



Formalities concerning residence permits

- [Application form Berlin](#)
- Certificate of proof of residence (*Anmeldung/ Meldebestätigung*), to be obtained upon registration with the Citizens' Service Office (original + copy)
- Passport + copy of the personal information page of the passport
- Visa + copy of your visa
- 1 [biometric](#) passport picture ((35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background))
- Lease for your accommodation (original + copy)
- Certificate of Study + invitation letter by your supervisor (if applicable)
- Employment contract OR Hosting Agreement (original + copy)
Please note: if you have an employment contract it is important to always send a copy of the new residence permit to your employer's HR - otherwise your employment contract will become void!
- Proof of adequate financial resources (employment contract / hosting agreement / confirmation from your stipend-giver, *Finanzierungsnachweis*) (original + copy + simple German translation)
- Proof of a valid health insurance policy (*Krankenversicherungsnachweis*) (original + copy)
- For spouses: marriage certificate (original + copy)
- For *school* children: evidence of enrolment issued by the German school
- Fee (60-110€)

Please arrange an appointment before going to the Immigration Office.

Immigration Office in Berlin

Researchers, students and their relatives

Keplerstr. 2

10589 Berlin

Phone +49.30.90269 0

[Please arrange an appointment in advance](#) *or send your application documents via the [contact form](#)*

Mon-Tue: 7am-2pm

Wed: by appointment only

Thu: 10am-6pm