

How to book an online appointment for the registration at the Residents' Registration Department (Bürgeramt Osnabrück)

If you are a student from an EU country or with a visa covering already the whole mobility period, you must register at the Residents' Registration Department (Bürgeramt Osnabrück) after your arrival.

Required documents for the registration:

- personal ID card or passport
- lessor's/housing certificate ("Wohnungsgeberbestätigung"), either from our Housing Service, if you have booked a room with them, or from your private lessor

Before you go there, you must arrange an online appointment, as described below. Should you have any query regarding this process, please contact: <u>buergeramt@osnabrueck.de</u>. State your full name, date of birth and the purpose of your request.

Please note: Our university will arrange a group appointment with the to the Citizen Center Osnabrück only for non-EU students who may enter Germany without a visa or with a visa for three months.

How to book an online appointment for the first registration with the Bürgeramt:

- 1. Go to the website of the Residents' Registration Department (Bürgeramt Osnabrück): https://timeacle.com/business/index/id/332/row_id/299
- 2. Click on the German flag to switch to English language.

Dienstier	istung suchen	٩	
Rürgeran	nt Osnahrück		
Natruper-Tor-Wall	2 49076 Osnabruck		
	Anna T	E Start	

3. Select "Registration".

Other services Bürgeramt Osnabrück > Bürgeramt > Other services	Registration Bürgeramt Osnabrück > Bürgeramt > Registration matters > Registration Please bring your ID card and/or passport or your
Registration Information Bürgeramt Osnabrück > Bürgeramt > Certificates, documents, applications, Please bring your identity card to this appointmen	Registration matters Bürgeramt Osnabrück > Bürgeramt > Registration matters
Short general question Bürgeramt Osnabrück > Bürgeramt > Other services > Short general questi	

4. Click "Next" at the bottom of the following page.

Deregistration of Secondary Residence	ADD
Application for eID card	ADD
Activate EID function	ADD
	Next

5. A calendar appears with the next available date and time slots. Either book the proposed appointment or select a day and time from the calendar. Afterwards click "Next".

Next available appointment

				ti v	/ed, Mar	12	10:20	Book		
Or choose from calendar										
SELECT DATE						© S	elect Tim	е		
IUC March 20	, Ma	rch 1 Ch	8 ange ti	he mor	nth > <		10	:35	10:40	10:45
м	т	w	т	F	S	S	10	:50	11:05	11:10
24 3	25 4	26 5	27 6	28 7	1 8	2 9	11	:15	11:20	11:25
10	11	12	13	14	15	16	11	:30	11:35	11:40
17 24	18 25	19 26	20 27	21 28	22 29	23 30	11	:45	11:50	12:10
31										



<u>Please note:</u> If the offered free date/slots do not suit you, click on the arrow ">" in the calendar to check available dates of the next months. You can also check every morning at 7.30 a.m. if there are new free slots for the current day.

6. Type in your personal details, confirm the general terms and conditions and that your data may be transferred to the Bürgeramt by ticking the two boxes. Afterwards book the date through the button "Confirm booking". You should next receive a confirmation about your appointment by e-mail.

i Selected	appointment: 🛅 Tue, Mar 18 🚯 13:30				
Personal Da	ata				
timeacle Gmb	H Co. & KG is providing this booking service for Bürgeramt Osnabrück .				
Please enter y	our information here for confirmation. You will then receive an e-mail from timeacle GmbH Co. & KG with your ticket.				
First name	First name				
Last name	Surname				
Email	E-mail address				
By booking you agree to the Privacy Policy of timeacle GmbH Co. & KG I acknowledge and accept the timeacle GmbH & Co. KG General Terms and Conditions of Business. I agree to the transfer of my data to Bürgeramt Osnabrück.					
Back	Confirm Book	ting			

How to book an online appointment for the deregistration with the Bürgeramt:

Select "Deregistration Abroad" and follow the same steps as for the first registration.

Bürgeramt Osnabrück							
Bürgeramt Osnabrück > Bürgera Deregistration Abroad	Bürgeramt Osnabrück Natruper-Tor-Wall 2 49076 Osnabrück						
Choose Services	3 Schedule Your Appointment	3	Complete Information and Book				
Current Selection	Deregistration Abroad						
Deregistration Abroad	Maximum bookable tickets: 4	F	1 ticket(s)				
Would you like to add more so	Please bring your ID card and/or passport or your identity card to your appointment.						
Applying for an Identity Card	CLOSE						
Official Certifications							
Certificate of Good Conduct	A	DO					