



## Registering at the Local Registration Office

It is very important that you have a permanent residence in Berlin. That means you have either a room (in a hall of residence or a shared flat), live on your own or are staying with a friend. With this address you are required to register at a Local Registration Office (*Bürgeramt*) as a resident of Berlin within 14 days after you move in. To make these formalities easier for you, we will organize two appointments at the university, where you can register and receive a confirmation of registration. In this case, the deadline can also be exceeded (see below for further explanation).

Although you do not need the registration for your matriculation, there are many formalities where it is a necessary requirement. The following documents are necessary for the registration of a residence:

### 1. Identity card or passport

### 2. Registration form „Anmeldung Wohnung“ (PDF)

[www.berlin.de/formularserver/formular.php?402608](http://www.berlin.de/formularserver/formular.php?402608)

Fill out the registration form and sign it.

The sample form with an English translation may help you:

<https://hu.berlin/orbis-local-registration-sample>

### 3. Confirmation of arrival from landlord

Within two weeks of moving into your flat, you must have a confirmation of arrival (*Einzugsbestätigung*) signed by your landlord. This document must contain the full name and address of your landlord, your move-in date, the address of the flat and the full name(s) of the person(s) registering at that address.

**Important:** The rental contract is not a substitute for this form. Sample form:

[www.berlin.de/formularserver/formular.php?402544](http://www.berlin.de/formularserver/formular.php?402544).



As it is often difficult to get an appointment at the Local Registration Offices, we will host a **mobile registration office** in room 1068 in the HU main building (Unter den Linden 6, 10117 Berlin) in order to issue the important proof of local registration (*Meldebescheinigung*) on the following dates: **Thursday, 25.03., Wednesday, 14.04. and 21.04.2021**. Reserve an appointment via e-mail at [infothek-international@hu-berlin.de](mailto:infothek-international@hu-berlin.de). Tell us your name as well as the date you would like to visit. We will send you a confirmation of your appointment with an exact time and instructions on the preparation of your documents. We will also give special instructions according to the regulations to prevent corona. **You will receive your proof of local registration (*Meldebescheinigung*) during your appointment.**

For a personal visit to the Local Registration Office, book an appointment in advance **online**. For comprehensive information and to book an appointment online (under "Termin berlinweit suchen"), see: <https://service.berlin.de/dienstleistung/120686>. You can use any of the 40 Local Registration Offices to register, no matter where you live. For addresses and opening hours, see:

<https://service.berlin.de/standorte/buergeraemter>



Please keep your original proof of registration on file. You will need it for several purposes, such as opening a bank account or the application for a residence permit. Also, you must deregister (*Abmeldung*) at the end of your stay in Berlin: <https://service.berlin.de/dienstleistung/120335>