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# 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, S42

### 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 for school-based vocational training

Foreign trainees are generally granted a residence permit for school-based vocational training if the vocational training leads to a state-recognised vocational qualification.

This primarily opens up training courses at vocational schools and schools in the health-care sector in educational, health and social professions that are not regulated by the Vocational training Act or the Crafts Code.

The residence permit is generally granted for the entire duration of the training. It entitles the holder to work for a maximum of 20 hours per week (independent of the training). It does not permit work on a self-employed basis.

## Procedure

**1.** Carry out the online application „Application for a residence permit for training and further education purposes“.

- The application is possible at the earliest 4 months before the end of your current residence title.
- 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 not exceed 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).
- The following applies to nationals of the beneficiary countries under Section 41 of the Ordinance Governing Residence (see section “More information”): Did you arrive in Germany fewer than 91 days ago and are now applying for a residence permit for the first time? Then your residence in Germany is considered lawful until a decision is made on your application. This means that you can begin your school-based vocational training. However, you are not yet permitted to start work.
- 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 for them. 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 “Application for a residence permit for training and further education purposes”, 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

- **Training objective: state-recognized professional qualification**  
The vocational training must lead to a state-recognised or comparably regulated vocational qualification.  
The training course may not be aimed predominantly at nationals of a particular country.
- **Recognised educational institution**  
The school-based training can be completed at vocational schools, technical academies, technical grammar schools, technical schools, health-care schools, (part-time) vocational schools or private, state-recognised supplementary schools.
- **Secured livelihood**
  - Sufficient funds to secure your livelihood, including adequate health insurance coverage, are required. Sufficient funds are available if they correspond to the maximum BAföG funding rate.
  - For a stay for a school-based vocational training, a monthly amount of 959.00 euros must be available, i.e. 11,508.00 euros per year (current value for the year 2026).
  - If fees are incurred for the training, the minimum monthly amount increases accordingly.
- **Adequate health insurance**  
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.
- **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 training and further education purposes**
  - Only online and at the earliest 4 months before your current residence title expires
  - 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).

- The following applies to nationals of the beneficiary countries under Section 41 of the Ordinance Governing Residence (see section "More information"): Did you arrive in Germany fewer than 91 days ago and are now applying for a residence permit for the first time? Then your residence in Germany is considered lawful until a decision is made on your application. This means that you can begin your school-based vocational training. However, you are not yet permitted to start work.
- 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**

- **Passport copies (in color)**

Copies of the following pages of your passport are required:

- always: data pages (with your photo and personal data)
- if you have entered the country and are applying for a residence permit for the first time, also: entry stamp, as well as visa for entry or residence title for another EU Member state in your passport (if you have these)

- **If you already have a residence permit for school-base vocational training or another German residence title: a copy of your residence title**

- **Proof of health insurance in Germany**

- 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 school-based vocational training.

- **Proof of your residence in Berlin**

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

More on this topic in the section "More information"

- **Proof of livelihood**

- For the initial issue: e.g. blocked account (Sperrkonto) at a German Bank / submission of a declaration of commitment by a third party on an official form / scholarship / notarized declaration from parents securing the livelihood for the duration of the training with proof of the income of the parents in the last six months / employment contract for a part-time job
- For the extension: bank statements of the last six months, proof of other income

- **Proof of school-based vocational training**

- School contract or submission of a current admission decision within the meaning of the applicable Training and Examination Ordinance.
- This must indicate the vocational qualification pursued and the duration of the training.

## 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)
- 27.60 euros: for Turkish nationals up to the age of 24 for the initial issue / for renewal
- 46.00 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) § 16a Abs. 2**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0270](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0270))

## 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

- **Ordinance Governing Residence (Aufenthaltsverordnung) § 41 - Privileges for nationals of certain countries**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthv/englisch\\_aufenthv.html#p0371](https://www.gesetze-im-internet.de/englisch_aufenthv/englisch_aufenthv.html#p0371))
- **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))
- **Health insurance leaflet (Berlin Immigration Office)**  
([https://www.berlin.de/einwanderung/\\_assets/krankenversicherung-fuer-studi](https://www.berlin.de/einwanderung/_assets/krankenversicherung-fuer-studi))

[erende-englisch.pdf](#))

## **Average time to process request**

[https://liste-antraege-bc01.bda.service.berlin.de/intelliform/forms/default/bda/LEA/Aufenthaltserlaubnis\\_Ausbildung/index](https://liste-antraege-bc01.bda.service.berlin.de/intelliform/forms/default/bda/LEA/Aufenthaltserlaubnis_Ausbildung/index)

## **Notes on responsibility**

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