

RESIDENCY: register your address & permits



APPLICATION

RESIDENCY: register your address & permits



Who needs to
do what?

— City registration

Anyone residing in Germany for over 3 months must register their address within 14 days after moving into the permanent residency.

— Residence permit (Aufenthaltserlaubnis)

If you are from a non-EU country and stay longer than your visa allows you to, you will have to apply for a residence permit before your visa expires.

If you are from a non-EU country and entered Germany without a visa, you will have to apply as well, as your legal stay ends 90 days after arrival.

CITY REGISTRATION



– required documents

- Filled form
- Copy of your passport
- Copy of your visa, if applicable
- Copy of your entry stamp to the Schengen Area (if not available: copy of tickets)
- Copy of Landlord's confirmation (Wohnungsgeberbescheinigung)

CITY REGISTRATION

– Where to register?

You have a Visa, German residence permit or EU passport?

- **Citizens` Office** (2 locations available in Passau)
- Appointments: <https://termine-reservieren.de/termine/passau/select2?md=1>
- Choose „Meldewesen“ and „Zuzug von einem Wohnsitz im Ausland“ (if it is your first time taking residence in Germany), choose location and date, insert personal details and **confirm via link** you receive via mail
- Receive your „Meldebescheinigung/city registration certificate“ during your appointment

You entered without a Visa and are from a non-EU country
or have a residence permit from another EU country?

- Immigration Office - use our **pre-checking and submission service**
- Appointments: <https://studip.uni-passau.de/studip/dispatch.php/profile?username=manetz01> (after login)
- Immigration Office shall send you an email once you are registered
- Get an appointment with the Citizens` Office (<https://termine-reservieren.de/termine/passau/select2?md=1>) to pick up your „Meldebescheinigung/city registration certificate“

UPDATE Campusportal



- 
- Update your address in the Campusportal as soon as you have a permanent address here

Keeping your permanent address in Passau updated on the Campusportal is important to

- Use the extensive services of the libraries
- Apply for a residence permit
- Etc.

CITY DE-REGISTRATION



– De-register your address...

...If you move out of Germany

De-register with the Citizen's Office or online (if you de-register your only address in Germany: https://www.buergerservice-portal.de/bayern/passau/bsp_abmeldung_ausland/#/)

– Change your address...

...If you move to another place in Passau

Change your address at the Citizen's Office (please use the same form as for first-time registration: https://www.uni-passau.de/fileadmin/dokumente/internationales/auslandsamt/ausf%C3%BCllbare_Anmeldung_Wohnung.pdf)

If you move to another place in Germany, please register with the Citizen's Office of your new town/city of residence – in that case, a de-registration from Passau is not necessary additionally.

CITY REGISTRATION



– City registration – why?

- Required under the Federal Registration Act (Bundesmeldegesetz)
- You get your tax ID (via post) only after registering
- Banks, service providers, immigration offices etc. require official registration

Important:
name on
letterbox

Everyone with a registered address is subject to “TV tax” licence fee/Rundfunkbeitrag for public broadcasting which is currently 18,36€/month/household.

FAQ:

https://www.rundfunkbeitrag.de/welcome/englisch/students_and_apprentices/

Information
via post

CITY REGISTRATION



– Filling out the form – information needed here

Find the form here: https://www.uni-passau.de/fileadmin/dokumente/internationales/auslandsamt/ausf%C3%BCllbare_Anmeldung_Wohnung.pdf

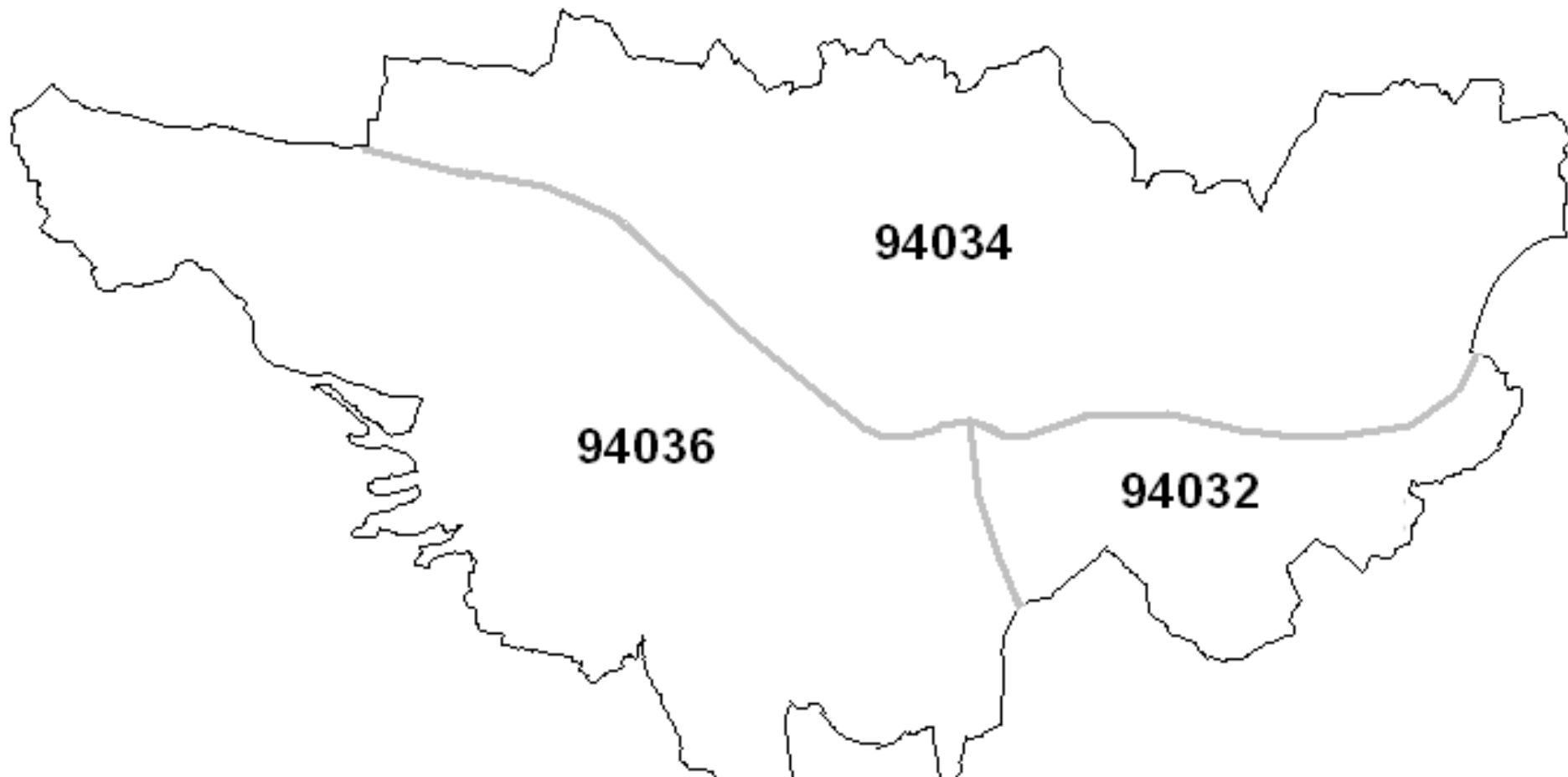
- Move in date
- New and old address
- Confirm that it's your only address in Germany
- Special case: You had an address in Germany before

E-Mail:

Bitte Ausfüllanleitung beachten! Verwenden Sie bei mehr als 4 anzumeldenden Personen bitte weitere Meldescheine!		Die nachstehenden Daten werden auf Grund von Art. 13, 15 und 17 des Gesetzes über das Meldewesen erhoben.		Tagesstempel der Meldebehörde	
ANMELDUNG bei der Meldebehörde					
Tag des Einzugs:		Tag	Monat	Jahr	Gemeindeschlüssel
Neue Wohnung (Straße/Platz, Hausnummer, Stockwerk)			Bisherige Hauptwohnung (Straße/Platz, Hausnummer, Stockwerk)		
(PLZ, Ort, Gemeinde)			(PLZ, Ort, Gemeinde, Landkreis; falls Ausland auch Staat angeben)		
Die neue Wohnung ist im Bereich des Bundesgebietes die ☐ einzige Wohnung ☐ Hauptwohnung ☐ Nebenwohnung			Haben Sie nicht „einzige Wohnung“ angegeben, füllen Sie bitte den Vordruck zur Anmeldung bei weiteren Wohnungen im Inland aus.		
Nur ausfüllen bei Zuzug aus dem Ausland: letzte Wohnung im Bundesgebiet (PLZ, Ort, Straße/Platz, Hausnummer)					

CITY REGISTRATION

Three ZIP codes in Passau



CITY REGISTRATION



– Filling out the form – information needed here

- Family name
- Maiden name (if applicable)
- First name

Lfd. Nr.	Familienname (Ehename)	Frühere Namen (z.B. Geburtsname)	Vorname(n) (Rufname unterstreichen)
1			
2			
3			
4			

CITY REGISTRATION

– Filling out the form – information needed here

- Title (e.g. PhD, Dr.), if applicable
- Marital status: „ledig“ (single) or „verheiratet“ (married) or „geschieden“ (divorced)
- Sex
- Date of birth
- Place of birth (as in passport, birth certificate, certificate of family relations or similar)

Lfd. Nr.	Doktorgrad	Familienstand	Geschlecht	Geburtsdatum	Geburtsort (Gemeinde, Landkreis; falls Ausland: auch Staat angeben)
1			☐ M ☐ W		
2			☐ M ☐ W		
3			☐ M ☐ W		
4			☐ M ☐ W		

CITY REGISTRATION

– Filling out the form – information needed here

- Nationalities
- Religion [for tax purposes]
 - rk = römisch-katholisch / ak = alkatholisch,
 - ev = evangelisch,
 - lt = evangelisch-lutherisch / rf = evangelisch-reformiert,
 - isby = israelitische Kultusgemeinden in Bayern,
 - oa = not a member of a registered religious community
- Place and date of marriage (if applicable)

Lfd. Nr.	Staatsangehörigkeit(en)	Religion (siehe Ausfüllanleitung)	Datum und Ort der Eheschließung/der Begründung der Lebens- partnerschaft
1			
2			
3			
4			

CITY REGISTRATION



– Filling out the form – information needed here

- Information on your spouse/partner (if applicable)

Angaben über nicht mitziehenden Ehegatten/Lebenspartner	Leben Sie dauerhaft getrennt von Ihrem nicht mitziehenden Ehegatten/ Lebenspartner? Zutreffendes bitte ankreuzen	☐ ja	☐ nein
Familienname	Geburtsdatum		
Vorname(n)			
Anschrift (Straße/Platz, Hausnummer)			
(PLZ, Ort)			

CITY REGISTRATION

– Filling out the form – information needed here

- Type of ID (usually your Passport – „RP“)
- Passport number
- Issuing authority of your passport
- Date of issue of your passport
- Date of expiration of your passport

Lfd. Nr.	Pass- und Ausweisdaten: Personalausweis (PA) – Reisepass (RP) – Kinderreisepass (KRP) Kinderausweis (KA)			Ausstellungs- datum	Gültig bis	Für Flüchtlinge/Vertriebene: Wohnsitz am 1. Sept. 1939 (Wohnort, Landkreis, Provinz)
	Art	Seriennummer	Ausstellungsbehörde			
1						Ignore this last column
2						
3						
4						

CITY REGISTRATION



– Filling out the form – information needed here

- Place and date
- Your signature

Gesetzliche Vertreter (Vor- und Familiennamen, Doktorgrad, Geburtsdatum, Anschrift)	
Wegen der Möglichkeit, Datenübermittlungen in bestimmten Fällen zu widersprechen, beachten Sie bitte die Ausfüllanleitung.	
Ort, Datum	Unterschrift der meldepflichtigen Person



**Time for a
short break**

Please stay, if you want to learn more about the residence permit application.

RESIDENCE PERMIT



Who needs to
apply for a
residence
permit?

If you are from a non-EU country and stay longer than your visa allows you to, you will have to apply for a residence permit.

If you are from a non-EU country and entered Germany without a visa, you will have to apply as well, as your legal stay ends 90 days after arrival.

RESIDENCE PERMIT



– When and How to apply – recommended steps

Start the application process 8-12 weeks before the expiration date of your visa

Consult iStudi Coach (istudicoach@uni-passau.de) in case of challenges, e.g. with specific documents

Use the **Pre-Check Service at the University** – we will be happy to check your application and forward it directly to the Immigration Office

Book your appointment for the pre-check service and find all necessary documents and forms on Eva Manetzgruber's Stud.IP Profile: <https://studip.uni-passau.de/studip/dispatch.php/profile?username=manetz01>

RESIDENCE PERMIT

– Necessary documents – first time application (§16b student residence permit)

- Copy of passport
- Copy of visa (if applicable)
- Copy of entry stamp
- Biometric picture (with QR code or taken at the Immigration Office)
- Copy of your city registration certificate („Meldebescheinigung“)
- Filled application form
- Up to date health insurance certificate („Mitgliedsbescheinigung nach § 175 SGB V“) or M10 + EHIC (if applicable)
- Enrolment certificate („Immatrikulationsbescheinigung“, German page)
- Financial proof (blocked account, scholarship, copy of work contract and payslips)

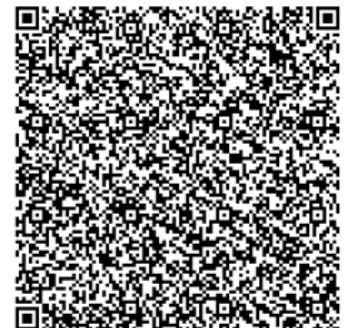
RESIDENCE PERMIT

Do you need a blocked account?

Some banks require a confirmation from the local Immigration Office on the details of your blocked account (especially if you want to combine an employment contract with a blocked account).

Our pre-check service includes the request of this document. Please mail the following information to istudicoach@uni-passau.de:

- Full name of the applicant/ Name der antragstellenden Person:
- Date of birth/ Geburtsdatum:
- Name of the bank/ Name der Bank:
- City of the bank / Ort der Bank:
- Overall blocked amount / Gesamtbetrag:
- Amount for monthly withdrawal / monatlich abrufbarer Betrag:
- Duration from until /Gültigkeitsdauer von bis:



Do you have
questions?

CONTACT INFORMATION



DEGREE-SEEKING STUDENTS: istudicoach@uni-passau.de

EXCHANGE STUDENTS: exchangestudents@uni-passau.de

DOCUMENT PRE-CHECK AND FORWARDING SERVICE
FOR YOUR APPLICATIONS TO THE IMMIGRATION OFFICE

Weekly – every Tuesday afternoon

Find a list of necessary documents and book your timeslot via **Eva Manetzgruber's Stud.IP profile**.
<https://studip.uni-passau.de/studip/dispatch.php/profile?username=manetz01>