Leipzig: First Steps for New Residents

Please note the changes to our opening hours due to the Coronavirus!

Welcome to Leipzig! We’ll get you off to a good start in Leipzig.

The Leipzig City Administration, the Federal Employment Agency, the Leipzig Job Center and the State Office for School and Education use qualified language mediation to ensure good communication.

If you need assistance with language communication to clarify your request, please inform the relevant office or institution so that a language mediator can be called in for the meeting.

The use of language mediation is free of charge for you.

1. Registering at the Citizens’ Registration Office

After having moved to Leipzig, you have to register yourself at the Citizens’ Registration Office. In order to do so, you need a permanent residential address (the address of a hotel or similar isn’t valid for this purpose). You can find an overview of all Citizens’ Registration Offices in Leipzig at: https://www.leipzig.de/buergerbuero/ You should register within 14 days of having moved into your apartment.

Registration at the Citizens’ Registration Office is free of charge. If you have not made an appointment, you should be aware of possible long waiting times. However, you can make an appointment at the following link: Terminvereinbarung Bürgerbüros - Auswahl der Anliegen (leipzig.de) and have the option of booking an additional appointment with video interpreting. This option is currently only available at the Otto-Schill-Strasse Citizens’ Office, Monday to Friday between 8:00 am and 6:00 pm. Please select the option „I need an interpreter” „Ich benötige einen Dolmetscher” and the service you require. For the registration, you’ll need the following documents:
- Identity card or passport or children’s passport
- Confirmation from your landlord/landlord that you are moving into the flat

You can reach the City of Leipzig’s citizens’ hotline by calling 115.
The staff of the Leipzig city administration will be happy to answer your questions from Monday to Friday (7:30 - 18:00).

2. Finding an Apartment

If you haven’t found a permanent home yet, you can try looking for an apartment or a room through housing cooperatives (Genossenschaften) and online portals. An overview of housing cooperatives, estate agents, and other online platforms for house-hunting is provided at the Welcome Centre Leipzig: Welcome Centre Leipzig - Stadt Leipzig
Every person with a permanent home address in Germany has to pay a broadcasting license fee *(Rundfunkbeitrag)*, which is payable per household. The license fee finances radio, television, and online programs of the German public service broadcasters. This is where you can register for the license fee: 

https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html

You may be exempt from the license fee, or you may be entitled to a discount. Please visit https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html to find out more.

3. Applying for a Residence Permit

You won’t need a residence permit if you’re an EU citizen. If you’re from outside the EU, the competent authority for extending a residence permit is the Leipzig Foreigners’ Authority *(Ausländerbehörde)*. You can reach the Foreigner’s Authority via the contact details here: 

www.leipzig.de/foreignersauthority

Here you’ll find information about the different types of residence permits and which documents you require to apply for them: 

https://www.leipzig.de/jugend-familie-und-soziales/auslaender-und-migranten/auslaender-und-staatsangehoerigkeitsrecht-auslaenderbehoerde/aufenthalt/ (in German only)

You can request an appointment to pick up your documents from the Ausländerbehörde here: 

https://www.leipzig.de/fachanwendungen/termine/abholung-aufenthaltstitel.html (in German only)

The contact details of the Ausländerbehörde are as follows:

<table>
<thead>
<tr>
<th>Ausländerbehörde</th>
<th>Visits in person are only possible after making an appointment by email or telephone.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technisches Rathaus</td>
<td><strong>Telephone hours:</strong></td>
</tr>
<tr>
<td>Haus B</td>
<td>Monday, Tuesday, Wednesday, Thursday: 9:00-12:00 and 13:00-15:00</td>
</tr>
<tr>
<td>Prager Straße 118 – 136</td>
<td>Friday: 9:00-13:00</td>
</tr>
<tr>
<td>04317 Leipzig</td>
<td>Email: <a href="mailto:auslaender-leipzig@leipzig.de">auslaender-leipzig@leipzig.de</a></td>
</tr>
<tr>
<td>Website: <a href="http://www.leipzig.de/foreignersauthority">www.leipzig.de/foreignersauthority</a></td>
<td></td>
</tr>
</tbody>
</table>

4. Getting Health Insurance

In Germany, health insurance is obligatory for all residents. This means you will have to take out a statutory or private health insurance policy, choosing from a range of providers offering a number of services. More information on health insurance can be obtained from the Migration Centres (see below).

5. Finding Childcare / Enrolling Your Child in School

In Germany, children have a legal right to childcare from the age of 1. If you’re looking for a childcare place, you can register in the parents’ portal *(ElternPortal)* of the city of Leipzig: 

https://www.meinkitaplatz-leipzig.de/. To get help with the registration, talk to the staff at the childcare guidance department *(Kitaplatzberatung)* at the Youth, Family and Education Office *(Amt für Jugend, Familie und Bildung)* in the Rathaus Wahren, or to the assistants at the Welcome Centre Leipzig. There, you will also be provided with information on how to contact your preferred childcare centres or qualified childminders.
Advice about finding a childcare (Kita) place in Leipzig takes place initially by phone or email. An appointment has to be made in order to receive advice in person.

Telephone:  
- 0341 123-1081  
- 0341 123-1232  
- 0341 123-1233

School education is compulsory for all children in Germany (usually for children aged 6 and above). The standard procedure is to enroll your child in the primary school that’s responsible for the residential district you’re living in. After completing primary school, you can choose freely from an array of secondary schools, and then apply for enrolment at these schools. If your child doesn’t speak German, please keep in mind that you should book a consultation appointment (besondere Bildungsberatung) with the State Office for School and Education (Landesamt für Schule und Bildung, LASUB). There, you can discuss whether your child will first have to enroll in a preparatory class for German as a second language (Vorbereitungsklasse DaZ), or if they can immediately participate in regular lessons. There are a couple of multilingual schools in Leipzig as well, but some of them are fee-based.

Guides in different languages to the Saxon school system are provided at the Welcome Centre Leipzig.

6. Learning German

There are various options for learning German. For example, you could attend an integration course (Integrationskurs), which will provide you with German skills, but also with a lot of information about German culture and society. Please note that in order to attend the integration course you need to pay a fee. Under certain circumstances, you may be exempt from paying. Information about this is provided at the Welcome Centre Leipzig or at the Migration Centres.

In addition, you can also learn German at one of Leipzig’s many language centres. You can choose between morning, afternoon, and evening courses for both integration courses (Integrationskurse) and language courses (Sprachkurse). Furthermore, there are more accessible, free-of-charge courses – an overview of which is provided at the Welcome Centre Leipzig or can be found on the Migration and Integration Department’s website: https://english.leipzig.de/youth-family-and-community/foreign-nationals-and-migrants/migrants-integration-and-intercultural-activities-in-leipzig/learning-german-in-leipzig/

Willkommenszentrum Leipzig – Referat für Migration und Integration
7. Finding a Job / Vocational Training / Enrolling in Studies

If you’re looking for work or for a training opportunity, a first step might be to contact the Federal Employment Agency (*Bundesagentur für Arbeit*) for some support. You can do this by going to their offices or by heading to their website: [https://jobboerse.arbeitsagentur.de/](https://jobboerse.arbeitsagentur.de/) In addition, it’s advisable to ask your acquaintances and friends. Often, job opportunities arise from a network of personal contacts.

**Bundesagentur für Arbeit**

**Agentur für Arbeit Leipzig**
Georg-Schumann-Straße 150
04159 Leipzig
Telephone: 0341 913 4444 * 0800 4 5555-00 (Employees) *
0800 4 5555-20 (Employers) *
Email: [www.arbeitsagentur.de/leipzig](http://www.arbeitsagentur.de/leipzig)

**Opening hours:**
Monday, Thursday, Friday: 8:00-12:00
Tuesday: 8:00-18:00

The Agentur für Arbeit continues to be available by phone and online. Appointments in person can be made for urgent cases.

If you want to study and are looking for some orientation, you can get some guidance by booking an appointment for a *Bildungsberatung* at the Garantiefonds Hochschule:

**Bildungsberatung Garantiefonds Hochschule**
Eisenbahnstr. 66, 5. Etage
04315 Leipzig
Telephone: 0341 5614524

**Appointments here:**
[www.bildungsberatung-gfh.de/anmeldung](http://www.bildungsberatung-gfh.de/anmeldung) or
jmz-reinsberger@naomi-leipzig.de

Furthermore, Leipzig’s universities offer guidance on the courses they offer. For more information about the universities we have in Leipzig, and the programmes available, visit [https://www.hochschulkompass.de/en/study-in-germany.html](https://www.hochschulkompass.de/en/study-in-germany.html)

8. Discovering Leipzig

Discover our city! Take a map and discover what Leipzig has to offer: Public parks and green spaces, lakes and rivers, museums, theatre, opera, town fairs…there’s something for everyone who’s new in town!

For more information on guidance programmes and opportunities to meet new people, geared towards migrants, and for information on events and other useful topics, visit the interactive online map Afeefa: [https://afeefa.de/leipzig](https://afeefa.de/leipzig)

9. Getting to Know New People

In Leipzig, there are a lot of opportunities for building up a social network and for making friends: For example, you could volunteer with an association, practice your religion in a religious community, join a sports club etc. More information on the wealth of cultural and social offers in Leipzig is provided at the Welcome Centre Leipzig.

Got Questions?

If you have further questions, or if you’d like some support, feel free to contact the following institutions:
**Department of Migration and Integration**
Otto-Schill-Straße 2 (1st Floor)
04109 Leipzig

Telephone: 0341 123-2691
Email: migration.integration@leipzig.de
Website: Migrants, integration and intercultural activities in Leipzig - Stadt Leipzig

**Willkommenszentrum Leipzig** (Welcome Centre Leipzig)
Otto-Schill-Straße 2
04109 Leipzig

Telephone: 0341 1232677 or 0341 1232676
Email: willkommenszentrum@leipzig.de
Website: www.leipzig.de/willkommenszentrum/
Facebook: https://www.facebook.com/willkommenszentrum

- These **Migrant Advisory Services** advise migrants from the age of 27:
  - **Caritasverband Leipzig e.V.**
    www.caritas-leipzig.de/hilfeundberatung/migrationundintegration/migrationsberatung/migrationsberatung

- **Deutsches Rotes Kreuz**: 
  www.drk-leipzig.de/angebote/beratungszentrum/migrationsberatung.html

- **Deutsches Rotes Kreuz – Akademischer Kreisverband**: 
  www.drk-akademischer-kv-leipzig.de/angebote/existenzsichernde-hilfe/migration-und-integration.html

- **Mosaik Leipzig – Kompetenzzentrum für transkulturelle Dialoge e.V.**
  www.mosaik-leipzig.de/migrationsberatung/

- **Verband binationaler Familien und Partnerschaften**
  http://www.binational-leipzig.de/index.php/english.html

- These **Youth Migration Services** advise newcomers under the age of 27:
  - **Internationaler Bund e.V.**
    www.internationaler-bund.de/unsere-services/soziale-arbeit/jugendmigrationsdienste

  - **Naomi e.V.**
    www.naomi-leipzig.de/jmd/jmd-leipzig.html

The contact information for these advice centres can be found at www.leipzig.de/migrationsberatung/.

**Have a great start in Leipzig!**
Your **Welcome Centre Leipzig**
Further Information about Life in Germany

| **Tax Identification Number**  
**(Steueridentifikationsnummer)** | After having moved to Germany and registered at the Bürgerbüro (Anmeldung), you will receive a tax identification number (Steueridentifikationsnummer or Steuer-ID). This number will be sent to you in a letter from the Federal Central Tax Office (Bundeszentralamt für Steuern). Please don’t lose this number. You will need it, for example, to register at a workplace or for the tax declaration. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opening a Bank Account</strong></td>
<td>If you’re a resident in Germany, you can open a bank account for daily use, a current account (Girokonto). For this, you can choose between direct banks (they don’t have branches and are only available online) and multi-branch banks. Some current accounts are free-of-charge, some require you to pay a monthly fee. Please make sure to check which documents you need to present.</td>
</tr>
<tr>
<td><strong>Credit Card</strong></td>
<td>At many banks, you can apply for a credit card (in most cases against a fee) in addition to your regular debit card. A credit card comes in handy for shopping online, booking flights, etc.</td>
</tr>
</tbody>
</table>
| **Operating Costs**  
**(Heat, Water)** | When you rent an apartment, you will have to pay not only the basic rent per square metre, but also for operating costs (Betriebskosten). This refers to the maintenance and management costs for the building and the piece of land it sits on, as well as to the costs for heating and warm water which are calculated on a yearly basis and depend on the actual amount consumed. |
| **Electricity** | When it comes to electricity consumption, you’ll be billed separately by your electricity provider. The costs depend on the actual amount consumed in your household. You can choose freely from a range of different providers. |
| For more information and support regarding this topic, get in touch with the Verbraucherzentrale Sachsen [https://www.verbraucherzentrale-sachsen.de/beratungsstellen/leipzig](https://www.verbraucherzentrale-sachsen.de/beratungsstellen/leipzig) or the coordination centre for energy consultation (Koordinierungsstelle für die Energieberatung) [http://www.mosaik-leipzig.de/keb/](http://www.mosaik-leipzig.de/keb/). Please note that support from the Verbraucherzentrale is not free-of-charge. Under certain circumstances, you may be exempt from paying. |
| **Insurance** | A private liability insurance (Haftpflichtversicherung) and a home insurance (Hausratversicherung) are some of the most important insurances in Germany. The liability insurance covers cases in which you accidentally harm others or damage third-party property. The costs incurred will be covered by the insurance. With the home insurance, furniture and objects of daily use in your household are insured against damage. The scope of benefits varies from insurance company to insurance company. For more information about insurance policies, visit [https://www.verbraucherzentrale.de/wissen/geld-versicherungen](https://www.verbraucherzentrale.de/wissen/geld-versicherungen). The Verbraucherzentrale also offers direct support (not free-of-charge, see above, under “electricity”). |
### Driving Licence

If you hold a driving licence from a country that’s not part of the European Union/the European Economic Area and you’re going to stay in Germany for more than 12 months, you will need to exchange your driving licence for a German driving licence within the first 6 months of your stay. For this, you need to contact the driving licence authority (Fahrerlaubnisbehörde).

**Visits in person are currently only possible once you've made an appointment online here:** [www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/aemtertermine-online/terminvereinbarung-fahrerlaubnisbehoerde/](www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/aemtertermine-online/terminvereinbarung-fahrerlaubnisbehoerde/).

**Drivers’ license authority**

Technisches Rathaus
Haus A
Prager Straße 118 – 136
04317 Leipzig
www.leipzig.de/fahrerlaubnis
fahrerlaubnis@leipzig.de

### Public Transport

Public Transport in Leipzig is mainly operated by the Leipziger Verkehrsbetriebe (LVB). For information about departure times of busses and trams, and season tickets, visit [https://www.l.de/verkehrsbetriebe/](https://www.l.de/verkehrsbetriebe/).

### Health

An overview of doctors, midwives and speech therapists in Leipzig with foreign language skills is provided at the Welcome Centre Leipzig [Welcome Centre Leipzig](www.leipzig.de/jugend-familie-und-soziales/auslaender-und-migranten/migration-und-integration/gesundheit-und-migration/) or can be found online at [www.leipzig.de/jugend-familie-und-soziales/auslaender-und-migranten/migration-und-integration/gesundheit-und-migration/](www.leipzig.de/jugend-familie-und-soziales/auslaender-und-migranten/migration-und-integration/gesundheit-und-migration/) (see the PDF document under downloads).

Another option for finding doctors with foreign language skills is to search the website of the Kassenärztliche Vereinigung Sachsen: [https://asu.kvs-sachsen.de/arztsuche/](https://asu.kvs-sachsen.de/arztsuche/) (under “Zusatzangaben”).

### Volunteering / Participation

If you want to volunteer and are looking for a suitable association, get in touch with the Freiwilligenagentur Leipzig: [www.freiwilligen-agentur-leipzig.de/](www.freiwilligen-agentur-leipzig.de/). They place volunteers in associations and organisations looking for support.

### Migrant Advisory Board (Migrantenbeirat)

The Migrant Advisory Board (Migrantenbeirat) of the city of Leipzig provides an opportunity for more migrant political participation. The Migrant Advisory Board has an advisory function in the city council (Stadtrat) and can make proposals. For more information, visit [www.leipzig.de/migrantenbeirat](www.leipzig.de/migrantenbeirat).

### Lost Property Office (Fundbüro)

If you’ve lost your keys, your wallet or other personal objects, please contact the Lost Property Office (Fundbüro) of the city of Leipzig:
### Fundbüro
Technisches Rathaus
Prager Straße 118 – 136
04317 Leipzig
Telephone: 0341 123-8400
Email: fundbuero@leipzig.de
Website: www.leipzig.de/fundbuero

Inquiries about lost property can be made via telephone or email. Dropping off or picking up found items takes place by appointment.
Telephone hours:
Monday, Tuesday, Wednesday, Thursday: 13:00-15:00
Tuesday: 9:00-12:00
Friday: 8:00-12:00

### Dealing with Discrimination
Leipzig sees itself as a cosmopolitan and diverse city. If you do experience problems, for example, when looking for an apartment, at work, in a store or in an authority, you can get support and advice from the Saxony Anti-Discrimination Office Advice Centre.

#### Saxony Anti-Discrimination Office Advice Centre
Office
Seeburgstrasse 20
04103 Leipzig

Telephone
Antidiscrimination counseling: 0341 306 907 77

Telephone Leipzig office: 0341 30 39 492

E-mail: beratung@adb-sachsen.de
Website: www.adb-sachsen.de

At present, the best way to reach the counseling service is via the Saxony-wide telephone number 0341 306 907 77

Phone hours:
Monday to Friday, 9:00 - 13:00 and 14:00 - 16:00

### Insurances
The most important insurances in Germany are the liability insurance and the household insurance. Liability insurance protects you in the event that you accidentally cause damage to other people or other people’s property. The insurance pays for the costs of the damage incurred.

Household contents insurance covers furnishings and utensils in your own household in the event of damage. The scope of the individual insurance benefits varies.

For more information on insurance, visit https://www.verbraucherzentrale.de/wissen/geld-versicherungen.

You can also obtain advice directly from the consumer advice center (advice is chargeable, see item “Electricity”).
Published by:

Stadt Leipzig
Referat für Migration und Integration
Second edition

Editor:
Caroline Schilling / Katja Jähne

Translation:
Andrea Pagani Ábalos

Press date:
01.07.2021

V.i.S.d.P.: Manuela Andrich

This measure is co-financed by tax revenue based on budget decisions by the state government of Saxony.