

How to book an online appointment at the Aliens Office (Ausländerbehörde)

Dear international student,

First check when your legal status here in Germany will expire. This decides on whether you have to make an online appointment very soon or still have some time. **When your legal status will expire within the next 3 months, then we suggest you to make an appointment as soon as possible! Book an appointment at least 6 to 8 weeks before your visa and residence permit expire!** Don't worry if you cannot get one in time before. Booking an online appointment is considered by the Aliens Office as keeping the deadline.

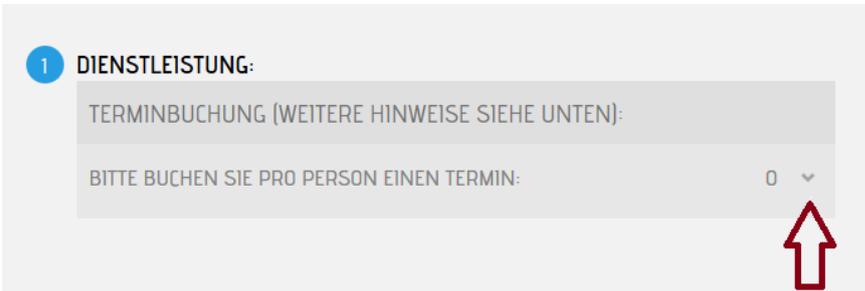
When checking the website for available appointments, it may look like that there are no free spots available. But the Aliens Office opens up new available spots:

- every day at 5 p.m. for an appointment on the next day (weekdays from Mon to Fri)

However, you must be VERY fast because the online appointments are quickly booked out, so make sure that you sit in front of the computer a couple of minutes before 5 p.m. before new free spots are released!

For your personal appointment at the Aliens Office (Ausländerbehörde), simply follow these steps:

1. Go to the website of the Aliens Office Osnabrück:
<https://www.osnabrueck.de/verwaltung/terminvergabe/auslaenderbehoerde-terminvereinbaren.html>
2. Click on the drop-down arrow and type in "1", because you only make an appointment for yourself.



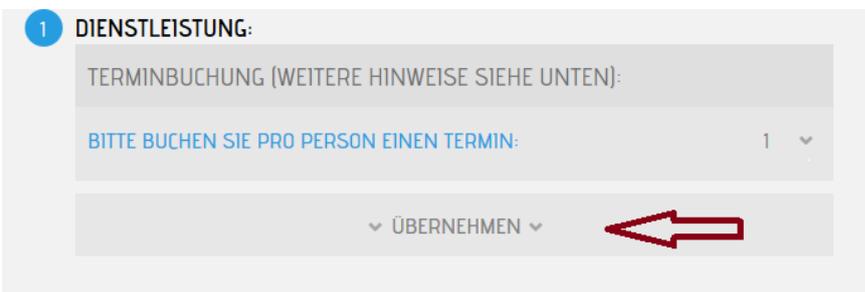
1 DIENSTLEISTUNG:

TERMINBUCHUNG (WEITERE HINWEISE SIEHE UNTEN):

BITTE BUCHEN SIE PRO PERSON EINEN TERMIN: 0 ▾

A red arrow points to the dropdown arrow next to the number 0.

3. Click on "ÜBERNEHMEN".



1 DIENSTLEISTUNG:

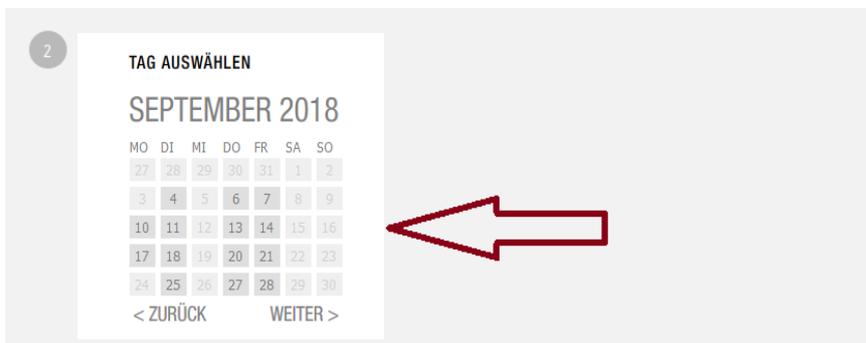
TERMINBUCHUNG (WEITERE HINWEISE SIEHE UNTEN):

BITTE BUCHEN SIE PRO PERSON EINEN TERMIN: 1 ▾

▾ ÜBERNEHMEN ▾

A red arrow points to the "ÜBERNEHMEN" button.

- A calendar appears. It might look like that there are no free spots available for the current month. That is the reason why you shall check every day at 5 p.m. for new available spots for the following day. If there are no free dates for the current month, click "WEITER" to check the dates of the next months.



- If free spots are available, they are marked in dark gray. Click on one to select it and next choose a time.

8 - 9 Uhr

08:00	08:05	08:10	08:15	08:20	08:25	08:30	08:35	08:40	08:45
08:50	08:55								

9 - 10 Uhr

09:00	09:05	09:10	09:15	09:20	09:25	09:30	09:35	09:40
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10 - 11 Uhr

10:40	10:45	10:50	10:55
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- In the last step, type in your personal information and book the date quickly by clicking "VERBINDLICH BUCHEN". You will then receive a confirmation about your appointment for the following day.

BESTÄTIGEN

IHR AUSGEWÄHLTER TERMIN:

30.08.2018

09:05 Uhr

1x Bitte buchen Sie pro Person einen Termin:

Tragen Sie zur Bestätigung Ihren Namen, Ihre E-Mail Adresse sowie Ihre Telefonnummer ein. Anschließend erhalten Sie von unserem Partner timeacle eine E-Mail mit Ihrem Ticket. Ihre Buchung wird auch in einem automatisch für Sie generierten Zugang hinterlegt.

Besitzen Sie bereits einen Zugang bei unserem Partner timeacle? [Hier klicken](#)

Vorname	First name	Nachname	Surname
Telefonnummer	Phone no.	E-Mail Adresse	E-mail address

Folgende Daten werden bei der Buchung an Stadt Osnabrück übertragen:

Vorname

Nachname

E-Mail Adresse

Ticket bei Abschluss automatisch drucken

VERBINDLICH BUCHEN* >

Good luck!