

Resident Services Office

(Bürgeramt)

The first thing you have to do in Leipzig is register your flat in the Resident Services Office. They are located in each district, but not in the Technical Town Hall! From there to the nearest Resident Services Office in Stötteritzer Straße 28 it is a walk of around 800 metres. See diagram. You can find the addresses of the other Resident Services Offices at www.leipzig.de/buergeramt (*Resident Services Office*)

As soon as you have registered your flat, you can apply for your residence permit at the Technical Town Hall. Now please continue reading at "Technical Town Hall".

Relocation Bonus for Students

(Zuzugsbonus für Studierende)

If you are a student, you can receive a relocation bonus of 150 Euros. You can apply for the bonus at the same time as registering your flat at Resident Services Offices. At www.leipzig.de/zuzugsbonus you'll find all the information needed.

Service Hotline

+49 341 123-0

Monday through Friday, 7:30 am – 6:00 pm

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UNIVERSITÄT LEIPZIG



Stadt Leipzig

Travelling to the Technical Town Hall

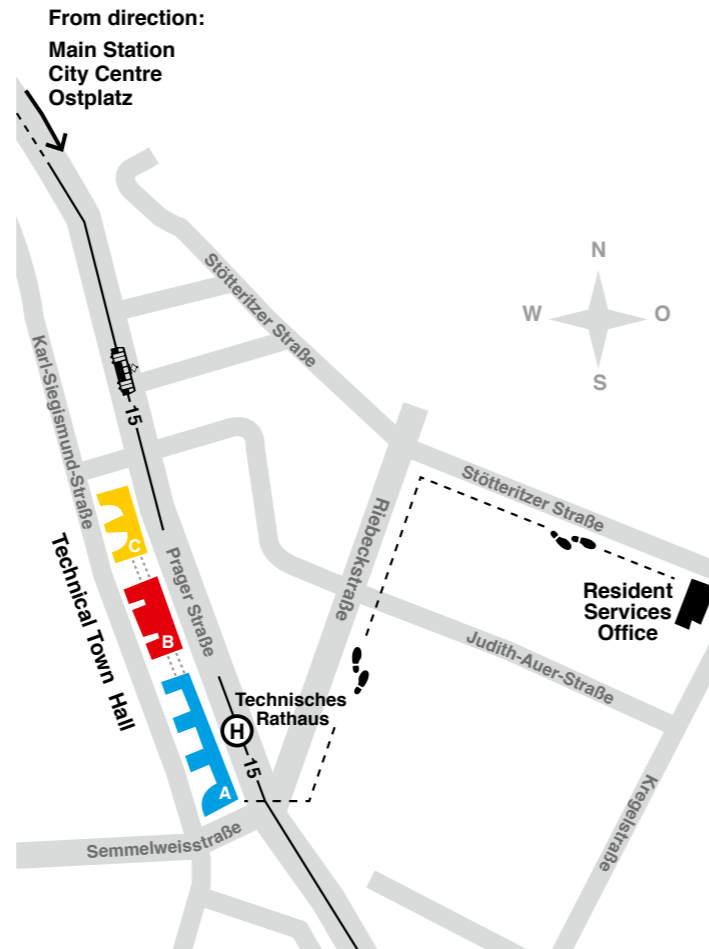
Prager Straße 118 - 138

04317 Leipzig (Zentrum-Südost)

www.leipzig.de

www.english.leipzig.de

Tram line 15 from Leipzig Main Station in the direction of Meusdorf getting off at stop **Technisches Rathaus**.



Welcome to the Technical Town Hall

(Technisches Rathaus)

Important information for international scientists, PhD candidates, highly-skilled specialists and students

Introduction

This leaflet provides information about how to deal with the authorities at the Technical Town Hall, in German: Technisches Rathaus.



Important: Documents and forms must be completed in the German language as our official language is German. Do you find this difficult? Ask for support at your institute or university.

The first thing you have to do in Leipzig is register your flat and apply for your residence permit.

Have you already registered your flat? Then proceed to: **Technical Town Hall.**

Only if you haven't registered your flat, go first to: **Resident Services Office.**

Technical Town Hall

(Technisches Rathaus)

The Technical Town Hall is divided into **three buildings A B C** and has various entrance doors. You can change from building A to B to C only on street level or by using the sky-bridges located on the third floor and fourth floor.

Foreigners' Authority AKZESS department

(Ausländerbehörde/AKZESS)

Are you a scientist, PhD candidate or a highly-skilled specialist?

The AKZESS department in the Foreigners' Authority is responsible for your residence permit in Leipzig. You can only apply for your residence permit in person. For this you require an appointment which you can register online: search for, open, complete and send the contact form available at www.leipzig.de/auslaenderbehoerde. You can also register the appointment personally at the service desk of the Foreigners' Authority. You will then receive information about your appointment and the room number.

Foreigners' Authority

(Ausländerbehörde)

Are you a student?

The Foreigners' Authority is responsible for your residence permit in Leipzig. You can only apply for your residence permit in person and for this you require an appointment which you can arrange as follows: search for, open, complete and send the contact form available at www.leipzig.de/auslaenderbehoerde. You can also register the appointment in person at the service desk of the Foreigners' Authority. You will then receive information about your appointment and the room number.

There is a ticket machine. Take a ticket for "service" and pay attention to the screen. There is a number on the ticket. As soon as your number appears on the screen, you can enter the room which is indicated.

**Service desk of Foreigners' Authority,
Building B, Ground floor, Room B.0.002**

Vehicle Registration Authority

(Kfz-Zulassungsbehörde)

Do you want to register a vehicle?

Did you bring your car with you or have you bought a car here? Either way you have to register it. The Vehicle Registration Authority is responsible for this. You can arrange an appointment online or you can attend without an appointment: Go to the service and information desk of the Vehicle Registration Authority. There is a ticket machine. Take a ticket for "service" and observe the screen. There is a number on the ticket. When your number appears on the screen, you can enter the room which is indicated.

www.leipzig.de/zulassung [Zusatzinformation](#)
(additional information) [Terminvereinbarung](#)

**Vehicle Registration Authority, Building A,
Second floor, Service desk in Room A.2.002**

Driving Licence Authority

(Fahrerlaubnisangelegenheiten)

Do you have your national driving licence?

After 6 months in Germany your driving licence has to be checked. The Driving Licence Authority in the Technical Town Hall is responsible for this. You can arrange an appointment online, or you can attend without an appointment: Go into the Technical Town Hall and look for the relevant official in charge. Their name is indicated on the doors of the rooms. Who you have to go to and which room you have to enter, is based on the first letter of your surname.

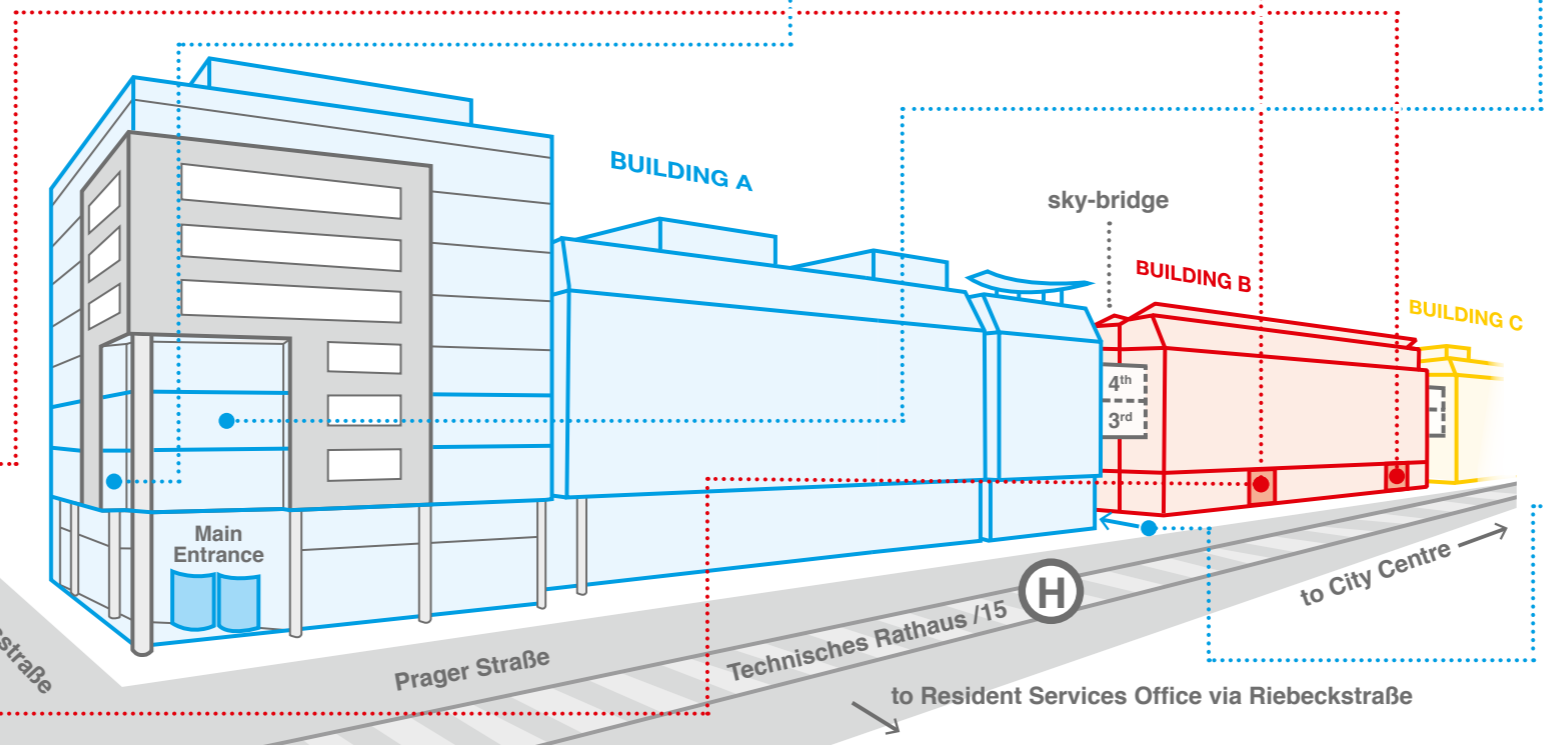
www.leipzig.de/fahrerlaubnis [Zusatzinformation](#)
(additional information) [Termin](#)

**Driving Licence Authority, Building A, Third floor,
Rooms A.3.002, A.3.003, A.3.004, A.3.011**

Important: On the form and at the service desk you must make it known that you want to register an appointment at the AKZESS department.

**Foreigners' Authority AKZESS department,
Building B, Ground floor, Rooms B.0.042 + B.0.043**

**Service desk of Foreigners' Authority,
Building B, Ground floor, Room B.0.002**



Lost Property Office

Have you lost something?

You can ask if it has been handed in at the Lost Property Office. Or have you found something? You can hand it in there, too.

www.leipzig.de/fundbuero (lost property office)
Phone +49 341 840-0

Lost Property Office (Lost & Found)

Building A, Ground floor, Entrance around the corner