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# LEA, Zum Business Immigration Service (BIS)

Landesamt für Einwanderung (LEA)

## Address

Fasanenstraße 85  
10623 Berlin

## Mailing address

## 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/>

## 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

## Verkehrsanbindungen

### 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, 100, 200, N2, N9

0.2km [Theater des Westens](#)

M49, X34

0.2km [Uhlandstr./Kantstr.](#)

M49

0.3km [Steinplatz](#)

245, M45, N2

0.3km [S+U Zoologischer Garten Bhf](#)

109, 110, N10, X10, N7X, M49, N9, X34, 100, 200, N2, 204, 245, 249,  
M45, M46, N1, N26

0.3km [Hertzallee](#)

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](#)

RE1, RE8, FEX, RE7, RB23, RE2

## **Payment options**

Payment is not provided

# Residence permit to take part in a student exchange or to attend school

A temporary residence permit may be issued for school attendance or for participation in a pupil exchange.

As a rule, a temporary residence permit for school attendance is possible from the 9th class. For a pupil exchange, residence may also be enabled for lower class levels.

Attending school lessons does not entitle the student to a residence permit for this purpose.

## Prerequisites

- **Student exchange**

The temporary student exchange must have been agreed by a school exchange organisation, a non-governmental youth organisation, a German school or other public sector entity in cooperation with a school or public sector entity in the other country.

Privately or commercially organised pupil exchanges are also possible.

- **Type of school for a stay to attend school**

The school must be either

- a public or state-recognised school with an international orientation or
- a school which is not or is not predominantly financed from public funds and which prepares the pupils for international qualifications, qualifications of other states or state-recognised qualifications.

For all types of school a student body consisting of pupils of various nationalities must be ensured (exceptions may be considered for so-called embassy schools).

- **Consent of the parents**

Only if the foreign student is not yet of age

- **Main residence in Berlin**

- **Personal appearance by appointment is required**

In the case of those children who have not yet reached the age of 18, the application must be submitted by a supervisor who has been authorised to do so by the parents (host parents).

## Documents required

- **Form "Antrag auf Erteilung eines Aufenthaltstitels" (filled out)**

available in German, English, French, Italian, Greek, Turkish, Serbo-Croatian, Spanish, Portuguese and Russian

- **Valid passport or passport substitute**

- **1 current biometric photo**

([https://www.berlin.de/labof/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](https://www.berlin.de/labof/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf))

35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background

- **Certificate from school**

The certificate from the school must show the duration, the general conditions and any costs of the student exchange or school attendance.

- **Agreement or contract for the student exchange (original)**
- **Proof of secure livelihood**
  - Exchange students: written declaration by the host parents that accommodation, meals and pocket money will be provided.
  - School attendance without student exchange: blocked account at a German bank with a credit balance of 726.00 Euros for every month (e.g. 8,712.00 Euros for 12 months'school attendance) or submission of an undertaking by third parties on official notepaper or a declaration by the parents that support will be provided for the duration of the schooling (evidence of the parents' income and copies of passports are to be attached)
- **Health insurance**
  - Exchange students: travel health insurance will suffice. This must be valid for the entire time of the stay.
  - School attendance without student exchange: those persons holding statutory health insurance will have sufficient health insurance. Those students holding private health insurance must heed the nature and extent of their health insurance. (Please read the leaflet "Health insurance" for further information.)
- **School reports**

These are not required for exchange students.
- **Written declaration of consent of the parents**
  - Minors under 18 years: A written notarized statement of the persons entitled to care must be presented.
  - Minors under 16 years: In addition, parents must appoint a responsible adult caregiver.

## 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/\\_asets/lea-agen1-antrag\\_engl\\_frz\\_ital-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/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/\\_asets/lea-agen2-antrag\\_griech\\_tuerk\\_viet-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/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/\\_asets/lea-agen3-antrag\\_span\\_port\\_russ-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/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/\\_asets/lea-agen4\\_-antrag\\_serb\\_bos-112021\\_final.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen4_-antrag_serb_bos-112021_final.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

- Adults: 100.00 euros
- Minors: 50.00 euros
- Exchange student: free of charge

## Legal basis

- **Aufenthaltsgesetz (AufenthG) § 16f Abs. 1**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0346](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0346))

## Average time to process request

Around 5-6 weeks

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

## Hinweise zur Zuständigkeit

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