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Berlin Immigration Office, Friedrich-Krause-Ufer

Landesamt für Einwanderung (LEA)

Address

Friedrich-Krause-Ufer 24
13353 Berlin

Contact

Telephone: (030) 90269-4000

Fax: -

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

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

Barrier-free access



Elevators in the houses A and C

[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)

Transportation links

U-Bahn

0.6km [U Amrumer Str.](#)

U9

0.8km [S+U Westhafen](#)

U9

Bus

0.3km [Quitowstr.](#)

123, M27

0.3km [Perleberger Brücke](#)

123, 142, M27, N40

Additional information

- Payments are also possible by credit card (VISA, Mastercard) and contactless

via smartwatch or smartphone.

- Photo booth and copier (fees apply) are available in the cash desk area (Building A, 1st floor).

Payment options

Cash payment

girocard (with PIN)

Residence permit to start a job as an au pair

A residence permit for employment as an au pair can be issued for a maximum of one year.

A residence permit cannot be granted if you have already entered Germany with a national D visa valid for one year for employment as an au pair. You can apply if you are already residing in Germany for other reasons or are eligible to apply after visa-free entry.

An extension of the residence permit for this purpose is not possible. However, following a period as an au pair, a residence permit can be issued for other purposes, such as a language course or studies.

Note: If you only wish to report a change of host family, you cannot use this application. Please use the online application in the service “Residence title for employment - change of employer” (see “More information”).

Procedure:

1. Carry out the online application.

- Please have all the necessary documents ready for this in PDF format if possible. However, you can also still photograph and upload the documents during the application process using your smartphone or tablet. The following file formats are accepted: PDF, JPG, JPEG, and PNG. The total size of your files must not exceed 100 MB. A single file must be a maximum of 7 MB in size.
- Before you can send off the application, you need to pay the service fee.
- At the end you will receive a PDF document to confirm your application. This document will certify that your current residence title (national D visa or residence permit) remains valid in the federal territory beyond the previous validity date. (This does not apply if you hold a Schengen visa (C visa) for a short-term stay or if your current residence title has already expired on the day of application.)
- Please therefore make sure to save this document and print a copy if possible.

2. Once you have carried out the online application, we will check it and then contact you as soon as possible. Where necessary, we will request further documents.

3. If your application is considered to be successful, you will be given an appointment for an in-person interview. Please bring the originals of all the necessary documents with you to this appointment.

Prerequisites

- **Legal residence**
 - You are already residing in Germany with a residence permit or another residence title (e.g., a national D visa). Or, based on your nationality, you are entitled to apply for a residence permit after visa-free entry.
 - A residence permit cannot be issued if you have entered the country

with a national D visa that is valid for one year.

- **Age between 18 and 26 years**

You are of legal age at the time of application and have not yet turned 27.

- **Have a basic knowledge of the German language**

You must have basic knowledge of the German language. Basic knowledge of the German language corresponds to level A 1 of the Common European Framework of Reference for Languages (CEFR).

- **You have not yet worked as an au pair in Germany for a year**

- **German as a native language in the host family**

An au pair employment may be authorized if German is spoken as mother tongue in the host family .

Otherwise it is only possible when the employee does not come from the same country as the host parents.

- **Your host family lives in Berlin**

- **Approval of the Federal Employment Agency**

A residence permit for the purpose of employment as an au pair can only be granted if the Federal Employment Agency has approved it.

- **Adequate health insurance**

(https://www.berlin.de/einwanderung/_assets/merkblatt_zur_krankenversicherung_englisch.pdf)

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".

- **No indications of a threat to public safety or order**

- Fines alone can prevent the granting of a residence permit.
- An application for a residence permit may not be processed while investigation proceedings are ongoing.
- You pose no threat to the free democratic basic order or the security of the Federal Republic of Germany.
- You are not involved in acts of violence in pursuit of political or religious goals, do not publicly call for the use of violence and do not threaten to do so.

- **Current email address**

The Berlin Immigration Office will contact you via your current email address. Please also check your spam folder regularly.

- **For the online application: Consent to the electronic payment process**

The following methods of payment are available to you:

- Credit card (Visa, Mastercard)
- Paypal

Documents required

- **Application for a residence permit for employment as an au pair**

- only possible online
- You will receive a PDF document to confirm your application. This document will certify that your current residence title remains valid in the federal territory beyond the previous validity date. (This does not apply if you hold a Schengen visa (C visa) for a short-term stay or if

- your current residence title has already expired on the day you apply.)
- Please therefore make sure to save this document and print a copy if possible.
- **In the case of an application being filed by an authorised representative: power of attorney stating the subject matter of the procedure**
- **If you already have a residence permit or another German residence title for the Federal Republic of Germany: Copy of your residence title**
- **Passport copies (in color)**
Copies of the following pages of your passport are required:
 - Always: Data pages (with your photo and personal details)
 - If you have entered the country and are applying for a residence permit for the first time, additionally: Entry stamp and visa for entry or residence permit from another EU country in your passport (if applicable)
- **Form "Fragebogen Au-pair"**
To be filled out by the host family
- **Au pair contract with the host family**
- **Proof of German language skills**
Language certificate or language level certificate (Sprachstandszeugnis)
- **Proof of your health insurance**
 - If you have statutory health insurance: electronic health card (copy front and back) or a current confirmation from the health insurance company
 - In the case of private health insurance: certificate from the insurer regarding the scope and costs of the insurance in accordance with § 257 Para. 2a SGB V. Please point out to your insurer that you need the certificate for a residence permit as an au pair.

Forms

- **Au-pair-questionnaire for the host family**
(https://www.berlin.de/einwanderung/_assets/aupair-fragebogen_ba036245.pdf)

Fees

The fee must be paid before you send off the online application (by credit card or PayPal).

- 56.00 euros: for the issue of the residence permit as a sticker label
- 100.00 euros: for the initial issue of the residence permit as an electronic residence permit (eAT)
- 27.60 euros: for Turkish nationals up to the age of 24
- 46.00 euros: for Turkish nationals aged 24 and over
- 6.00 euros extra: for creating a digital passport photo at the self-service terminal on site

A refund is not possible in the event that the application is withdrawn if we have already begun to process the application (by examining the documents you sent or sending you an appointment).

Legal basis

- **Aufenthaltsgesetz (AufenthG) para. 19c sect. 1**
(https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0584)
- **Beschäftigungsverordnung (BeschV) § 12**
(https://www.gesetze-im-internet.de/englisch_beschv/englisch_beschv.html#p0077)

Average time to process request

- You will receive an appointment if your application is reviewed positively.
- A residence permit in the form of a sticker label can be issued directly on site during the appointment.
- If issued as an electronic residence permit (eAT), it takes 4 to 6 weeks before it can be collected.

More information

- **Leaflet by the Federal Employment Agency (Bundesagentur für Arbeit): Information for au-pairs and host families**
(https://www.berlin.de/einwanderung/_assets/au-pair-in-germany-en_ba030535.pdf)
- **Information and forms (Federal Employment Agency)**
(<https://www.arbeitsagentur.de/unternehmen/arbeitskraefte/au-pair>)
- **Common European Framework of Reference for Languages (CEFR)**
(<https://www.europaeischer-referenzrahmen.de/>)
- **Residence title for employment - change of employer (service)**
(<https://service.berlin.de/dienstleistung/326856/en/>)

Average time to process request

https://liste-antraege-bc01.bda.service.berlin.de/intelliform/forms/default/bda/LEA/Befristeter_Aufenthaltstitel_zur_Beschaeftigung/index?parameter=305267

Notes on responsibility

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