

Checkliste

Apprenticeship

Please submit the following documents to apply for a residence permit:

- 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 the case of private health insurance: confirmation of Annex 6 or 7 by the health insurance company*
- Proof of financing (bank balance of 861 euros per month or monthly net income of 752 euros) or submission of a declaration of commitment
- Workplace and job description / "Erklärung zum Beschäftigungsverhältnis", to be completed and stamped by the employer (in case of first application or change of employer)*
- Training contract (if applying for the first time)
- Current training certificate (for extension)
- Proof of sufficient German language skills (B1) based on a language certificate from a certified language course provider (telc, Goethe Institut, ÖSD), if available
- 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 plan enough time prior to your appointment for this.

Application Instructions:

To apply for a residence permit, please contact the Immigration Office of the Hamburg District Offices 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
2. In the "Suchbegriff" field, enter the term "Ausländerangelegenheiten" and select "Suchen"
3. Enter your registered 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 application processed at the Hamburg Welcome Center for Professionals, please make an appointment via e-mail: 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.