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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

### 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 in-company training and further education

For vocational training in the workplace or employment as part of in-company further education, a temporary residence permit will generally be issued if the German Federal Employment Agency has agreed to this.

The residence permit for in-company training does not require qualified vocational training. This means that it can also be granted for completion of an internship or traineeship.

The purpose of residence, in the case of qualified vocational training, also includes attending a preparatory German language course, in particular an occupation-related German language course, in accordance with the German Language Skills Support Regulation (Deutschsprachförderverordnung) for a maximum of six months.

In particular, the residence permit for workplace training is primarily considered for foreign doctors for

- training as a specialist doctor, lasting several years if the training complies with the training regulations of the federal state chambers of medicine, or
- other medical training within the framework of a government scholarship programme or further education within the framework of a training plan verified by the German Federal Employment Agency.

The residence permit is generally granted for the entire duration of the workplace training or further education plus the duration of any language course attended. It entitles the holder to work for a maximum of 20 hours per week (independent of the workplace training or further education). 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 already begin a language course. However, you are not yet permitted to start the desired training or further education or to 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

- **In the case of further education in the workplace: completed vocational training**

- at least two-years workplace or school-based vocational training,
- higher level school-based vocational training (for example after the Abitur secondary school leaving examination) or
- education at a polytechnic or university

- **Approval of the Federal Employment Agency**

As a rule, the approval of the German Federal Employment Agency (Bundesagentur für Arbeit - BA) is required for taking up workplace training or further education.

As part of the review of the application, the LEA submits a request for approval to the BA in an internal participation procedure.

- **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. A distinction is to be made here:

- For a stay involving workplace **training**, €959.00 per month, i.e. €11,508.00 per year (current value for 2026), must be available.
- For a stay involving workplace **further education**, €992.00 per month, i.e. €11,904.00 per year (current value for 2026), must be available.

- **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 the country 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 already begin a language course. However, you are not yet permitted to start the desired training or further education.
- 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 training and further education 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 in-company training and further education purposes.

- **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"

- **If your monthly income from the training or further education is below the maximum BAföG funding rate (see section "Requirements"), the following additional supporting documents are required:**

- 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 or further education 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 the planned in-company training or further education:**

For example, employment contract, training contract, scholarship

- **In the case of further education in the workplace: proof of qualification**

References concerning previous vocational training, for example university certificates or certificates concerning completed vocational training

- **Form "Erklärung zum Beschäftigungsverhältnis" (filled out and signed by your employer)**

## Forms

- **Erklärung zum Beschäftigungsverhältnis (job description)**

([https://www.berlin.de/einwanderung/\\_assets/stellenbeschreibung.pdf](https://www.berlin.de/einwanderung/_assets/stellenbeschreibung.pdf))

## 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)
- 22.80 euros: for Turkish nationals up to the age of 24 for the initial issue / for renewal
- 37.00 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).

In the case of a scholarship from German public funds, a German foundation or a programme financed with EU funds, the fee paid in the online application will generally be refunded after the application has been processed.

## Legal basis

- **Aufenthaltsgesetz (AufenthG) § 16a Abs. 1**  
([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

- **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))
- **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))
- **Health insurance leaflet (Berlin Immigration Office)**  
([https://www.berlin.de/einwanderung/\\_assets/krankenversicherung-fuer-studierende-englisch.pdf](https://www.berlin.de/einwanderung/_assets/krankenversicherung-fuer-studierende-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.