

How to book an online appointment at the Foreigners' Department Osnabrück (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 Foreigners' Department as keeping the deadline. Make sure that you have your documents prepared before you go to the Foreigners' Department.

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

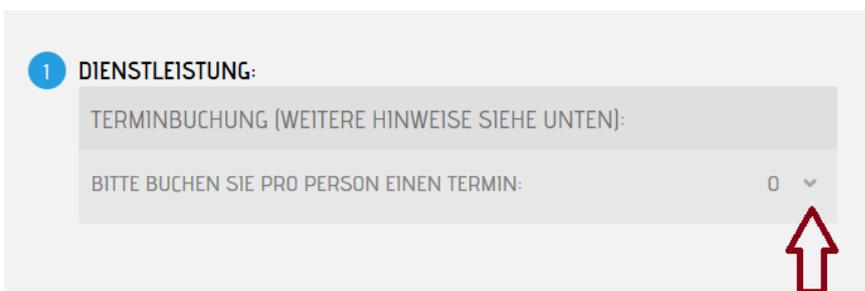
Openings are posted at 17:00 (5 p.m.) for the next day's appointments:

- Sunday at 17:00 for Monday appointments
- Mondays for Tuesdays
- No appointments on Wednesdays
- Wednesdays for Thursdays
- Thursdays for Fridays

We know, this can be a nerve-wracking experience, but it is possible to get a short-term appointment this way. **You must be VERY fast though 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!** And wrap up the booking as quickly as you can. If the system reports that the appointment is no longer available, refresh and start again.

For your personal appointment at the Foreigners' Department (Ausländerbehörde), simply follow these steps:

1. Go to the website of the Foreigners' Department 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.



The screenshot shows a web form with the following elements:

- A blue circle with the number '1' next to the heading 'DIENSTLEISTUNG:'.
- A grey input field containing the text 'TERMINBUCHUNG (WEITERE HINWEISE SIEHE UNTEN):'.
- A second grey input field containing the text 'BITTE BUCHEN SIE PRO PERSON EINEN TERMIN:' followed by a dropdown menu showing the number '0' and a downward arrow.
- A red arrow pointing upwards to the dropdown arrow in the second input field.

3. Click on “ÜBERNEHMEN”.

1 DIENSTLEISTUNG:

TERMINBUCHUNG (WEITERE HINWEISE SIEHE UNTEN):

BITTE BUCHEN SIE PRO PERSON EINEN TERMIN: 1 ▾

▾ ÜBERNEHMEN ▾ 

4. 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.

2 TAG AUSWÄHLEN

SEPTEMBER 2018

MO	DI	MI	DO	FR	SA	SO
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

< ZURÜCK WEITER >



5. 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

10 - 11 Uhr

10:40 10:45 10:50 10:55

6. In the last step, type in your personal information. Confirm the general conditions and data privacy regulations, also that you are at least 16 years old and that your data may be transferred to the administration of the city of Osnabrück, by ticking the black boxes. Afterwards 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:

17.07.2020

08:30 Uhr

1x Bitte buchen Sie pro Person einen Termin:

Dieser Buchungsservice für Stadt Osnabrück wird von der timeacle GmbH & Co. KG bereitgestellt.

Tragen Sie zur Bestätigung folgende Daten ein. Anschließend erhalten Sie von unserem Partner timeacle eine E-Mail mit Ihrem Ticket.

Vorname First name Nachname Surname

E-Mail Adresse E-mail address

- Ich habe die [Allgemeinen Geschäftsbedingungen](#) der timeacle GmbH & Co. KG zur Kenntnis genommen und akzeptiert.
- Ich habe die [Datenschutzbestimmungen](#) der timeacle GmbH & Co. KG zur Kenntnis genommen und akzeptiert.
- Hiermit bestätige ich, dass ich mindestens 16 Jahre alt bin.
- Ich stimme der Übertragung meiner Daten an das Geschäft Stadt Osnabrück zu.

Folgende Daten werden bei der Buchung an Stadt Osnabrück übertragen:

Vorname

Nachname

E-Mail Adresse

Ticket bei Abschluss automatisch drucken

VERBINDLICH BUCHEN >



Tick this box if you want the ticket to be printed automatically after booking.

Good luck!

Appointments during pandemic

Should online booking of appointments not be possible due to the pandemic, please arrange a date by phone or e-mail with the Foreigners' Department:

+49 (0) 541-323-4500

auslaenderbehoerde@osnabrueck.de or abh@osnabrueck.de

<https://www.osnabrueck.de/terminvergabe/>

Please note that you may not enter the building without having arranged an appointment before. You will be let in only 10 minutes before your date. Don't forget to don a face mask and to keep the distance rules.