

<b>LEA, Keplerstr.</b> .....	2
<b>Address</b> .....	2
<b>Mailing address</b> .....	2
<b>Contact</b> .....	2
<b>Information on the address of this location</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Verkehrsanbindungen</b> .....	2
<b>Additional information</b> .....	3
<b>Payment options</b> .....	3
<b>Residence permit for study preparation</b> .....	4
<b>Prerequisites</b> .....	4
<b>Documents required</b> .....	4
<b>Forms</b> .....	5
<b>Fees</b> .....	5
<b>Legal basis</b> .....	5
<b>Average time to process request</b> .....	5
<b>More information</b> .....	6
<b>Hinweise zur Zuständigkeit</b> .....	6

# LEA, Keplerstr.

Landesamt für Einwanderung (LEA)

## Address

Keplerstraße 2  
10589 Berlin

## Mailing address

## Contact

Telephone: 90269-4000

Fax: -

Internet: <https://www.berlin.de/einwanderung/en>

Contact form: <https://www.berlin.de/einwanderung/en>

## Information on the address of this location

**The postal address differs from the address of the location.**

Therefore, please always send letters to:

Landesamt für Einwanderung, Friedrich-Krause-Ufer 24, 13353 Berlin.

## Barrier-free access



[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

## Opening hours

Monday: 7:00 a.m. to 2:00 p.m. (by appointment only)

Tuesday: 7:00 a.m. to 2:00 p.m. (by appointment only)

Wednesday: 8:00 a.m. to 2:00 p.m. (by appointment only )

Thursday: 9:00 a.m. to 5:00 p.m. (by appointment only )

Friday: 8:00 a.m. to 12:00 p.m. (by appointment only)

## Verkehrsanbindungen

### S-Bahn

0.5km [S+U Jungfernheide Bhf](#)

S41, S42

### U-Bahn

0.1km [U Mierendorffplatz](#)

U7

0.5km [S+U Jungfernheide Bhf](#)

U7

## Bus

0.1km [U Mierendorffplatz](#)

N7, M27

0.2km [Keplerstr.](#)

M27, N7

## Train

0.5km [S+U Jungfernheide Bhf](#)

RE4, RB21, RB10, RE8, RB14

## Additional information

- Fee payments are also possible by credit card (VISA, Mastercard) and contactless via smartwatch or smartphone.
- Photo booth available on the ground floor. Photos cost 5 euros. Please pay **cash** with coins or 5-euro notes (no change or card payments accepted at the photo booth).

## Payment options

girocard (with PIN)

# Residence permit for study preparation

A residence permit for the purpose of study preparation can be granted for maximum two years.

The purpose of study preparation includes:

- Intensive German language course (a minimum of 18 lesson-hours per week),
- study college,
- preparatory courses

A residence permit can not be issued for an intensive language course to learn a foreign language (e.g. English). This applies even if the desired course of studies is offered only in a foreign language.

## Prerequisites

- **University entrance certificate**  
(<https://anabin.kmk.org/anabin.html>)  
This can either be a German Abitur certificate or an international maturity certificate.
- **Main residence in Berlin**
- **A personal interview is required**  
An appointment is required.

## Documents required

- **Valid passport**
- **1 current biometric photo**  
([https://www.berlin.de/lab0/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](https://www.berlin.de/lab0/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf))  
35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background
- **Form "Antrag auf Erteilung eines Aufenthaltstitels" (Application for Issuance of a Residence Permit)**  
available in German, English, French, Italian, Greek, Turkish, Vietnamese, Spanish, Portuguese, Russian, Serbian and Bosnian
- **Proof of secure livelihood**  
The following are accepted as proof:
  - blocked account (Sperrkonto) at a German Bank with 11,208.00 euros (current amount in the year 2024) or
  - submission of a declaration of commitment by a third party on an official form or
  - scholarship or
  - notarized declaration from parents securing the livelihood for the duration of the studies with proof of the income of the parents in the last six months.
- **Health insurance**  
Proof of a secure livelihood must also include sufficient health insurance. Those with statutory health insurance are sufficiently insured. Those with private health insurance must consider the type and extent of their health insurance. For more information, please read the leaflet "Information for students on adequate health insurance".

- **Contract with a language school or approval for study college**
  - Additionally with an intensive language course: Certification of the language school over a booked language course of at least 3 months
- **Proof of main residence in Berlin**
  - Certificate of registration at the main residence or
  - lease and written confirmation of occupancy from the landlord

More on the topic in the section "More information".

## Forms

- **Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, English, French, Italian**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen1-antrag\\_engl\\_frz\\_ital-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen1-antrag_engl_frz_ital-112021.pdf))
- **Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, Greek, Turkish, Vietnamese**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen2-antrag\\_griech\\_tuerk\\_viet-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen2-antrag_griech_tuerk_viet-112021.pdf))
- **Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, Spanish, Portuguese, Russian**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen3-antrag\\_span\\_port\\_russ-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen3-antrag_span_port_russ-112021.pdf))
- **Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, Serbian, Bosnian**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen4\\_-antrag\\_serb\\_bos-112021\\_final.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen4_-antrag_serb_bos-112021_final.pdf))
- **Information for students on adequate health insurance**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/mdb-f400721-information\\_f\\_\\_r\\_studierende\\_zur\\_krankenversicherung\\_\\_\\_englisch.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f400721-information_f__r_studierende_zur_krankenversicherung___englisch.pdf))

## Fees

- 100.00 euros

Turkish citizens:

- From the age of 24 years: 37.00 euros
- Until the age of 24 years: 22.80 euros

## Legal basis

- **Aufenthaltsgesetz (AufenthG) § 16b Abs. 1**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0275](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0275))

## Average time to process request

Around 5–6 weeks

A personal visit four to six weeks before the existing temporary residence title expires is best. If possible you should book an appointment for this.

## More information

- **Certificate of registration at the main residence (Meldebestätigung)**  
(<https://service.berlin.de/dienstleistung/120686/>)
- **Example: confirmation of occupancy from the landlord**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohnerangelegenheiten/\\_assets/mdb-f402544-20161102\\_wohnungsgeberbestaetigung.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohnerangelegenheiten/_assets/mdb-f402544-20161102_wohnungsgeberbestaetigung.pdf))
- **Information from the German Federal Foreign Office on the blocked account (Sperrkonto)**  
(<https://www.auswaertiges-amt.de/en/sperrkonto/388600>)

## Hinweise zur Zuständigkeit

This service can only be taken advantage of in the Berlin Immigration Office (Landesamt für Einwanderung – LEA) at Keplerstrasse.