

Checklist

Employment

To apply for a residence permit, please contact the **Hamburg Welcome Center** or the **Foreigners' Office of the Hamburg District Offices** responsible for your place of residence.

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

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.

The **following documents** are required for the application:

- completed application form *
- national pass
- biometric picture
- confirmation of continuous health insurance coverage
 - if you have a *private health* insurance: Confirmation of Annex 6 or 7 by the health insurance company*
- rental agreement
- confirmation of the landlord ("*Wohnungsgeberbestätigung*" – for the first application after moving into the new apartment)*
- confirmation of address registration ("*Meldebestätigung*" – for the first application after moving into the new apartment)
- employment contract
- last 3 salary slips
- confirmation of employment
- workplace and job description ("*Angaben zum Betrieb und zur Beschäftigung*" - for the first application or employer change)*
- original proof of qualification (for the first application) with [apostille/ legalization](#)

* *see attachment*

Additional documents may be required.

Fees are charged for the application.