

Checkliste for foreigners registration office

EU Citizen

1. Registration of address at the registry office

Form (at the registry office) ¹

- b. Passport
- c. Address

For Family:

- a. Passports of all family members

Non-EU-Citizen

1. Registration of address at the registry office

Same as EU Citizen

2. Residence permit

- a. Passport
- b. Certificate of health insurance
- c. Work contract or precontract
or scholarship agreement and invitation of your university department
(Field of work, period of work)
- d. Biometrical passport photos
- e. Registration card from the registry office or see attachment (Meldebescheinigung)
- f. Fee (where applicable): 1 year: 100 Euros, > 1 year: 110 Euros

For Family (for every family member) :

- g. Passport
- h. Certificate of health insurance
- i. Biometrical passport photos
- j. Registration card from the registry office or see attachment (Meldebescheinigung)
- k. Fee (where applicable): 1 year: 100 Euros, > 1 year: 110 Euros (Children: 55 Euros)
- l. Certificate of marriage and birth
- m. Children older than 6 years have to make a fingerprint

Attachment (or Intranet)):

²-Document for registration card

¹ Website registry office: <http://www.muenster.de/stadt/buergeramt/formulare.html>

² http://www.stadt-muenster.de/fileadmin//user_upload/stadt-muenster/36_auslaenderamt/pdf/aufenthalt-antrag.pdf