

Alternative Option of Registering at the mobile Local Registration Office



If you are already in Berlin and want to register your residence, the Info Desk of the *Students Welcome Centre* is now offering an alternative option for registering your residence at the mobile Local Registration Office.

What do you have to do?

Please submit the following documents to us by e-mail scanned IN ONE PDF DOCUMENT. The file name should contain your name and the sending date, for example: Eva Roberts_21-04-2021.

Send the following three documents to infothek-international@hu-berlin.de:

1. Registration form „Anmeldung Wohnung“

Fill out the registration form and sign it.

(p.s.: please don't forget to add your family status [Familienstand])

https://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohnerangelegenheiten/assets/anmeldung_bei_der_meldebehoerde.pdf

The sample form with an English translation may help you:

https://www.international.hu-berlin.de/de/studierende/welcomecentre/visaservice/local_registration_sample-en.pdf

2. Confirmation of arrival from landlord

Within two weeks of moving into your apartment, 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 apartment and the full name(s) of the person(s) registering at that address.

https://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohnerangelegenheiten/assets/mdb-f402544-20161102_wohnungsgeberbestaetigung.pdf

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

3. Identity card or passport

We need both sides from your passport, the data sheet and the side with the visa.

What's next?

We will send your documents to the registration authority that cooperates with us. After a certain processing time, you will receive your proof of local registration (Meldebescheinigung) via post directly from the Local Registration Office.

Please make sure that your last name is attached to your postbox. If not, please let us know the name under which you can receive letters: c/o [name of your landlord].