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# 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**  
([https://www.berlin.de/labo/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](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
- **Form "Antrag auf Erteilung eines Aufenthaltstitels" (filled out)**
- **Form "Erklärung zum Beschäftigungsverhältnis" (filled out)**
- **Internship contract**
- **Proof of a secure livelihood**
- **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/lea-agen1-antrag\\_engl\\_frz\\_ital-112021.pdf](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](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](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/\\_as](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_as))

[sets/lea-agen4\\_-antrag\\_serb\\_bos-112021\\_final.pdf\)](#)

- **Leaflet "Health insurance"**

([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_assets/mdb-f131960-](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_assets/mdb-f131960-labo_4326_merkblatt_krankenversicherungsschutz_05.13__engl_.pdf)

[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\)](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

- **Aufenthaltsgesetz (AufenthG) § 19c Abs. 1**

([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0518](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](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, Zum Business Immigration Service (BIS)

### Address

Fasanenstraße 85  
10623 Berlin

### Mailing address

Friedrich-Krause-Ufer 24  
13353 Berlin

### 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/online-formulare-des-bis/>

## 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](#)

### Payment options

Payment is not provided.