

# Checkliste

## Adjustment Qualification

**For the application of a residence permit please submit the following documents:**

- Completed and signed application form\*
- National passport
- Proof of continuous sufficient health insurance coverage:
  - In case of a statutory health insurance: current insurance confirmation
  - In case of private health insurance: confirmation of Annex 6 or 7 by the health insurance company\*
- Deficit notice on the recognition of the foreign professional qualification (see [www.anerkennung-in-deutschland.de](http://www.anerkennung-in-deutschland.de))
- Certificate of participation in a qualification measure or registration for a knowledge test
- Continuing education plan (to be submitted by the employer), if mainly operational knowledge and experience are missing and are compensated for
- Proof of financing (947 euros per month) or submission of a declaration of commitment
- Proof of German language skills (level A2 or higher) based on a language certificate from a certified language course provider (telc, Goethe Institut, ÖSD), if available
- Job offer for subsequent employment in the recognised occupation, if available: Form "Erklärung zum Beschäftigungsverhältnis", to be completed and stamped by the employer
- Current biometric photograph (no copies)\*\*

\*See Form

\*\* You can have your photo taken at a booth on site for a fee of 6 euros.

Please allow 15 minutes prior to your appointment for this.

### Application Instructions:

To apply for a residence permit, please contact the Immigration Office of the Hamburg District Office responsible for your place of residence or the Hamburg Welcome Center for Professionals.

To determine the responsible district office, proceed as follows:

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

To have your request handled 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.