How to book an online appointment at the Residents' Registration Department (Bürgeramt)

If you are a student from an EU country or with a visa covering already the whole mobility period, you must register at the Residents' Registration Department (Bürgeramt Osnabrück) after your arrival.

Required documents for the registration:
- personal ID card or passport
- lessor's/housing certificate („Wohnungsgeberbestätigung"), either from our Housing Service, if you have booked a room with them, or from your private lessor
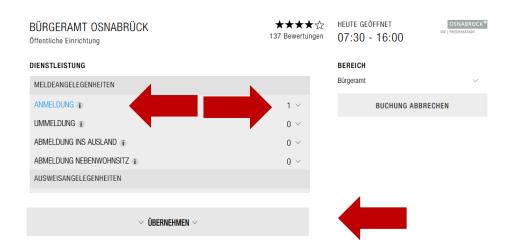
Before you go to the Citizen Center Osnabrück (CCO), you must arrange an online appointment, as described on the following pages.

How to book an online appointment:

1. Go to the website of the Residents' Registration Department (Bürgeramt Osnabrück): https://timeacle.com/business/index/id/332/row_id/299

2. Click on "Terminticket ziehen**"**.

3. Select "Anmeldung", choose "1" from the drop-down list because you only make an appointment for yourself and confirm with "Übernehmen" at the bottom.

4. A calendar appears. If you do not see any free dates for the current month, click "WEITER" to check the dates of the next months. Otherwise, you can also check every morning at 7.30 a.m. if there are new available spots for the current day.

TAG AUSWÄHLEN

APRIL 2022

MO	DI	MI	DO	FR	SA	SO
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

< ZURÜCK   WEITER >

5. If free spots are available, they are marked in dark gray. Click on one to select it and next choose a time.

MAI 2022

MO	DI	MI	DO	FR	SA	SO
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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UHRZEIT AUSWÄHLEN

8 - 9 Uhr

08:10	08:20	08:40	08:50

9 - 10 Uhr

09:10	09:20	09:30	09:40	09:50

10 - 11 Uhr

10:10	10:20	10:30	10:40	10:50

11 - 12 Uhr

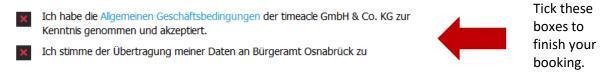| 11:10	11:20	11:30	11:40	11:50

6. In the last step, type in your personal information. Confirm the general conditions and data privacy regulations and that your data may be transferred to the administration of the city of Osnabrück, by ticking the first two boxes. Afterwards book the date by clicking "Verbindlich buchen". You should next receive a confirmation about your appointment.

Tragen Sie zur Bestätigung folgende Daten ein. Anschließend erhalten Sie von timeacle eine E-Mail mit Ihrem Ticket.

Vorname	First name	Nachname	Surname
E-Mail Adresse	E-mail address		

Mit dem Klick auf „Verbindlich buchen" stimmen Sie der Datenschutzerklärung der timeacle GmbH & Co. KG zu.

☒ Ich habe die Allgemeinen Geschäftsbedingungen der timeacle GmbH & Co. KG zur Kenntnis genommen und akzeptiert.

☒ Ich stimme der Übertragung meiner Daten an Bürgeramt Osnabrück zu

Tick these boxes to finish your booking.

Folgende Daten werden bei der Buchung an Bürgeramt Osnabrück übertragen:
Vorname
Nachname
E-Mail Adresse

VERBINDLICH BUCHEN ⌄

Please note: Our university will arrange a group appointment with the CCO only for non-EU students who may enter Germany without a visa or with a visa for three months.

All other students are requested to make individual online appointments with the Bürgeramt. Should you have any query regarding this process, please contact: buergeramt@osnabrueck.de. State your full name, date of birth and the purpose of your request.

Good luck!