

## Residence permit for the purpose of studying

Issuance and extension of a residence permit for the purpose of studying

### Prerequisites

- University place  
You must be enrolled or have conditional approval for studying in order to be issued a residence permit.
- A personal interview is required  
The interview should, if possible, take place by appointment.
- Main residence in Berlin

### Documents required

- Valid passport
- 1 current biometric photo  
35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background  
  
*[http://www.berlin.de/labo/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](http://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf)*
- the form "Antrag auf Erteilung eines Aufenthaltstitels" (Application for Issuance of a Residence Permit)  
Only required for first-time application
- Proof of secure livelihood
  - For the initial issue: e.g. blocked account (Sperrkonto) at a German Bank with 8,640 euros / submission of a declaration of commitment by a third party on an official form / scholarship / 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
  - For the extension: bank statements of 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 on adequate health insurance".
- Certificate of enrolment or conditional approval for studying
- Proof of main residence in Berlin
  - \* Certificate of registration at the main residence \*or\*
  - \* lease and written confirmation of occupancy from the landlord

## Forms

- Information 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)
- the form ?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/mdb-f72301-labo\\_agen1\\_\\_antrag\\_engl\\_frz\\_ital\\_03\\_2017.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f72301-labo_agen1__antrag_engl_frz_ital_03_2017.pdf)
- the form ?Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit - in German, Greek, Turkish, Serbo-Croatian  
[https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/mdb-f72304-labo\\_agen2\\_\\_antrag\\_griech\\_tuerk\\_sk\\_03\\_2017.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f72304-labo_agen2__antrag_griech_tuerk_sk_03_2017.pdf)
- the form ?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/mdb-f72307-labo\\_agen3\\_\\_antrag\\_span\\_port\\_russ\\_03\\_2017.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f72307-labo_agen3__antrag_span_port_russ_03_2017.pdf)

## Fees

The following fees are assessed based on the actual technical effort when extending the residence permit.

- \* For the initial issuance: 56.00 to 100.00 euros
- \* For each extension: 49.00 to 96.00 euros
- \* For Turkish citizens: a maximum of 28.80 euros
- \* For scholarship holders: Free of charge (only on a scholarship from German public funds, a German foundation or a program financed by the EU)

## Legal basis

- section 16 para. 1 Aufenthaltsgesetz - AufenthG  
[http://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0231](http://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0231)

## Average time to process request

To ensure timely renewal of your current visa or residence permit an appointment should be made 4-6 weeks before the expiry date.

The residence permit will generally be issued as an adhesive label in your passport. Electronic residence permits can at the moment only be issued in exceptional circumstances.

## More information

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Certificate of registration at the main residence (Meldebestätigung)

<https://service.berlin.de/dienstleistung/120686/>

- Example: confirmation of occupancy from the landlord

[http://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohnerangelegenheiten/\\_assets/mdb-f402544-20161102\\_wohnungsgeberbestaetigung.pdf](http://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/einreiseundaufenthalt/02-lernen-und-arbeiten/sperrkonto-seite>

## Information on this location

### Foreigners Office (Ausländerbehörde)

#### Berlin, location Keplerstr.

##### Address

Keplerstraße 2  
10589 Berlin

##### Mailing address

Friedrich-Krause-Ufer 24  
13353 Berlin

##### Current information on this location

The following services are available at the location Keplerstraße.  
For all other services please visit our main service building at  
Friedrich-Krause-Ufer

##### Barrier-free access

This facility is fully accessible to wheelchairs.  
An elevator fully accessible to wheelchairs is available.  
A WC fully accessible to wheelchairs is available.

##### Opening hours

Monday: 07:00 a.m. - 02:00 p.m.  
Tuesday: 07:00 a.m. - 02:00 p.m.  
Wednesday: By appointment only  
Thursday: 10:00 a.m. - 06:00 p.m.  
Friday: closed

## **Changes in opening hours**

## **Public transportation**

U-Bahn U 7 (Mierendorffplatz)  
Bus M27 (Stop Keplerstraße)

## **Contact**

Telephone: 90269-4000

Fax: 90269-4099

Internet: <http://www.berlin.de/labo/willkommen-in-berlin/artikel.600679.en.php>

E-mail: <http://www.berlin.de/labo/willkommen-in-berlin/formular.695555.en.php>

## **Payment methods**

You can pay in cash or with a debit card (Girocard) (with PIN) at this location.

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