



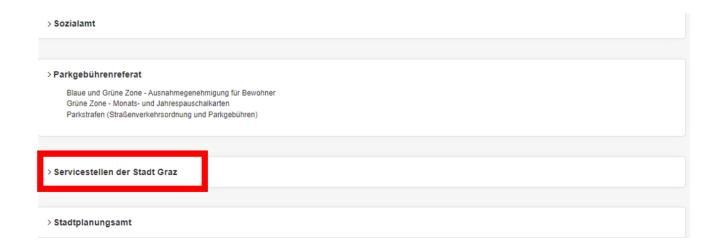
### Service points of the city of Graz

In order to hand in your registration (Meldezettel), you need to set up an appointment. This can be done <u>online</u> or via telephone 43 316 872-6666 (from Monday to Friday from 7.00 a.m. to 2.30 p.m.).

### How to set up an online appointment

**Step 1:** Go to the website of the city of Graz (German version only)

Step 2: Click on "> Servicestellen der Stadt Graz"







Step 3: Click on the first field at the top left with the heading "Wohnsitz- An-, Ab- und Ummeldung".



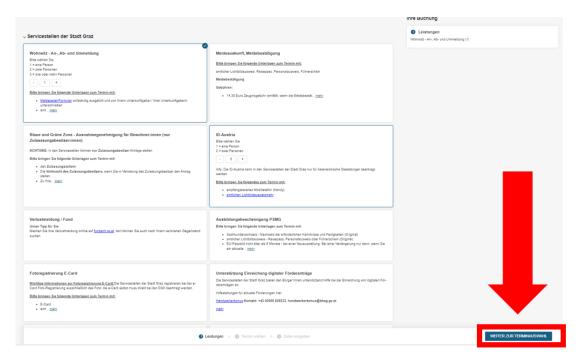
When clicking, the **number of persons** who want to register a new residence is automatically changed from "0" to "1".



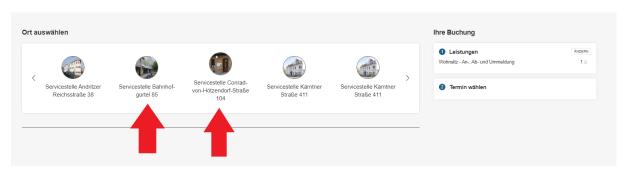




Step 4: A blue bar appears at the bottom of the window. Click on "WEITER ZUR TERMINVEREINBARUNG" to continue to the appointment section.



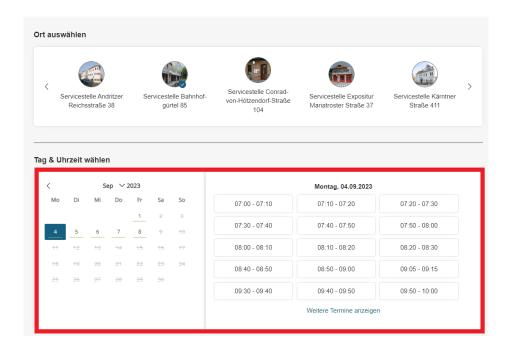
Step 5: Now select an office that is close to your home address (e.g. via Google Maps). We recommend the "Servicestelle Bahnhofgürtel", which is located directly at the station as well as the service point "Cornad-von-Hötzendorf-Straße", which is located near the old town.



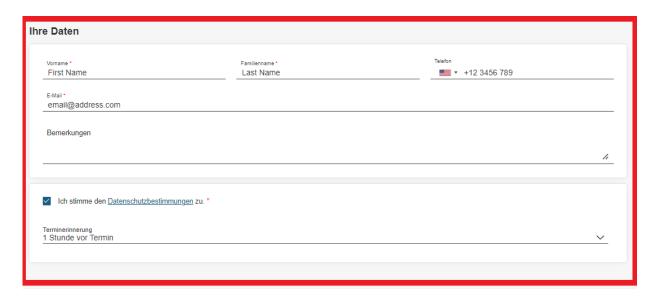




**Step 6:** Choose a date that suits you. You can only make an appointment a few days in advance.



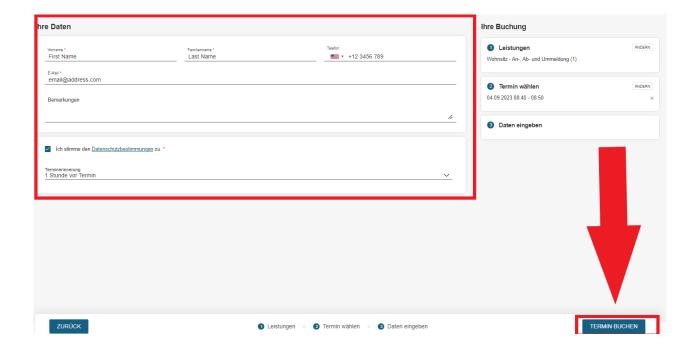
Step 7: Enter your data in the corresponding fields. Check that you agree with the privacy policy and indicate if and when you want to be reminded of the appointment (Keine = None, 1 Stunde vor Termin = 1 hour before appointment, etc.)







Last step: At the very bottom of the window you will find the button "TERMIN BUCHEN". Click on it to book your appointment.



Don't forget to bring your <u>completed registration form</u>, dully signed and your passport.

If you have any questions or need help, please contact us.