The Licence Fee of the Contribution Service
What is the Licence Fee?

The public broadcasting services in Germany offer a high-quality information and entertainment programme as well as independent reporting – on the radio, television and internet. This programming is made possible by the licence fee, which is currently 17.50 euros per month. As part of a contributory financing model, everyone is obligated in principle to pay this fee. For more information see:

https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html#the_licence_fee
1. Open Website

Open the website of the Contribution Service (only in German) under: https://www.rundfunkbeitrag.de/
2.1 Registering your Apartment

Click on „Wohnung anmelden“
2.2 Registering your Apartment

Fill in your personal data and scroll down.

Wohnung anmelden

Sie möchten sich erstmalig für den Rundfunkbeitrag anmelden? Nutzen Sie bitte dieses Online-Formular.

Falls Sie schon den Rundfunkbeitrag zahlen und umziehen werden, nutzen Sie bitte das Online-Formular, Daten ändern.
2.3.1 Registering your Apartment

Fill in your (dormitory) address (PLZ = postal code, Ort = City, Straße = street, Hausnummer = house number) and if available your room number in “Adresszusatz“. If you have not been registered with an apartment in Germany before, select “Nein“. Fill in your date of birth and your e-mail address. Then click on “Weiter“. You will find an example on the next slide.
2.3.2 Registering your Apartment: Example

Fill in your address from your rental agreement as shown with the following example address:

*Studierendenwohnanlage (SWH) Petrisberg, Behringstraße 16, 54296 Trier, die Wohneinheit II 102*
2.4 Registering your Apartment

Click “Nein“ for “Abweichende Adresse“ and select the date of your move-in date. Then click on “Weiter“.
2.5 Registering your Apartment

Select your preferred payment rhythm and method. We recommend you select as payment rhythm “gesetzlich in der Mitte eines Dreimonats-zeitraums (zum 15.)” (= statutory by the middle of a three-months cycle) and for method “durch Überweisung“ (by bank transfer). Click on “Weiter“.
2.6 Registering your Apartment

Check your personal data, information on your apartment and for payment and confirm these afterwards. Accept the information on data security once you have read them and insert the captcha. Click on “Anmelden”. 
3. Letter of Confirmation and Bills

Once you have successfully registered your apartment, you will receive a letter by the Contribution Service to your given address with the confirmation of your registration. On this letter, you will find your customer number. Please keep this number as you will need it to deregister your apartment before leaving Germany.

You will receive your bills every three months as a letter in your mail. Transfer the fee onto the account stated in the letter.
4. Question and Answers on the Licence Fee

Questions and answers on the licence fee can be found on the following sites:

- The licence fee (Rundfunkbeitrag) for students
- Informationen by the Deutsches Studentenwerk (German National Association for Student Affairs) on the licence fee
5.1 De-registering your Apartment

At the end of your stay you will have to de-register your apartment if you go back to your home country. Click on “Wohnung abmelden“. If you move within Germany, change your address under “Namen, Adresse, Zahlungsart ändern“.
5.2 De-registering your Apartment

If you move back to your home country, select “ich dauerhaft ins Ausland ziehe“.
5.3 De-registering your Apartment

Click on “Weiter“. Fill in your data for de-registration (1), confirm these (3) and upload corresponding proof (lease contract) (4). To de-register, you will need your customer number which you find on the letter of confirmation of registration and on your licence fee bills.