



## First steps in Leipzig

### 1. Finding an apartment

We strongly recommend to look for an apartment before coming to Leipzig at least for the first few days in order to then search for long-term accommodation after your arrival. It is a good idea to arrange appointments for a permanent apartment in advance. On our [accommodation flyer](#), we have compiled different options for furnished housing. It is important to look for an apartment whose landlord can officially confirm that you live there (meaning they can issue what is known as a "[Wohnungsgeberbestätigung](#)") because proof of this is needed to register at the Resident Services Office (Bürgerbüro) in Leipzig. For your residence permit application, you will need your tenancy agreement containing the size of the apartment in square meters as well as the amount of the monthly rent.

Please note that in most cases the first month's rent and two net cold rents must be paid as a deposit before moving in. You should plan for these costs when looking for an apartment.

### 2. Registration at a Resident Services Office (Bürgerbüro) of the City of Leipzig

After arriving in Leipzig, you should first register at one of the twelve [Resident Services Offices](#) within 14 days. We recommend booking an appointment before you arrive in Leipzig in order to avoid potential waiting times. You can make an appointment [online](#). New appointments for the Resident Services Offices are released daily at 5:00 p.m. Alternatively, it is possible to visit the Resident Services Offices without an appointment. You can find out in advance [online](#) about the current waiting times in the individual Resident Services Offices so that you can plan your visit better.

The main Resident Services Office is located in [Otto-Schill-Straße](#) in the city centre. Its office hours are the most convenient. When registering, please take your passports and the so-called "[Wohnungsgeberbestätigung](#)" with you and, if applicable, your marriage certificate and the birth certificates of your children in the form of [apostilled/legalised German translations](#) by a translator sworn in the EU. Make sure that your name is on the mailbox of the address you provide at the Resident Services Office as you will be sent your [tax identification number](#) within 14 days after your registration. (Please note that the name must be on the mailbox of the temporary address for a sufficiently long enough period of time.) If you move within Leipzig, you have to re-register at the Resident Services Office.

If you register as a non-EU citizen at the Resident Service Office, your marriage certificates and birth certificates of your accompanying children will first be scanned and forwarded to the Leipzig Registry Office (Standesamt) for verification. Your marital status will be registered as "unknown" for the time being. If all required documents are complete and recognized in Leipzig, you will subsequently receive an extended registration certificate with a change in marital status to "married". If, on the other hand, documents are still needed to complete the verification process, the Registry Office will contact you directly. It may then be necessary to go to the Registry Office in person to provide additional documents. To enable the registry office to contact you digitally, please leave your e-mail address at the Resident Services Office during the registration process. **Please note that the verification process may take several weeks.**

The Resident Services Office passes the details of your registration on to an organisation known as the **Beitragservice**, which will contact you regarding your requirement to pay the country's broadcasting fee (Rundfunkbeitrag). All adults registered in Germany are obliged to pay this fee, which pays for the public radio and television stations (ARD, ZDF, Deutschlandradio). Each household is required to pay €18.94 per month. You will receive an invoice every three months. If you are staying in one of Leipzig University's guest houses, you are exempt from paying the Rundfunkbeitrag because it is already included in your rent.

### 3. Applying for a residence permit at the Leipzig Foreigners' Authority (if applicable)

After you have registered at the Resident Services Office, you will need to register with the **Foreigners' Authority** in Leipzig in order to apply for a **residence permit**. Please note that you can only apply for a residence permit for the entire period of your stay if you have a tenancy agreement covering this period of time. If you only have a provisional tenancy agreement and you are still looking for permanent housing, an application at the Foreigners' Authority is not recommended. However, if your visa (or the 90 visa free days) expires, please apply for a residence permit, in the knowledge that you will need to hand in your permanent tenancy agreement later. Please contact the **Welcome Centre** at your research institution to contact the AKZESS department of the Foreigners' Authority. You will receive a list of documents that you need to submit via e-mail. Please assemble your documents in a single PDF file, which will be sent to the Foreigners' Authority via the **Welcome Centre**. Alternatively, a complete digital application for the residence permit is also possible via the **portal of the Foreigners' Authority**. In any case, we recommend that you seek advice from your Welcome Centre/ International Office first, before submitting your application. Please note that it may be necessary to have **legalised/apostilled** versions of your documents, especially for birth and marriage certificates as well as for diplomas.

### 4. Appointment at Leipzig Foreigners' Authority (if applicable)

After the Foreigners' Authority in Leipzig has received and checked all of your documents, you will be asked to come to the Foreigners' Authority for an appointment to have your biometric data (fingerprint) stored and to hand in your biometric passport photo. You will be informed as soon as the residence permit is ready and you can pick it up at the Foreigners' Authority. This is possible during the opening hours of the Foreigners' Authority with an appointment or via the automatic (24/7) **pick-up station**.

For further information, please consult our detailed guide "**Welcome to Leipzig - Guidelines for Public Authorities A to Z**" and our website [www.welcome-to-leipzig.de](http://www.welcome-to-leipzig.de).

## Legal notice and disclaimer

This flyer has been compiled as part of the joint project of Leipzig University ↗ "**Willkommen in Leipzig/Welcome to Leipzig**"  
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