

<b>LEA, Keplerstr.</b> .....	2
<b>Address</b> .....	2
<b>Mailing address</b> .....	2
<b>Contact</b> .....	2
<b>Information on the address of this location</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Transportation links</b> .....	2
<b>Additional information</b> .....	3
<b>Payment options</b> .....	3
<b>Residence permit to seek for a job following a stay in Germany</b> .....	4
<b>Prerequisites</b> .....	5
<b>Documents required</b> .....	5
<b>Fees</b> .....	7
<b>Legal basis</b> .....	7
<b>Average time to process request</b> .....	7
<b>More information</b> .....	7
<b>Average time to process request</b> .....	7
<b>Notes on responsibility</b> .....	7

# LEA, Keplerstr.

Landesamt für Einwanderung (LEA)

## Address

Keplerstraße 2  
10589 Berlin

## Mailing address

## Contact

Telephone: 90269-4000

Fax: -

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

Contact form: <https://www.berlin.de/einwanderung/en>

## 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: 7:00 a.m. to 2:00 p.m. (by appointment only)

Tuesday: 7:00 a.m. to 2:00 p.m. (by appointment only)

Wednesday: 8:00 a.m. to 2:00 p.m. (by appointment only )

Thursday: 9:00 a.m. to 5:00 p.m. (by appointment only )

Friday: 8:00 a.m. to 12:00 p.m. (by appointment only)

## Transportation links

### S-Bahn

0.5km [S+U Jungfernheide Bhf](#)

S46, S41

### U-Bahn

0.1km [U Mierendorffplatz](#)

U7

0.5km [S+U Jungfernheide Bhf](#)

U7

## Bus

0.1km [U Mierendorffplatz](#)

N7, M27

0.2km [Keplerstr.](#)

M27, N7

## Train

0.5km [S+U Jungfernheide Bhf](#)

RE4, RE2, RB21, RB10, RE8

## Additional information

- Gebühren-Zahlungen sind auch mit Kreditkarte (VISA, Mastercard) und kontaktlos per Smartwatch oder Smartphone möglich.
- Fotoautomat (kostenpflichtig) im Erdgeschoss vorhanden.

## Payment options

girocard (with PIN)

# Residence permit to seek for a job following a stay in Germany

After completing study, training, professional recognition or research activity in Germany, a residence permit is issued upon application to search for gainful employment (employment or self-employment).

The residence permit is intended for the following cases:

- after successfully completing a degree with a residence permit according to § 16b or § 16c Residence Act,
- after completion of the research activity with a residence permit according to § 18d or § 18f Residence Act,
- after successful completion of a qualified vocational training with a residence permit according to Section 16a of the Residence Act,
- after the establishment of the equivalence of the professional qualification or the issuance of a professional practice permit in German territory with a temporary residence permit under Article 16d of the German Residence Act
- after successful completion of an assistant or helper training in a state-recognized or similarly regulated training profession in the health and care sector.

The residence permit is usually issued for 18 months and entitles the holder to take up any gainful employment.

An extension of the residence permit for more than 18 months for the purpose of further job search is not possible. A new residence permit can only be issued for a different purpose of stay.

## **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 permit remains valid in the federal territory beyond the previous validity date. (This does not apply if your current residence permit 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. Please bring the originals of all the necessary documents with you to this appointment.

## Prerequisites

- **You have a valid residence permit**
- **You have successfully completed your training, the recognition of a foreign professional qualification or research activity in Germany**
- **Your livelihood is secured**
- **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 to seek for a job following a stay in Germany**
  - 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 your current residence permit 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**
- **Copy of your current residence permit**
- **Passport copies (in color)**  
Copies of the data pages (with your photo and personal details) of your passport are required.
- **If you have studied in Germany: degree**  
Degree certificate, testimony or certificate from your higher education institution on the successful completion of your studies
- **If you have completed your research activities in Germany: Documents on the terminated employment**
- **If you have successfully completed a qualified vocational training in Germany: Training certificate**
- **After a stay in Germany for the recognition of your foreign professional qualification**
  - Decision of the competent body on successful recognition or
  - Occupation practice permit or
  - Granting of permission to use the professional title
- **If you have successfully completed an assistant or helper training course in a state-recognized or similarly regulated training occupation in the health and care sector in Germany: Training certificate**
- **Proof of your residence**  
for example by
  - 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 statementsIn 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 secure livelihood**  
for example, bank statements, declaration of commitment by third parties, scholarship
- **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.

## Fees

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

- 56.00 euros: for the issue of the residence permit as a sticker label
- 100.00 euros: for the issue of the residence permit as an electronic residence permit (eAT)
- 27.60 euros: for Turkish nationals up to the age of 24
- 46.00 euros: for Turkish nationals aged 24 and over
- 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) § 20**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0641](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0641))

## 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

- **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))
- **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/))

## Average time to process request

[https://liste-antraege-bc01.bda.service.berlin.de/intelliform/forms/default/bda/LEA/Befristeter\\_Aufenthaltstitel\\_zur\\_Beschaeftigung/index?parameter=324661](https://liste-antraege-bc01.bda.service.berlin.de/intelliform/forms/default/bda/LEA/Befristeter_Aufenthaltstitel_zur_Beschaeftigung/index?parameter=324661)

## Notes on responsibility

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