How to book an online appointment at the Residents’ Registration Department (Bürgeramt)

Dear international student,

Students coming from a European country, who do not need a visa/residence permit, must all the same register at the Citizen Center Osnabrück after arrival.

You can arrange an online appointment by following these steps:

1. Go to the website of the with the Residents’ Registration Department (Bürgeramt Osnabrück): https://www.osnabrueck.de/verwaltung/terminvergabe/buergeramt-termin-vereinbaren-stornieren.html

2. Click on “Termin vereinbaren”.

3. Select “Meldeangelegenheiten”
4. Under “Anmeldung”, choose “1” from the drop-down list because you only make an appointment for yourself.

Next click: Weiter zur Buchung

5. Choose a day from the drop-down list and click “Weiter”. If there are no free time spots for that day, go back via the button “Zurück” and select another day.
6. Select a time.

Uhrzeit auswählen

8:00 – 9:00 Uhr

08:00 08:10 08:20 08:30 08:40 08:50

9:00 – 10:00 Uhr

09:00 09:10 09:20 09:30 09:40 09:50

7. 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 four boxes. Afterwards book the date by clicking "Verbindlich buchen". You should next receive a confirmation about your appointment.

Good luck!

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. Should you have any query or want to arrange a date by phone, contact:

+49 (0) 541-323-3006
buergeramt@osnabrueck.de