

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/lab0/_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 authority

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

Information on this location

LEA, Keplerstr.

Address

Keplerstraße 2
10589 Berlin

Mailing address

Friedrich-Krause-Ufer 24
13353 Berlin

Current information on this location

Bitte beachten Sie die Informationen auf unserer Website zur Bedienung ab dem 31.05.2021.

Sonstige Hinweise zum Standort

Payments are also possible by credit card (VISA, Mastercard and Maestro).

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: By appointment only
Tuesday: By appointment only
Wednesday: By appointment only
Thursday: By appointment only
Friday: By appointment only

Changes in opening hours

To further contain the corona infection services will continue to take place in principle only by appointment.

Additional appointments are made available for urgent matters:

* For urgent cases the units B 1 and B 2 release daily short-term appointments online for Mondays and Tuesdays.

* Furthermore, from the 2nd of May 2021 every Wednesday in the afternoon hundreds of fast lane appointments for the following Thursday at Keplerstraße will be released.

Information for customers with an appointment

We ask for your understanding for the following hygiene precautions:

* Entering our service building is only permitted with masks of the standards KN95 / N95 or FFP2.

* We can't serve you if you are displaying symptoms of infection.

* Please note: Due to current COVID-19 restrictions, access to our office buildings is limited only to customers with personal appointments. We kindly ask you - if possible - to come without accompanying persons to the appointment.

Public transportation

U-Bahn U 7 (Mierendorffplatz)

Bus M27 (Stop Keplerstraße)

Contact

Telephone: 90269-4000

Fax: 90269-4099

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

E-mail: <https://www.berlin.de/einwanderung/ueber-uns/kontakt/>

Payment methods

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