

Residence permit to start an internship

Issuance of a residence permit for purpose of starting an internship

Prerequisites

- Main residence in Berlin
- A personal interview is required
The interview should, if possible, take place by appointment.

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

https://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf
- Form "Antrag auf Erteilung eines Aufenthaltstitels" (filled out)
- Form "Erklärung zum Beschäftigungsverhältnis" (filled out)
- Internship contract
- Proof of a secure livelihood
Proof of a secure livelihood must be provided if it is an unpaid internship.
- 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".
- Proof of main residence in Berlin
 - * Certificate of registration at the main residence or
 - * lease and written confirmation of occupancy from the landlordMore 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/mdb-f72301-labo_agen1__antrag_engl_frz_ital_03_2017.pdf
- 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/_assets/mdb-f72304-labo_agen2__antrag_griech_tuerk_sk_03_2017.pdf
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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/mdb-f72307-labo_agen3__antrag_span_port_russ_03_2017.pdf

- Leaflet "Health insurance"

https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_assets/mdb-f131960-labo_4326_merkblatt_krankenversicherungsschutz_05.13__engl._.pdf

- Erklärung zum Beschäftigungsverhältnis (job description)

https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_assets/mdb-f50329-stellenbeschreibung_2017.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

- section 19c para. 1 Aufenthaltsgesetz - AufenthG

https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0518

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

Responsible authorities

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

PDF downloaded on 19.09.2021