

<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 for research purposes</b> .....	4
<b>Prerequisites</b> .....	5
<b>Documents required</b> .....	6
<b>Forms</b> .....	7
<b>Fees</b> .....	7
<b>Legal basis</b> .....	8
<b>Average time to process request</b> .....	8
<b>More information</b> .....	8
<b>Average time to process request</b> .....	8
<b>Notes on responsibility</b> .....	8

# 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](#)

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

- Fee payments are also possible by credit card (VISA, Mastercard) and contactless via smartwatch or smartphone.
- Photo booth available on the ground floor. Photos cost 5 euros. Please pay **cash** with coins or 5-euro notes (no change or card payments accepted at the photo booth).

## Payment options

girocard (with PIN)

# Residence permit for research purposes

Directive (EU) 2016/801 states that a residence permit for the purpose of research will be granted if a valid hosting agreement or suitable contract is concluded with a research institution in the federal territory.

- The residence permit is usually granted for the period of the research project, but for not longer than 3 years.
- Residence permits are granted for 1 year respectively and then extended in the case of research institutions that are not recognised by the Federal Office for Migration and Refugees (BAMF) according to the Residence Act (AufenthG).

The residence permit also allows work as a teacher or in a self-employed capacity.

At the end of the research project, the residence permit is extended for 9 months. This enables the person to seek alternative gainful employment that reflects their qualifications.

## **For short residencies for research purposes lasting not longer than 1 year:**

- Do you hold a valid residence permit for research purposes from another EU Member State according to Directive (EU) 2016/801? Would you like to conduct research at a research institution in Germany that will not involve you **residing in the federal territory for longer than 180 days over a period of 360 days**? If so, you do not require a German residence permit for your short-term period of research.
- Do you hold a valid residence permit from another EU Member State according to Directive (EU) 2016/801 to work as a researcher, student, volunteer, au pair or intern? Would you like to conduct research at a research institution in Germany that will involve you **residing in the federal territory for longer than 180 days but not more than one year**? If so, you will be granted a residence permit as a mobile researcher.

(For more information about the terms and requirements for these two cases, refer to the section “More information”.)

## **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 at a research institution

Research institutions in the meaning of the Residence Act (AufenthG) are, in particular:

- research institutions that are recognised by the Federal Office for Migration and Refugees (BAMF);
- companies or private sector institutions collaborating on the research project with a public sector institution or that continue research that began at a public sector institution; or
- spin-offs from a public sector institution.

### • Hosting agreement (Aufnahmevereinbarung) or a suitable contract

You may submit either a hosting agreement or a suitable contract. The hosting agreement contains all required information that would otherwise be included in a suitable contract.

### • Declaration regarding assumption of costs

The research institution must in all cases agree in writing to accept the costs that public authorities incur for up to 6 months after the end of the hosting agreement or the contract. They include the costs of living for the foreign national during an unauthorised residence in an EU Member State, as well as for deportation.

A declaration of cost acceptance is not required for research institutions that

- are financed from public funds; or
- submitted a general declaration of cost acceptance to the Federal Office for Migration and Refugees (BAMF) during their recognition procedure.

- **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 during the residence for research purposes**

- **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 research purposes**

- 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)

- **Hosting agreement (Aufnahmevereinbarung) or a suitable contract**

The hosting agreement must be completed in German and may also include an English version.

- **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)

- **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.

## Forms

- **Example: Hosting Agreement (Aufnahmevereinbarung)**

(<https://www.bamf.de/SharedDocs/Anlagen/EN/Forschung/Forschungseinrichtungen/08muster-aufnahmevereinbarung-deutsch-englisch.html?nn=282388>)

## 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).

## Legal basis

- **Aufenthaltsgesetz (AufenthG) § 18d**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0460](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0460))
- **Directive (EU) 2016/801**  
(<https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:32016L0801>)

## 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

- **Short-term mobility for researchers pursuant to section 18e of the Residence Act (Aufenthaltsgesetz)**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0474](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0474))
- **Temporary residence permit for mobile researchers according to § 18f Aufenthaltsgesetz**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0486](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0486))
- **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=328457](https://liste-antraege-bc01.bda.service.berlin.de/intelliform/forms/default/bda/LEA/Befristeter_Aufenthaltstitel_zur_Beschaeftigung/index?parameter=328457)

## Notes on responsibility

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