



Albert Schweitzer Haus Wien
StudentInnenheim
Garnisongasse 14-16
1090 Wien

Brief Information on Registration Services

Registration Services, Wilhelm-Exner-Gasse 5, 1090 Wien

Opening hours:

Monday, Tuesday, Wednesday, Friday 8 a.m. - 15.30 p.m.
Thursday from 8 a.m. – 17.30 p.m.

Why do I have to register?

According to Austrian law you have to register with the authorities within three days before or after moving to a new address. The residence registration is connected with postal services and with several rights such as voting rights and parking stickers (Parkpickerl).

Which documents do I need to register?

- Completed application form (residence registration form) with signature from the studenthome management
- Birth certificate
- If you hold more than one citizenship you have to submit all documents proving your identity, place of birth, and nationality, i.e. basically travel documents.
- Foreign citizens have to submit a passport or asylum certificate (Asylausweis)

Where do I get a residence registration form (Meldezettel)?

- At every Registration Service Centre in the Vienna District Offices (Magistratisches Bezirksamt)
- As a free internet download
<http://www.wien.gv.at/verwaltung/meldeservice/pdf/meldezettel.pdf>

Residence Registration Certificate (Meldebestätigung)

- After the registration procedure you receive a residence registration certificate for free.
- You have to pay a fee if you need further certificates for your primary residence for yourself or for other persons for whose registration you are responsible (e.g. your child). In this case you just need to submit a photo ID (e.g. passport or driving licence).

Official Correction of the Residence Register

If you do not meet the obligation to register, the authority is entitled to conduct preliminary proceedings and register you officially. Inquiries by the authority on location and in your neighbourhood may be necessary.