

# Checklist

## Settlement Permit (Employees)

The settlement permit is an unlimited residence permit and entitles the holder to pursue any gainful employment.

### Guidance on meeting the requirements (Section 9 (2) Residence Act):

1. you have been in possession of a valid residence permit for at least five years (previous periods of training and study are credited at half)
2. you have acquired entitlements to benefits for sufficient old-age provision: At least 60 months of compulsory or voluntary contributions to the statutory pension insurance or comparable benefits
3. you have sufficient knowledge of German (B 1)
4. You have basic knowledge of the legal and social order in Germany
5. you meet the requirements for the extension of your current residence permit

### The following deviating prerequisites apply (not conclusive):

- A. Professionals with recognised training and researchers (§§ 18a, 18b or 18d AufenthG):
  - more than 48 months of qualified employment and sufficient knowledge of German (B 1)
- B. Blue card holder (§18 c Abs. 2 AufenthG)
  - Over 33 months of qualified employment and basic knowledge of German (A 1).or-
  - At least 21 months of qualified employment and sufficient knowledge of German (B1)
- C. Graduates of German universities or domestic vocational training programs (§18 c para. 1 p. 2 AufenthG):
  - at least 24 months of qualified employment
  - in the case of German-language training/studies, proof of German language skills is not required.

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### Required documentation for the application:

- Completed and signed application form\*
- National passport
- Sufficient pension provision:
  - pension information or pension statement from the Deutsche Rentenversicherung or
  - proof of entitlement to comparable benefits from another insurance or pension institution
- German language skills
  - language certificate from a certified language course provider (telc, Goethe Institut, ECL, ÖSD)
  - certificates from an integration course (if available)
- Knowledge of the legal and social order
  - Successful completion of the test "Living in Germany" (not applicable if you have attended a secondary school in Germany)
- Proof of continuous adequate health insurance coverage for all family members:
  - in case of a statutory health insurance: current insurance certificate
  - in case of private health insurance: confirmation of Annex 5 by the health insurance company\*

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- Rental contract stating the current rental costs and the size of the apartment
- Current confirmation of employment as proof of continued work relationship \*
- Proof of income:
  - last three Certificate of Earnings
  - as a Blue Card holder: proof of income for the last 21 or 33 months is required
- German university degree (if applicable)
- Current biometric photo (no copies)\*\*

### Information for the application:

To apply for a residence permit, please contact the Immigration Office of the Hamburg District Offices responsible for your place of residence. Alternatively, you can make an appointment at the Hamburg Welcome Center for Professionals if your expected income exceeds the value limit according to § 18 b Abs. 2 S. 2 Aufenthaltsgesetz (currently 43,992 euros).

To determine the responsible district office, proceed as follows:

1. Call up the Hamburg Administration Guide (Behördenfinder):  
[www.hamburg.de/behordenfinder](http://www.hamburg.de/behordenfinder)
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"

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

To have your application processed at the Hamburg Welcome Center for Professionals, please make an appointment via e-mail: [professionals@welcome.hamburg.de](mailto:professionals@welcome.hamburg.de).

Please do not staple or clip documents.

Additional documents may be requested. The application is subject to a fee. Payment only in cash or with EC card. Credit card payment is not possible.