

FORMALITIES CONCERNING RESIDENCE PERMITS – CORONA EDITION

- [Application form Potsdam](#) (or [prolongation form Potsdam](#))

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

- Copies of the personal information page of the passport and of all pages with entry stamps

- Copy of your visa

- Rental contract for your accommodation (simple 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*

- Certificate of Study + invitation letter by your supervisor (if applicable; simple copy)

- Employment contract and/or Hosting Agreement (simple copy)
Please note: When 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 if not only the salary scale but the gross salary is stated/ hosting agreement/ latest 3 monthly salary slips/ confirmation from your stipend-giver, *Finanzierungsnachweis*) (simple copy)

- 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

- 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 (simple copy)

- 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;
in Potsdam e.g. at: <https://foto-wohler.de/>, <https://www.dm.de/store/> (city center), <https://www.passbilder.net/> (central station) – to be submitted during your personal appointment; please do NOT send it beforehand

- Fee (€ 60-110, in cash or by German bank card) – to be paid during your personal appointment; please do NOT send any money beforehand

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

TO BE SENT BY POST TO:

Ausländerbehörde / Immigration Office
Friedrich-Ebert-Str. 79/81
14469 Potsdam

OR BY E-MAIL TO:

auslaenderbehoerde@rathaus.potsdam.de
Please cc us: welcome-center@uni-potsdam.de
and welcome-center@gfz-potsdam.de

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