

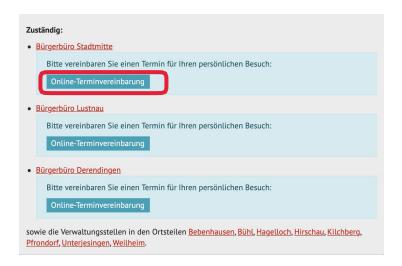
Guide: How to get an appointment at the Bürgeramt of Tübingen



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- Visit the website of the city of Tübingen: https://www.tuebingen.de/verwaltung/onlinedienste
- 2. Click on 'Anmeldung in Tübingen' (eng. Registration in Tübingen)
 - scroll down for the right citizen's office: You can pick which one is most convenient for you. You choose, e.g. 'Bürgerbüro Stadtmitte' and click on 'Online-Terminvereinbarung' (eng. online appointment)



 Now choose 'Anmeldung in Tübingen aus dem Ausland und der EU' (eng. Registration in Tübingen from abroad and the EU) and click '1 Person'. Then you scroll down to click on 'Termin vereinbaren' (eng. make appointment)



4. To your appointment you need to bring:

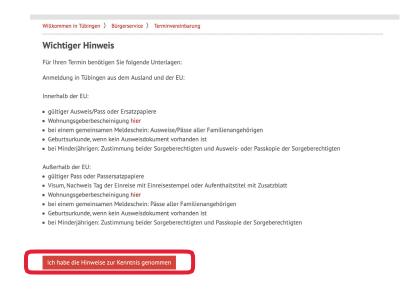
Within the EU:

- Valid identity card/passport
- Wohnungsgeberbescheinigung / Certificate of residence
 - this document is handed to you by the janitor when you move into your dormitory room
 - If you rent a private room, you can print the PDF from this <u>website</u> and ask your landlord/landlady to fill it in

Outside the EU:

- Valid passport or passport substitute documents
 - Visa (if needed), proof of day of entry with entry stamp or residence permit with supplementary sheet
- Wohnungsgeberbescheinigung / Certificate of residence
 - this document is handed to you by the janitor when you move into your dormitory room
 - If you rent a private room, you can print the PDF from this <u>website</u> and ask your landlord/landlady to fill it in

and click 'Ich habe die Hinweise zur Kenntnis genommen'



 Now choose your citizen's office again, e.g. 'Bürgerbüro Stadtmitte / Ausländeramt'



6. Choose a date! Only green days are available.

Please note: If no appointment is available in the 2 weeks after your arrival in Tübingen, please book the earliest free appointment available.

- The email you receive after booking the next free appointment is proof that you took care of the registration in Tübingen in time. Keep it!
- If you have major difficulties to find a free appointment, please see our note at the end of this guide.



- 7. Book your appointment: You will receive a **confirmation e-mail with details** (appointment number etc)
- 8. Go to the Bürgeramt for your appointment. Make sure you have all necessary documents and the appointment number.

General note by the Incoming Team:

Especially at the semester begin, it can be a bit difficult to get an appointment with the Bürgeramt as they are busy due to many students arriving as new residents in Tübingen. If you have trouble to get an appointment, please try the following:

- Additional appointments are often released at the online platform each workday around 7.00 am ca 8.00 am
- ➤ Use these timeslots to book an appointment. If you do not succeed at first try, please try it repeatedly on different days!