

Documents required for a residence permit

- ✓ Proof of registration (Anmeldebestätigung) – it is not necessary to bring the copy, but it is important that you already have done the registration before getting your residence permit
- ✓ 1-2 biometric passport photographs (available in every photo shop)
- ✓ Copy of rental contract (Mietvertrag)

- ✓ Proof of health insurance (Nachweis zur Krankenversicherung)
- ✓ Letter from the Department of Human Resources or work contract (Arbeitsvertrag oder Schreiben vom Arbeitgeber)

- ✓ For PhD-students: proof of enrolment at University (Immatrikulationsbescheinigung), if already existing
- ✓ Letter of authority: I have prepared letters that authorise me to bring all your documents to the Foreigner's Registration Office (Ausländerbehörde) on your behalf. You can sign it in my office when you bring the documents over.

- ✓ Copy of passport and visa

- ✓ Completed questionnaire (see pdf-download) I need the data for filling out the application form for the residence permit. Please answer the questions and e-mail me the completed questionnaire (barbara.timmel@ufz.de). You can check and sign the complete application form later on in my office

- ✓ Marriage certificate (Heiratsurkunde): only in the case your partner wants to apply for a residence permit in Germany as well

- ✓ Birth certificate (Geburtsurkunde): only in the case your children are in Germany during your stay