

# Checkliste

## Intra-Corporate-Transfer (ICT)

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

- Completed and signed application form\*
- National passport
- Proof of continuous sufficient health insurance coverage:
  - o In the case of a statutory health insurance: current insurance confirmation
  - o 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\*
- Additional form B for the job description, completed by the host establishment
- Salary slips for the first 2 months and the last 2 months (for extension)
- CV and proof of qualifications relating to previous jobs and training (if first application)
- 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.

### Information for the application:

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/behordenfinder](http://www.hamburg.de/behordenfinder)
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 application processed 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.