

Registration at the City Administration (Bürgerbüro) in Bochum

After you arrive in Germany, you must register as a citizen in the city, in which you plan to live. 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 in on the 2nd floor of the glass-sided building, opposite *Kamps Bakery*. You may also visit the **City Administration Bochum Mitte** in town hall (U35: Bochum Rathaus).

The City Administration (Bürgerbüro) offers the following service hours only on appointment:

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:

- Current address in Bochum (Wohnungsgeberbestätigung = written confirmation of landlord)
- ID card (EU-citizens) or passport (Non-EU-Citizens)

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 (TV taxes)
The contribution is used to finance the numerous public radio, television and online contents and amounts about 18 EUR per month. TV taxes must be paid for each apartment, even if this apartment is inhabited by foreign students exclusively.
- Only Non-EU-Citizens:
An individual appointment from the Foreigners' Office for extending your visa (applying for a residence permit). If you do not receive this letter close to the expiring date of your visa, we recommend to make an appointment yourself.

Further information:

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