

Checkliste

Intra-Corporate-Transfer (ICT)

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*
- Rental agreement with details of the current rental costs and the size of the apartment
- [Job description](#) completed by the host establishment*
- first 2 month and last 2 month salary slips (for extension)
- CV and proof of qualifications relating to previous activities and training (on first application)
- 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
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.

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.