

## Formalities concerning EU BLUE CARD (§18b.2)

- [Application form Potsdam](#) (or [prolongation form Potsdam](#))
- Certificate of proof of residence (*Anmeldung/ Meldebestätigung*), to be obtained upon registration with the Citizens' Service Office (original + copy)
- Passport + copy of the personal information page of the passport
- Visa + copy of your visa
- 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*
- Lease 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*
- Employment contract (original + 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!*
- [Declaration of Employment](#) (Erklärung zum Beschäftigungsverhältnis) both to be filled by your employer's HR; not older than 2 weeks on the day of your appointment at the foreigners' office (original + copy)
- Latest 3 salary slips/ statements (if written on both sides simple copies of the front and back side)
- Foreign university degrees (if possible originals + 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
- Fee (60-110€, in cash or by German bank card)

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

### Please arrange an appointment before going to the Immigration Office

#### Immigration Office in Potsdam

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

Phone +49.331.289-1113

[Auslaenderbehoerde@Rathaus.potsdam.de](mailto:Auslaenderbehoerde@Rathaus.potsdam.de)

Mon, Fri: 9.00-12.00

Tue: 9.00-18.00

Wed: by appointment only

Thu: 9.00-16.00

### Information on the electronic residence permit (eAT): [BAMF](#)

#### 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 | [welcome-center@uni-potsdam.de](mailto:welcome-center@uni-potsdam.de)  
Service Center „Telegrafenberg“: Telegrafenberg, Bldg. A34, Room 207, 14473 Potsdam | Phone +49 331 288-2326 | [welcome@gfz-potsdam.de](mailto:welcome@gfz-potsdam.de)

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