

# Immigration Office Potsdam / Ausländerbehörde

## FORMALITIES CONCERNING EU BLUE CARD (§18g)

- [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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- Copy of the personal information page of the passport

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- Copy of your visa

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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* – to be submitted during your personal appointment; please do NOT send it beforehand

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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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- Employment contract valid for the desired period of the Blue Card (simple 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!*

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- [Declaration of Employment](#) (Erklärung zum Beschäftigungsverhältnis) to be filled by your employer's HR; not older than 2 weeks on the day of your appointment at the foreigners' office (simple copy)

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- Latest 3 salary slips/ statements (if written on both sides simple copies of the front and back side)

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- Foreign university degrees (simple copies), printout of [anabin](#) equivalence statement\*

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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 (simple 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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- 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 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

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

### 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](mailto:welcome-center@uni-potsdam.de)  
Service Center „Telegrafenberg“: Telegrafenberg, Bldg. A34, Room 207, 14473 Potsdam | Phone +49 331 6264-2326 / -2322 | [welcome@gfz-potsdam.de](mailto:welcome@gfz-potsdam.de)