de>.

All citizen centres (*Bürgerämter*) of Heidelberg

Please make an appointment in advance at https://tevis-online.heidelberg.de/?lang=de_VS&rs or by phone at **06221/58-13333** (Monday to Friday from 8 am to 6 pm). A consultation without an appointment is only possible at the times below. For further information please visit: https://www.heidelberg.de/english/Home/City+Hall/Administrative+offices+ Buergeraemter_.html

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| Bürgeramt Altstadt Marktplatz 10 (Rathaus) Tel.: (06221) 58-13810 E-Mail: buergeramt-altstadt@heidelberg.de | Thu 8 am-6 pm |
| Bürgeramt Boxberg / Emmertsgrund Emmertsgrundpassage 17 Tel.: (06221) 58-13850 E-Mail: Buergeramt-Emmertsgrund@heidelberg.de | Mo 8 am-12 pm |
| Bürgeramt Handschuhsheim Dossenheimer Landstraße 13 Tel.: (06221) 58-13820 E-Mail: Buergeramt-Handschuhsheim@heidelberg.de | Wed 8 am-4 pm |
| Bürgeramt Kirchheim Schwetzingener Straße 20 Tel.: (06221) 58-13860 E-Mail: Buergeramt-Kirchheim@heidelberg.de | Fr 8 am-4 pm |
| Bürgeramt Mitte (Bahnhof, Bergheim, Weststadt, Südstadt) Bergheimer Straße 69 Tel.: (06221) 58-47980 E-Mail: Buergeramt-Mitte@heidelberg.de | Mo 8 am-12 pm |
| Bürgeramt Neuenheim Rahmengasse 21 Tel.: (06221) 58-13830 E-Mail: Buergeramt-Neuenheim@heidelberg.de | Thu 8 am-4 pm |
| Bürgeramt Pfaffengrund Am Markt 21 Tel.: (06221) 58-13870 E-Mail: Buergeramt-Pfaffengrund@heidelberg.de | Tue 8 am-6 pm |
| Bürgeramt Rohrbach Seckenheimer Gässchen 1 Tel.: (06221) 58-13880 E-Mail: Buergeramt-Rohrbach@heidelberg.de | Wed 8 am-4 pm |
| Bürgeramt Wieblingen Mannheimer Straße 259 Tel.: (06221) 58-13890 E-Mail: Buergeramt-Wieblingen@heidelberg.de | Tue 8 am-4 pm |
| Bürgeramt Ziegelhausen / Schlierbach Kleingemünder Str. 18 Tel.: (06221) 58-13840 E-Mail: Buergeramt-Ziegelhausen@heidelberg.de | Fr 8 am-4 pm |
| Ausländerbehörde Bergheimer Straße 147 Tel.: (06221) 58-17520 E-Mail: zuwanderung-Servicepoint@heidelberg.de | Mo and Fr 8 am-12 pm Tue and Wed 8 am-4 pm |