

# Checklist

## Adjustment Qualification

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

- Completed application form\*
- National passport
- 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\*
- Deficit notification regarding the recognition of foreign professional qualifications (see [www.erkennung-in-deutschland.de](http://www.erkennung-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 is compensated
- proof of financing (938 euros per month) or presentation of a letter 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 later 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 take the photo at a station for a fee of 6 Euro. Please plan enough time prior your appointment.

### Information for the application:

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

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.

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