



WELCOME CENTRE
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**UNIVERSITY
OF COLOGNE**

City Registration (Köln)

For any person moving to Cologne it is required to get registered with the city within 14 days after moving in.

Where and when to go:

You may visit any of the various service centers in Cologne. We recommend the one in Lindenthal (close to campus) as the colleagues are most familiar with internationals. It is recommended to book an appointment online, but it is possible to visit a service center without an appointment on Mondays and Wednesdays.

In order to book an appointment online, please visit the following website:

<https://termine.stadt-koeln.de/m/kundenzentren/extern/calendar/?uid=b5a5a394-ec33-4130-9af3-490f99517071&wsid=fcaa67ad-dd25-41ea-af9f-d0eec70d2983&lang=de>

Opening hours of the service centers:

Monday	7:30 - 15h (no appointment required)
Tuesday	9:30 - 18h
Wednesday	7:30 - 12h (no appointment required)
Thursday	7:30 - 16h
Friday	7:30 - 12h

Required documents:

- "Wohnungsgeberbescheinigung"**: This document is issued by the landlord. In difference to the rental contract (which they will not need) the Wohnungsgeberbescheinigung states the exact move-in date, as that may differ from the dates on the rental contract
- Passport**
- a certified translation (German) of the marriage certificate and the birth certificate (for children)**: In case you are married or plan to register your spouse/family as well. The marriage certificate is required for your own registration, even if your spouse is not accompanying you on your stay in Germany.

Keep in mind, that when moving a re-registration and that when departing a de-registration is required:

<https://www.stadt-koeln.de/service/produkte/00414/index.html>