



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.

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?

You can either register your place of residence **in person or via video call** (Virtual Citizens' Office = Bürgeramt Virtuell). In any case, you must make an appointment in advance, either by phone **06221/58-13333** (Monday to Friday 8 am to 6 pm.) **or** online [termin.heidelberg.de](https://www.heidelberg.de/termin) (**Schritt 1:** select "Bürgeramt Virtuell" or "Bürgeramt" depending on whether you want to register online or in person; **Schritt 2:** "Meldeangelegenheiten"/"Anmeldung, Ummeldung innerhalb Heidelbergs"/Weiter/OK). Now you can select the desired time for the video call or appointment with the Bürgeramt. Further information is available at: <https://www.heidelberg.de/hd/HD/Rathaus/Buergeraemter.html>

- Please note that registration via [BundID](#) is currently only possible for people with an eID-card who are moving within Germany, but not if you are moving to Germany from abroad. Students moving to Germany from abroad should register their place of residence in person or via video conference as described above.

Which documents are required?

- Passport
- Wohnungsgeberbestätigung (form from your landlord/landlady)
- Rental agreement (only necessary if you cannot present "Wohnungsgeberbestätigung")

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 apply for extension of **their three-month visa**. If you have not yet found a room or flat at the time of application for a residence permit, please enter the address of your current accommodation (e.g. youth hostel, guesthouse, etc.).

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

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