

Checklist

Intra-Corporate-Transfer (ICT)

Application

Please use the [online service "Residence Permit Hamburg"](#) to apply for your residence permit.

The following documents are required for your application:

- 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 2 by the health insurance*
- Rental agreement with details of the current rental costs and the size of the apartment
- Additional form B for the job description, completed by the host establishment
- CV and proof of qualifications relating to previous jobs and training (if first application)
- Salary slips for the first 2 months and the last 2 months (for extension)
- Current biometric photograph (must only be presented at the appointment)**

*See Form on www.hamburg.com/welcome/forms/

** You can have your photo taken at a booth on site for a fee of 6 euros.

Please allow 15 minutes prior to your appointment for this.

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.