

Immigration Office Potsdam/ Migrationsamt Potsdam

Formalities concerning SETTLEMENT PERMITS (Niederlassungserlaubnis, §§9, 18c)

- [Application form](#)

- Certificate of proof of residence (*Anmeldung/ Meldebestätigung*), to be obtained upon registration with the Citizens' Service Office (simple copy)

- Passport + copy of the personal information page of the passport

- 1 digital [biometric](#) passport picture: from a certified photo studio or drugstore that can grant German authorities temporary access to the photo (QR code) or taken by a Speedcapture terminal (€ 6) max. 7 days before the appointment at the immigration office → Speedcapture photos will be uploaded automatically to the immigration office's data system; Speedcapture terminals are available at the Immigration Office as well as at: Bürgerservice Potsdam | Yorckstr. 22 and Edisonallee 11 | Mon 10:00-18:00, Tue-Thu 8:00-18:00, Fri 8:00-14:00, Sat 8:00-12:00

- Residence permit (original + copy)

- Foreign university degrees (if possible originals + copy), printout of [anabin](#) equivalence statement*

- Employment contract (original + copy)

- [Confirmation by your employer](#) (*Arbeitsbescheinigung*) (not older than two weeks) (original + copy)

- Copies of your previous 12 monthly salary slips

- Information on your contributions to the German Pension Insurance (DRV) (*Rentenversicherungsverlauf*); to be requested directly from the [local DRV office](#):
 - for holders of a residence permit for research or employment (§§ 18b, par. 1 or 18d) with a German university degree: proof of payments for 24 months and knowledge of German on B1 level ([CEFR](#))
 - for holders of a residence permit for research or employment (§§ 18b, par. 1 or 18d) with a foreign university degree: proof of payments for 36 months and knowledge of German on B1 level ([CEFR](#))
 - for Blue Card EU holders (§18b, par.2): proof of payments for 27 months and A1 knowledge of German OR proof of payments for 21 months and knowledge of German on B1 level ([CEFR](#))
 - for holders of a residence permit for study (§ 16b): proof of payments for 60 months and knowledge of German on B1 level ([CEFR](#)); 50% of the residence period as student is taken into account

- Proof of German language skills, if applicable

- Proof of a valid health insurance policy for the whole period of your stay, not older than 3 month (*Krankenversicherungsnachweis*); (copy) a copy of your insurance chip card is not sufficient

- Rental contract for your accommodation (original + copy)

- [Bestätigung des Hauseigentümers](#) (translation aid → [Proof of accommodation](#)) (simple copy)
Please note: This is a different form than the "Wohnungsgeberbestätigung" that you needed to register at the city hall

- For spouses: marriage certificate (original + copy) and [Erklärung Zusatzblatt gem §§...](#) to be filled twice, one for each spouse (translation aid → [declaration of common residence](#))

For *school* children: evidence of enrolment issued by the German school

Fee (€ 113,00)

You need to bring the original documents / hard copies to your appointment.

Please do not staple your documents

** Select the country in which you graduated (= Länderauswahl öffnen), search for your university, click on  and print the content of the newly opened window.*

Contact

Migrationsamt Potsdam | Immigration Office
Helene-Lange-Str. 6/7 | 14469 Potsdam
mia@rathaus.potsdam.de | 0331-289-1113

Office Hours

Mon & Fri 9:00-12:00
Tue 9:00-12:00 & 13:00-18:00
Thu 9:00-12:00 & 13:00-16:00

Phone Hours Mon-Fri 9:00-12:00

Welcome Center Potsdam

Service Center "Am Neuen Palais": University of Potsdam, Am Neuen Palais 10, Bldg. 8, Room 1.11, 14469 Potsdam | Phone +49 331 977-1382 / -153052 | welcome-center@uni-potsdam.de
Service Center „Telegrafenberg“: Telegrafenberg, Bldg. A34, Room 207, 14473 Potsdam | Phone +49 331 6264-2326 / -2322 | welcome@gfz.de