

Immigration Office Potsdam/ Ausländerbehörde

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 [biometric](#) passport picture *made in Germany* (35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background); *biometric passport pictures made in a foreign country are not sufficient*

- Residence permit (original + copy)

- Foreign university degrees (if possible originals + copy)

- 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 48 months and knowledge of German on B1 level ([CEFR](#))
 - for Blue Card EU holders (§18b, par.2): proof of payments for 33 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 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)

*** Please do not staple your documents since the immigration office has to scan each page ***

Please arrange an appointment before going to the Foreigners' Office

Immigration Office in Potsdam

Helene-Lange-Str. 6/7, 14469 Potsdam

Phone +49.331.289-1113

Auslaenderbehoerde@Rathaus.potsdam.de

Mon, Fri: 9.00-12.00

Tue: 9.00-18.00

Wed: by appointment only

Thu: 9.00-16.00

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 | welcoming-center@uni-potsdam.de
 Service Center „Telegrafenberg“: Telegrafenberg, Bldg. A34, Room 207, 14473 Potsdam | Phone +49 331 288-2326 | welcoming@gfz-potsdam.de