

## FORMALITIES CONCERNING RESIDENCE PERMITS

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

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

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

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- Copy of your visa (if applicable)

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- Rental contract for your accommodation (simple copy)

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- [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*

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

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- 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!*

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- 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)

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- 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

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

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- For school children: evidence of enrolment issued by the German school (simple copy)

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- 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

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

**You need to bring the original documents/ hard copies to your appointment. Please do not staple them.**

### Contact

Ausländerbehörde Potsdam | Immigration Office  
Helene-Lange-Str. 6/7  
14469 Potsdam  
[auslaenderbehoerde@rathaus.potsdam.de](mailto:auslaenderbehoerde@rathaus.potsdam.de)

### Office Hours

Mon, Wed, Fri	9:00-12:00
Tue	9:00-18:00
Thu	9:00-16:00