

Checkliste

Employment

The following documents are required for the application:

- completed application form*
- national pass
- Proof of continuous sufficient health insurance coverage
With a statutory health insurance: Current insurance confirmation
In the case of private health insurance: confirmation of Annex 6 or 7 by the health insurance*
- Rental agreement with details of the current rental costs and the size of the apartment
- Employment contract (for first application or change of employer)
- Last 3 salary slips (for extension)
- Current confirmation of employment as proof of continued work relationship
- Workplace and job description / "Angaben zum Betrieb und zur Beschäftigung", to be completed and stamped by the employer (at first application or when changing employer)*
- Proof of qualification (at first application) in original with legalisation / apostille and translation by officially accredited translator
- Current biometric photograph (no copies)**

To apply for a residence permit, please contact the Foreigners' Office of the Hamburg District Offices responsible for your place of residence. Alternatively, you can make an appointment at the Hamburg Welcome Center if your anticipated income exceeds the minimum stated in section 2, paragraph 2, sentence 1 of the Employment Regulation (currently 40,560 Euro).

To determine the responsible district office, proceed as follows:

1. Call up the Hamburg Administration Guide (Behördenfinder): www.hamburg.de/behoerdenfinder
2. In the ""Suchbegriff"" field, enter the term ""Ausländerangelegenheiten "" and select ""Suchen""
3. Enter the registration address in Hamburg (street and house number)
4. Select the red button "Weiter"

The Hamburg Administration Guide will show you the relevant department's contact details and opening hours.

For the application in the Hamburg Welcome Center, please make an appointment via e-mail: info@welcome.hamburg.de.

*See Form

** Not applicable at the Hamburg Welcome Center or at the immigration offices of the districts Hamburg-Mitte, Altona and Hamburg-Nord: You can take the photo at a station for a fee of 6 Euro. Please plan enough time prior your appointment.

Please do not staple or clip documents. Additional documents may be requested. The application is subject to a fee.