All German nationals and foreign nationals moving to Germany for more than two months, or moving within Germany, must report their current place of residence (address) to the Einwohnermeldeamt, the Residents’ Registration Office, within two weeks upon entry or relocation and in person. In Oldenburg, you report your current place of residence/address to either the Bürgerbüro Mitte or Bürgerbüro Nord (the „Citizens’ Office“, the city administration/municipality), depending on which part of town you live in. If you live in the area surrounding Oldenburg, please inform the local office for the respective area. Upon registration you will receive official confirmation of residence. Family members must also be registered, in person. An identification document is always required to register.

A proof of residential address (Wohnungsgeberbestätigung) has to be submitted when registering at the Residents’ Registration Offices. This form must be filled in by your landlord or your landlord’s representative (e.g. property manager, Hausverwalter) and serves as proof of your current residential address in Oldenburg. It can be downloaded from the website of the Bürgerbüro.

CONTACT
Oldenburg Bürgerbüro Mitte
Pferdemarkt 14
26121 Oldenburg
Telephone: +49 (0) 441-235 4444
Email: buergerdienste@stadt-oldenburg.de

Oldenburg Bürgerbüro Nord
Stiller Weg 10
26121 Oldenburg
Telephone: +49 (0) 441-235 4444
Email: buergerbuero-nord@stadt-oldenburg.de
6.2 VISA EXTENSION AND RESIDENCE PERMIT

Please apply in good time for a visa extension or a residence permit. Even if you were allowed to enter Germany without a visa you may need to obtain a residence permit, depending on the duration and the purpose of your stay. Electronic residence permits (elektronischer Aufenthaltstitel, or eAT) issued in credit-card format have been available since 2011. Local Foreign Residents’ Offices can be contacted for further advice and services.

TEMPORARY RESIDENCE PERMIT

As it may take several weeks for your electronic residence permit to be issued, you need to apply for a temporary residence permit (Fiktionsbescheinigung) if your current residence permit is due to expire within the waiting period. This is a temporary document to replace your expired permit until you receive your new electronic residence permit. If you applied in good time for an extension of your residence permit, you will usually receive a Fortbestandsfiktion, as the current permit to reside in Germany remains valid until you receive the new one. Travelling with a temporary residence permit is possible, but we recommend that you contact the embassy of the country you visit regarding entry and departure requirements. Temporary residence permits are subject to fees. For further information please contact the Foreign Residents’ Office.

Although the documents required for a residence permit will vary depending on the circumstances, you will definitely need:

- A valid (biometric) passport that was issued within the last ten years and contains a biometric passport photo.
- A current biometric passport photo.
- Information on the purpose of your stay in Germany (employment, research, etc.). If you are coming to do research or to take up employment at the University, you can submit your invitation letter or your employment contract from the University of Oldenburg stating which faculty/institution you will be working at.
- Proof of adequate financial resources (proof of earnings) to show you can meet estimated expenses for you and your dependants (e.g. contract of employment, scholarship, etc.).
- Proof of valid health insurance coverage for you and for each member of your family accompanying you.
- The confirmation of residence you received upon first registration in Oldenburg.
- A copy of your birth certificate and marriage certificate (if relevant), as well as birth certificates for each member of your family accompanying you. These copies must be officially certified and translated into German.

You can also get in touch with the staff at the Foreign Residents’ Office for more information on what documents you will need to produce. Please note that public authorities often require you to be accompanied by an interpreter. You can ask a friend, colleague or member of the IRO staff to act as interpreter.

CONTACT

Oldenburg Foreign Residents’ Office
Pferdemarkt 14
26121 Oldenburg
Telephone: +49 (0) 441 - 235 2241
Email: auslaenderburo@stadt-oldenburg.de
We strongly recommend opening a bank account with a local German bank if you stay in Germany for a longer period of time. Set up a current account (Girokonto) with a bank, a savings bank (Sparkasse), or with the Postbank (post office savings bank). Your salary, wages or fellowship/scholarship money can be directly transferred to your account, and living expenses such as rent, bills or insurance can be debited from it by standing order or direct debit.

When you open an account with a local bank, you will receive an Electronic Cash card (EC-Karte) that allows you to withdraw cash from any cash machine (note that withdrawal fees may apply if it is a cash machine from a different bank). You can also pay for your purchases in most supermarkets and shops with an EC card. To open an account with a local bank, you will need your passport or identification document and the confirmation of residence you received upon registration at the Bürgerbüro. Since account maintenance charges may vary, it is worthwhile to compare terms and charges.

If you plan to make transactions to and from an account in your home country, it is a good idea to check with your home bank and find out whether it co-operates with a German bank. This may shorten the time required for international transactions, and in some cases reduce or even eliminate transaction fees.

You will be able to use cash, traveller’s cheques and credit cards for payments. Although credit cards are becoming more common in Germany, everyday purchases and payments of small amounts are still typically made using cash or an EC card.