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# LEA, Business Immigration Service (BIS)

Landesamt für Einwanderung (LEA)

## Address

Fasanenstraße 85  
10623 Berlin

## Mailing address

## Contact

Telephone: (030) 90269-4000

Fax: -

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 \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

## Opening hours

Monday: 08:00 - 12:00  
13:00 - 15:00  
(by appointment only)

Tuesday: 08:00 - 12:00  
13:00 - 15:00  
(by appointment only)

Wednesday: 08:00 - 12:00  
13:00 - 15:00  
(by appointment only)

Thursday: 08:00 - 12:00  
13:00 - 15:00  
(by appointment only)

## Changes in opening hours

Appointments outside opening hours by arrangement

## Transportation links

### 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, M49, 100, 200, N2, N9

0.2km [Theater des Westens](#)  
M49, X34

0.2km [Uhlandstr./Kantstr.](#)  
M49, X34

0.3km [Steinplatz](#)  
245, M45, N2

0.3km [S+U Zoologischer Garten Bhf](#)  
109, 110, N10, X10, N7X, M49, N9, X34, 100, 200, 204, 245, 249, M45, M46, N1, N2, N26

0.3km [Hertzsallee](#)  
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](#)  
RB23, RE2, RB21, FEX, RE7

## Additional information

Payments are also possible by credit card (VISA, Mastercard) and contactless via smartwatch or smartphone.

## Payment options

girocard (with PIN)

# Residence permit for qualified skilled workers with vocational training

A skilled worker with vocational training is issued a residence permit to carry out any qualified employment.

The residence permit is issued for up to four years. If the employment contract has a shorter term or if the approval of the Federal Employment Agency is limited to a shorter period, in an individual case the temporary residence permit will be issued for less than four years and extended.

## 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.
- **Note:** Do your spouse and child live with you in Berlin and need a residence permit? Then please do not submit a separate application. Simply enter your family members in the spaces provided in the online application. The Berlin Immigration Office will contact you regarding residence permits for your family members.

**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.
  - Applications for a residence permit extension can be submitted no earlier than four months before its expiration date.

- **Employment contract or specific job offer**  
There should already be an employment contract, or at least a draft.
- **Employment in Germany**  
An employment relationship in Germany must be established. In addition, the employer must have a place of business in Germany.
- **Approval of the Federal Employment Agency**  
As a rule, a temporary residence permit for the purpose of employment may only be granted if the Federal Employment Agency has agreed to this.
- **Occupation practice permit**  
If a permit is required for professional practice (e.g. doctors, engineers), the person in question must prove they hold that permit or that it has been promised before the temporary residence permit is issued.
- **Equivalence of qualification**  
For the skilled worker's temporary residence permit the person in question must hold a German professional qualification following training lasting at least two years or hold an equivalent foreign professional qualification.  
As a rule, a foreign professional qualification must be verified by a recognition body and its equivalence established.  
More information on this subject can be found in the "More information" section
- **An adequate retirement pension scheme (only if you are over 45 years of age)**  
For the issuance of the temporary residence permit as a qualified skilled worker, as a rule persons over the age of 45 must have an adequate retirement pension scheme.
  - The salary must correspond to at least 55 per cent of the annual calculation limit in the general pension insurance scheme. For the year 2026, this corresponds to a monthly gross income of at least 4,647.50 euros.
  - The salary may be lower if an adequate retirement pension scheme has already been secured from other public or private sources.
- **Adequate health insurance**  
([https://www.berlin.de/einwanderung/\\_assets/merkblatt\\_zur\\_krankenversicherung\\_englisch.pdf](https://www.berlin.de/einwanderung/_assets/merkblatt_zur_krankenversicherung_englisch.pdf))  
You have health insurance in Germany, either in the statutory health insurance system or a comparable private health insurance.  
Foreign health insurance is not sufficient. For more information, please read the leaflet.
- **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.
- **Main residence in Berlin**  
You live in Berlin. A second residence in Berlin is not sufficient.
- **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 a skilled worker**

- 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)

- **Your employment contract or job offer**

- **Proof of qualification as a qualified skilled worker with vocational training**

Supporting documents confirming

- completed German vocational training lasting a minimum of two years, or
- a foreign professional qualification recognised as being equivalent (recognition decision)

More on the topic in the section "More information"

- **Form "Erklärung zum Beschäftigungsverhältnis" (filled out and signed by your employer)**

- **Occupation practice permit**

Only if required (see 'Prerequisites')

- **Proof of your residence**

- Certificate of registration at the main residence (Melde-Bestätigung) or
- lease and written confirmation of occupancy from the landlord (Wohnungsgeber-Bestätigung)

- **Proof of the size and cost of the living space**

The floor space and the monthly rent or housing costs of your own property

(house or apartment) must be demonstrated as follows.

In the case of a rental property:

- Tenancy agreement (without house rules or other annexes) and
- Proof of the current monthly costs (rent with utility costs included – “Warmmiete”), e.g. bank statements

In the case of an owned property:

- extract from the land register, third section,
- costs of the home-owner charges and
- possible monthly loan costs for the property

- **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. V. Please point out to your insurer that you need the certificate for a residence permit for gainful employment.

- **For the extension of the residence permit: Proof of current employment**

- Employer confirmation of the duration of the ongoing employment relationship (not older than 14 days).
- Salary slips for the first two and last two months

## Forms

- **Erklärung zum Beschäftigungsverhältnis (job description)**

([https://www.berlin.de/einwanderung/\\_assets/stellenbeschreibung.pdf?ts=1752710435](https://www.berlin.de/einwanderung/_assets/stellenbeschreibung.pdf?ts=1752710435))

## Fees

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

- 56.00 euros: for the initial issue of the residence permit as a sticker label
- 49.00 euros: for the renewal 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)
- 93.00 euros: for the renewal of the residence permit as an electronic residence permit (eAT)
- 22.80 euros: for Turkish nationals up to the age of 24 for the initial issue / for renewal
- 37.00 euros: for Turkish nationals aged 24 and over for the initial issue / for renewal
- 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 for an in-person interview).

## Legal basis

- **Aufenthaltsgesetz (AufenthG) § 18**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0431](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0431))
- **Aufenthaltsgesetz (AufenthG) § 18a**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0444](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0444))

## 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

- **Recognition bodies (the federal government's information portal on the recognition of foreign professional qualifications)**  
(<https://www.anerkennung-in-deutschland.de/html/en/index.php>)
- **Certificate of registration at the main residence (Melde-Bestätigung)**  
([https://service.berlin.de/dienstleistung/120686/de\\_plain/](https://service.berlin.de/dienstleistung/120686/de_plain/))
- **Example: confirmation of occupancy from the landlord (Wohnungsgeber-Bestätigung)**  
([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))

## Average time to process request

[https://liste-antraege-bc01.bda.service.berlin.de/intelliform/forms/default/bda/LEA/Befristeter\\_Aufenthaltstitel\\_zur\\_Beschaeftigung/index?parameter=305304](https://liste-antraege-bc01.bda.service.berlin.de/intelliform/forms/default/bda/LEA/Befristeter_Aufenthaltstitel_zur_Beschaeftigung/index?parameter=305304)

## Notes on responsibility

This service can only be taken advantage of in the Berlin Immigration Office (Landesamt für Einwanderung – LEA) at Keplerstrasse 2.