

Registration at the City Administration (Bürgerbüro) in Bochum

After you have arrived in Germany, you must register at the City Administration of the city in which you are living during your stay in Germany. The City Administration requires that all appointments be held in German. Therefore, if you speak German, you may register on your own. However, if you do not speak any German, please contact the International Office for further information. The **City Administration Querenburg** is located in the Unicenter. You can find it on the 2nd floor of the glass-sided building, opposite *Kamps Bakery*. You may also visit the **City Administration Bochum Mitte** at the town hall (U35: Bochum Rathaus).

Please make an appointment online or by phone:

BOCHUM MITTE or BOCHUM QUERENBURG

Make your appointment online:

<https://terminvergabe.bochum.de/?company=bochumbb>

or by phone:

0234 / 910-19 50 (in German only)

The following documents are required for the registration:

- Written confirmation of landlord (Wohnungsgeberbestätigung)
- ID card (EU-citizens) or passport (Non-EU-Citizens)
- Student ID card
- European Health Insurance Card (EHIC) (EU-citizens only)

During the registration you are going to be asked the following personal data:

- Place of birth
- Religion
- Family status
- City where your passport was issued
- Move-in date

After registration, you will receive important letters from the city by post:

- National Identification Number
Preserve this letter from the Tax Office if you are planning to start working in Germany in the future.
- Rundfunkbeitrag (license fee/TV taxes)
The contribution is used to finance the numerous public radio, television and online contents and amounts to about 18 EUR per month. TV taxes must be paid for each apartment, even if only foreign students are living in this apartment.
- Only Non-EU-Citizens:
An individual appointment from the Foreigners' Office for extending your visa (applying for a residence permit). If you have not received this letter close to the expiring date of your visa, we recommend to make an appointment yourself.

Further information:

<http://international.rub.de/>