

First steps in Leipzig

1. Finding an apartment

If possible, make sure to look for an apartment before coming to Leipzig, at least for the first few days, in order to then search for accommodation on site. It would be a good idea to arrange appointments for a permanent apartment in advance. On our [accommodation flyer](#), we compiled different options for furnished housing. It is important to look for an apartment whose landlord can officially certify (that is issue a so-called ["Wohnungsgeberbestätigung"](#)) that you live there because a proof of that is required for registering at the city of 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. Registration at a Resident Services Office (Bürgeramt) of the City of Leipzig

Having arrived in Leipzig, your first step is registering here in one of the [10 Resident Services Offices](#) within 14 days. [Here](#) you can make an appointment online. Since the appointments are usually already booked out for the near future, you can also just as well go to any Resident Services Office, take a ticket and wait in the queue. The main Resident Services Office is the one in [Otto-Schill-Straße](#) in the city centre. Its office hours are the most convenient ones. Once you have moved in in your apartment in Leipzig, you have two weeks for registering at a Resident Services Office. Please make sure to bring your passports as well as the so-called ["Wohnungsgeberbestätigung"](#) and, if applicable, your marriage certificate and the birth certificates of your children in a [legalized/apostilled translated version \(German\)](#). Make sure that your name is on the mailbox of the address you indicate 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 time.) If you move within Leipzig, you have to re-register at the Bürgeramt.

3. Making an appointment at Leipzig Foreigners' Authority (if applicable)

Once you have registered at a Resident Services Office, you need an appointment at [Leipzig Foreigners' Authority](#) 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 have only 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 do ask for an appointment, knowing that you will need to hand in your permanent tenancy agreement later. Please contact the [welcome centre](#) of your research institution in order to get in touch with the AKZESS department of Leipzig Foreigners' Authority and to schedule an appointment for you. As soon as the appointment is confirmed, Leipzig Foreigners' Authority will e-mail you a list of documents you need to bring for the application. Please note that it may be necessary to have [legalized/apostilled](#) versions of your documents, especially for birth and marriage certificates as well as for diploma.

4. Residence permit application at Leipzig Foreigners' Authority (if applicable)

Please make sure to bring all the relevant documents for the appointment at Leipzig Foreigners' Authority. If you do not speak any German and your application is very complex, you can ask the [welcome centre staff](#) of your research institution to accompany you. In any case, we recommend that you call upon the [welcome centre staff](#) of your research institution to let them check your documents beforehand as they know about the exact legal requirements.

5. Handing in missing documents at Leipzig Foreigners' Authority (if applicable)

If there are documents missing for the application process, you need to hand them in later, either by e-mail or by mail. The residence permit cannot be issued before all the documents have been completed.

6. Collection of the residence permit at Leipzig Foreigners' Authority (if applicable)

You will be notified as soon as the residence permit is completed and you can pick it up at the Foreigners' Authority.

