

## Residence permit for qualified skilled workers with vocational training

Issuance or extension of a temporary residence permit for qualified skilled workers without an academic qualification who wish to engage in qualified employment for which they are qualified due to their vocational training.

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.

### Prerequisites

- Employment or concrete job offer  
There should already be an employment contract or at least a draft.
- 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. for nurses), 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 the 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. This currently corresponds to a monthly income of at least ?3,905.00 gross.  
\* The salary may be lower if an adequate retirement pension scheme has already been secured from other public or private sources.
- 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](https://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf)*
- Employment contract  
An employment relationship in Germany must be established. Business premises in Germany are required.
- Proof of qualification as a qualified skilled worker with academic education  
Supporting documents (original) 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)
- Form "Antrag auf Erteilung eines Aufenthaltstitels" (filled out)  
Only required for the first application.
- Occupation practice permit  
Only if required (see 'Prerequisites')
- Lease or proof of home ownership  
Original
- Rental cost / expenses for property  
Proof of the current rent (e.g. current account statement)
- Certificate of employment (Only in case of extension)  
Certificate from the employer regarding the duration of the unfinished employment not older than 14 days)
- Salary slips: If the residence permit is extended for further employment with the same employer  
Documents on the net earnings of the first 2 and the last 2 months
- Health insurance  
in the case of statutory health insurance:
  - \* electronic health card with photograph
  - \* current confirmation of the health insurance  
in the case of a private health insurance scheme:
  - \* proof that you have paid your contributions, for example through account statements
  - \* certificate issued by the insurer (The certificate must state the type, scope and duration of the insurance. Please inform your insurer that you need the certificate for a residence permit for employment.)

More on the topic in the section "More information"

- Proof of main residence in Berlin
  - \* Certificate of registration at the main residence \*or\*
  - \* lease and written confirmation of occupancy from the landlord

## Forms

- Erklärung zum Beschäftigungsverhältnis (job description)  
[https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/mdb-f50329-stellenbeschreibung\\_2017.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f50329-stellenbeschreibung_2017.pdf)
- 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/\\_asets/mdb-f72301-labo\\_agen1\\_\\_antrag\\_engl\\_frz\\_ital\\_03\\_2017.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/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/\\_asets/mdb-f72304-labo\\_agen2\\_\\_antrag\\_griech\\_tuerk\\_sk\\_03\\_2017.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f72304-labo_agen2__antrag_griech_tuerk_sk_03_2017.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/\\_asets/mdb-f72307-labo\\_agen3\\_\\_antrag\\_span\\_port\\_russ\\_03\\_2017.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f72307-labo_agen3__antrag_span_port_russ_03_2017.pdf)
- Leaflet "Health insurance"  
[https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/mdb-f131960-labo\\_4326\\_merkblatt\\_krankenversicherungsschutz\\_05.13\\_\\_engl.\\_.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f131960-labo_4326_merkblatt_krankenversicherungsschutz_05.13__engl._.pdf)

## Fees

- \* For the first issuance: 100.00 euros
  - \* For an extension by up to three months: 96.00 euros
  - \* For an extension by more than three months: 93.00 euros
- Turkish nationals (for first issuance as well as for extension)
- \* Up to the age of 24 years: 22.80 euros
  - \* From the age of 24 years: 37.00 euros

## Legal basis

- section 18 Aufenthaltsgesetz - AufenthG  
[https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0392](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0392)
- section 18a Aufenthaltsgesetz - AufenthG  
[https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0404](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0404)

## Average time to process request

A personal visit six to eight weeks before the existing temporary residence title expires is best. If possible you should book an appointment for this.

## More information

- Recognition bodies (the federal government's information portal on the recognition of foreign professional qualifications)  
*<https://www.erkennung-in-deutschland.de/html/en/index.php>*
- 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

## Current information on this location

In collaboration with IHK Berlin and Berlin Partner, our Business Immigration

Service (BIS) offers Berlin businesses an outstanding relocation service for foreign professionals and executives.

Through the BIS, Berlin businesses, foreign investors and start-ups, managers, highly skilled professionals and their families can quickly and easily clarify any residency issues and can be put in touch directly with the person responsible for dealing with them.

Please note:

The service is only available to registered customers and after arranging an appointment with us. Therefore we are unfortunately not able to help walk-in customers without an appointment. You can find more information about the service of the Business Immigration Service on our website.

## **Barrier-free access**

This facility is wheelchair accessible.  
Handicapped parking space available.  
A wheelchair-accessible elevator is available.  
A wheelchair-accessible WC is available.

## **Public transportation**

S-Bahn S5, S7, S75 (Zoologischer Garten)  
U-Bahn U 2 and U 9 (Zoologischer Garten)  
Bus M45, M46, M49, X9, X10, X34, 100, 109, 110, 200, 204, 245, 249  
Bahn RE1, RE2, RE7, RB14, RB21, RB22 (Zoologischer Garten)

## **Contact**

Telephone: (030) 90269-5900  
Fax: (030) 9028-3468  
Internet:  
<https://www.berlin.de/einwanderung/service/business-immigration-service/>  
E-mail:  
<https://www.berlin.de/einwanderung/service/business-immigration-service/online-formulare-des-bis/>

## **Payment methods**

Payment cannot be made at this location.