

# Immigration Office Potsdam / Migrationsamt

## 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 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

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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

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- ☐ [Arbeitsbescheinigung](#), to be filled by your employer's HR; must not be older than 2 weeks on the day of your appointment at the immigration 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 months (*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 (93-100€, in cash or by German bank card) – to be paid during your personal appointment

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**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.