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LEA, Zum Business Immigration Service (BIS)

Landesamt für Einwanderung (LEA)

Address

Fasanenstraße 85
10623 Berlin

Mailing address

Contact

Telephone: (030) 90269-5900
Fax: (030) 9028-3468
Internet:
https://www.berlin.de/einwanderung/service/business-immigration-service/
Contact form:
https://www.berlin.de/einwanderung/service/business-immigration-service/

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)

Opening hours

Verkehrsanbindungen

S-Bahn

0.2km S+U Zoologischer Garten Bhf
S3, S5, S7, S9

U-Bahn

0.3km S+U Zoologischer Garten Bhf
U9, U2

Bus

0.2km S+U Zoologischer Garten/Jebensstr.
245, M45, 100, 200, N2, N9

0.2km Theater des Westens
M49, X34

0.2km Uhlandstr./Kantstr.

M49

0.3km Steinplatz

245, M45, N2

0.3km S+U Zoologischer Garten Bhf

109, 110, N10, X10, N7X, M49, N9, X34, 100, 200, N2, 204, 245, 249, M45, M46, N1, N26

0.3km Hertzallee

100, 109, 110, 200, 204, 245, 249, M45, M46, M49, N1, N2, N9, N10, N26, X10, X34

Train

0.3km S+U Zoologischer Garten Bhf

RE1, RE8, RB23, RE2, FEX, RE7

Payment options

Payment is not provided

Residence permit for the purpose of studying

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

Prerequisites

- **Study place**
  You must be enrolled or have conditional approval for studying in order to be issued a residence permit.
- **Personal appearance by appointment is required**
- **Main residence in Berlin**

Documents required

- **Form "Antrag auf Erteilung eines Aufenthaltstitels" (Application for Issuance of a Residence Permit)**
  Only required for first-time application
- **Valid passport**
- **1 current biometric photo**
  (https://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf)
  35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background
- **Proof of secure livelihood**
  - For the initial issue: e.g. blocked account (Sperrkonto) at a German Bank with 10,872.00 euros (current amount in the year 2024) / 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

  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/_assets/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/_assets/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/_assets/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/_assets/lea-agen4_-antrag_serb_bos-112021_final.pdf)
- **Leaflet "Information on adequate health insurance"**
(https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_assets/mdb-f400721-information_f__r_studierende_zur_krankenversicherung___englisch.pdf)

Fees

- For the first issuance: 100.00 euros
- For each extension: 93.00 euros

Turkish nationals (for first issuance as well as for extension)

- Up to the age of 24 years: 22.80 euros
- From the age of 24 years: 37.00 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

- **Aufenthaltsgesetz (AufenthG) § 16b Abs. 1**
(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

- **Bescheinigung über die Anmeldung einer Wohnung (Meldebestätigung) (Dienstleistung)**
(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)
- **Informationen zum Sperrkonto (Auswärtiges Amt)**
(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.