

First steps in Leipzig in times of Corona

1. Finding an apartment

If possible, please ensure that you look for an apartment before coming to Leipzig in order to then search for accommodation when you get there. It would be 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 officially register at the Resident Services Office (Bürgeramt) 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.

2. Arrival and possible quarantine

Due to COVID-19, quarantine is mandatory for anyone entering Germany from what is considered by the Robert Koch Institute to be a [risk area](#). The list of risk areas is updated on a daily basis.

Please clarify before entering the country who can do your shopping for you while you are in quarantine. You can ask your host institute or friends or acquaintances already living in Leipzig.

Please keep an eye on the latest quarantine rules on the websites of the [Welcome Centre](#) and the [City of Leipzig](#).

3. Registration at a Resident Services Office (Bürgeramt) of the City of Leipzig

After arriving in Leipzig, you should first register at one of the ten [Resident Services Offices](#) within 14 days. As waiting times for appointments can be very long at the moment, the time people have to register without incurring a penalty has been extended to six weeks. Please book an appointment before you arrive in Leipzig, as the appointments are currently fully booked well in advance. Due to the COVID-19 pandemic, registrations at the Resident Services Offices are only possible by prior appointment. It is not currently possible to walk in and register without an appointment. You can make an appointment online [here](#). Every day, leftover slots are released at 9am and 12 noon for the same day, which means that it is sometimes possible to book an appointment at very short notice. 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. The Resident Services Office passes the details of your registration on to an organisation known as the [Beitragsservice](#), 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 €17.50 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.

4. Making an appointment at 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 ask for an appointment, 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. Your contact person at the Foreigners' Authority will email you a list of documents that you need to submit. Please assemble your documents in a single PDF file, which will be sent to the Foreigners' Authority via the Welcome Centre. The Foreigners' Authority reserves the right to request additional paper documents. 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.

5. 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 opening hours at the service desk of the Foreigners' Authority. In the future, a machine will also be available for this purpose.

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.

Legal notice and disclaimer

This flyer containing information about employment in the public sector has been compiled as part of the joint project of Leipzig University ["Willkommen in Leipzig/Welcome to Leipzig"](#)

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