

# Checklist

## Settlement Permit (Employed)

The settlement permit is an unlimited residence permit and entitles to carry out any gainful activity.

### Guidance for meeting the requirements (§ 9 Abs. 2 AufenthG):

1. you have held a valid residence permit for at least five years (half of previous training and study periods are taken into account)
2. you have acquired entitlement to benefits for adequate retirement provision: At least 60 months compulsory contributions or voluntary contributions to statutory pension insurance or comparable benefits
3. you have sufficient knowledge of German (B 1)
4. you meet the requirements for the extension of your current residence permit

### Differing conditions apply as follows (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 (B 1)

C. Graduates of German universities or apprenticeships (§18 c Abs. 1 S. 2 AufenthG):

- At least 24 months of skilled employment

- for German-language studies/ apprenticeships, the proof of German language skills is not required.

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

- completed application form\*
- passport
- Sufficient pension provision
  - Information on pensions or details on pensions from the Deutsche Rentenversicherung or
  - Proof of entitlement to comparable benefits from another insurance or pension institution
- German language skills
  - Language certificate of a certified language course provider (telc, Goethe Institut, ÖSD)
  - Certificates for integration course (if available)
- 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 5 by the health insurance\*
- Rental agreement with details of the current rental costs and the size of the apartment
- Current confirmation of employment as proof of continued work relationship
- Last 3 salary slips
- German university degree (if applicable)
- Current biometric photograph (no copies)\*\*

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### Information for the application:

To apply for a residence permit, please contact the Hamburg District Foreigners Office responsible for your place of residence or the Hamburg Welcome Center (HWC). You can apply at the HWC if your income exceeds 43,056 euros (value limit section 18 b paragraph 2 sentence 2 of the Residence Act).

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).

\*See Form

\*\* Not applicable at the Hamburg Welcome Center or at the immigration offices of the districts Hamburg-Mitte, Altona and Hamburg-Nord: You can take the photo at a station for a fee of 6 Euro. Please plan enough time prior your appointment.

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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.