

BERLIN FAQ's Citizen Centre (Anmeldung) and the Immigration Office

(updated 17 May, 10:00 p.m.)

1) Registration (Anmeldung) at the Citizen Center:

Is UE Service Center – International Affairs still going to the Bürgeramt/Citizen Centre to do the “Anmeldung”?

We will be happy to help you with the registration process. There are special steps to hand over your documents:

1. Step: send all the documents for review to service.center@ue-germany.de in **PDF format** with the subject: **Registration at the Citizen Centre (Bürgeramt)** (use your UE email) – make sure all the information is clearly visible!
2. Step: Expert International Affairs checks your documents;
3. Step: if everything is complete, then you hand over the documents including your passport / ID to us in person on the appointment given;
4. Step: we hand over your document to the Citizen Centre;
5. Step: your passport will be available for a pick up the day after at UE Service Center (please see your appointment email for the pick-up time);
6. Step: pick up your Anmeldung / address registration (takes around 2 weeks).

* Unfortunately, this service is unavailable until the beginning of Winter Semester 21/22.

Can I do the registration (Anmeldung) on my own?

Yes, you can also do the process on your own. Please note, that the registration in Germany is mandatory. This process can only be done in person: you can book appointments via phone calling 030 115 or online through <https://service.berlin.de/dienstleistung/120686/>.

To avoid long travels, it is recommendable to go to the Citizen Centre that is located close to your house. However, you can book an appointment "berlinweit", meaning everywhere in Berlin.

We are aware that it might be hard to find an appointment at the moment but it is still possible. Please check the website regularly (especially in the morning) as the Citizen Centre adds more appointment slots all the time.

Which documents do I need for the registration?

- ORIGINAL passport / ID card
 - *when applying through UE Service Center provide original passport / ID card plus a copy*
- Filled out German Registration Form
 - *with a recognizable signature as on the identity document*
- ORIGINAL Wohnungsgeberbestätigung (landlord confirmation)
- Supplement to registration / declaration of main residence
 - *if you have several apartments and want to keep both*

I need registration (Anmeldung) for my visa/ residence permit extension but cannot get an appointment:

Please, try to make the registration by yourself or through UE Service Center. In case you are submitting visa/ residence permit documents earlier than the date of your appointment with the Citizen Centre, the Immigration Office will accept “Wohnungsgeberbestätigung” (landlord confirmation) together with your contract and an appointment confirmation from the Citizen Centre. You will still need to do the registration and submit the final Anmeldung to the Immigration Office.

Where do I find information about the current situation of the Citizen Centre?

<https://www.berlin.de/sen/inneres/presse/pressemitteilungen/2021/> (unfortunately, this website is only available in German).

2) Residence permit /visa extension at the Immigration Office:

Can UE Service Center – International Affairs help me with my visa/ residence permit extension documents?

Yes, we can hand over your documents to the Immigration Office for you.

Please note, that the Immigration Office has now switched to the **electronic residence permit - eAT** (card) instead of the sticker in your passport. For the eAT it is necessary to give your fingerprints to the Immigration Office. Therefore, the new procedure is as follows:

1. Step: send your complete documents for review to service.center@ue-germany.de in **PDF format** with the subject: **Application residence permit (use your UE email)** – make sure all the information is clearly visible!
2. Step: Expert International Affairs checks your documents;
3. Step: if everything is complete, then you hand over the documents to us in person on the appointment given;
4. Step: Expert International Affairs hands over your documents to the Immigration Office (LEA). LEA needs between 2-4 weeks to review your documents!
5. Step: then you receive an appointment to go to the Immigration Office (*emailed to you by UE Service Center – International Affairs*). **The appointment is not negotiable!** You have to do/ bring the following:
 - Submit your fingerprints;
 - Bring your ORIGINAL passport;
 - Bring your biometric photo (*fits [biometric standards](#), no more than 6 months old, never used before*);
 - Bring the amount of approximately 100€ as a payment for eAT. You will need to make the payment during your appointment.
6. Step: Immigration Office will now order your eAT. The “Bundesdruckerei” (Federal Printing Office) needs up to 6 weeks to issue your eAT and send it back to LEA!
7. Step: you will receive your eAT to your home address (*in Berlin, stated in your Anmeldung*). Receiving the eAT takes up to 2 weeks!

Thus, please note that the complete process may take up to 12 weeks in total. However, this is the worst-case scenario!

In case your current visa/ residence permit expires during this period, please do not worry. It keeps being valid until you receive your new eAT. During the waiting time, however, you cannot travel outside Germany!

Which documents do I need to prepare for the residence permit/visa extension?

- Colored copy of passport
- Colored copy of a page with an entrance to Germany stamp¹
- Colored copy of residence permit (or visa) + Zusatzblatt (information sheet) if available
- Filled out application form „Antrag auf Erteilung eines Aufenthaltstitels“¹
- Copy of your enrolment at the University of Europe for Applied Sciences (Immatrikulationsbescheinigung)²
- Letter of Admission (only if you are doing pre-master)
- Studienprognose (only if the Zusatzblatt states that it is necessary to provide it to get a residence permit or the time of your studies exceeds the regular program duration)³
- Proof of funding – different options:
 1. Blocked account, blocking at least:
 - a. Under 30 years old: 10 332 Euros (861 EUR per month for 12 months)⁴;
 - b. Over 30 years old: 10 788 Euros (899 EUR per month for 12 months).
 2. Verpflichtungserklärung (declaration of commitment) by your parents:
 - This can be done at the embassy/ consulate in the country of your parents.
 3. Notarized confirmation by your parent(s), that they will support your studies and
 - Copies of income(s)/ sometimes it helps to see the working contract(s);
 - Copy of passport(s).
 4. Bank statements (last 6 months) of German bank account (*only for extension!*).
 5. Other options: scholarships, statement of earnings.
- Copy of your health insurance (valid for the complete stay)⁵
- „Meldebestätigung“ / address registration
- Proof of payment of your tuition fees (minimum one semester)⁶

+ Documents to hand in at the Immigration Office (LEA):

- ORIGINAL passport
- One biometrical passport photo (with name and birth date on the back side)
- Submit your fingerprints

¹ Only if it is your first application in Berlin!

² Can be downloaded from Online Campus under My Documents (only using website, not an app).

³ Get this document from UE Service Center: service.center@ue-germany.de

⁴ If you blocked an account prior to 1 January 2021, then the old amount of 10,236 EUR will be accepted. If you blocked an account after 1 January 2021, it has to be 10,332 EUR as per new government requirements.

⁵ Mawista is no longer accepted if you are 1st or 2nd semester students. Does not apply to students over 30 y.o.

⁶ Get this document from our finance department: finance.office@gusgermany.de

How can I arrange an appointment at Berlin Immigration Office:

Please book an appointment online here:

<https://www.berlin.de/einwanderung/en/services/appointments/>.

Important: Book an appointment before your residence title expires or, if you entered without a visa (only possible for certain nationalities), before the end of your 90 days stay!

My residence title will expire before my appointment. Is that a problem?

- If your residence title was still valid on the date on which you booked your appointment, it will be considered as continuing in the federal territory until the scheduled date of your appointment.
- This means that you can continue to work or study until your appointment. You can present your booking confirmation to the authorities and employers as appropriate proof. However, you cannot travel outside Germany!

Important: this applies only on condition that you attend the appointment you have booked.

Can I still go to the Immigration Office in Berlin?

Berlin Immigration Office is open. However, owing to Covid-19 and for reasons of protection against infection until May 28, 2021 they serve customers by booked appointments only.

When you visit Immigration Office, please wear a medical mask as soon as you enter the service building (surgical masks or masks of the standards KN95/ N95 or FFP2). Simple mouth and nose covers will not be sufficient.

For the latest news and updates, you can check their FAQs here:

<https://www.berlin.de/einwanderung/aufenthalt/artikel.910213.en.php>.

I am a British national. Where can I find information about Brexit?

As a British national, you are now allowed to enter Germany for long-time purposes such as studying without a prior visa procedure. However, once you are here, you need to apply for a residence permit by either booking an appointment at the Immigration Office using the link provided above or by sending your documents to UE Service Center.

If you are already residing in Germany for some time or entered Germany before 31st December 2020, then you need to register with Immigration Office until 30th June 2021 at the latest. You can do so here: <https://www.berlin.de/einwanderung/en/residence/eu-eea-switzerland/artikel.878757.en.php>.

I entered Germany without a visa (only possible for certain nationalities), how do I apply for a residence permit?

You can apply the same way as students who have visa: through our UE Service Center or on your own by booking an appointment. Make sure you follow the options above before the expiration of your 90 days stay.

When can I extend a visa or a residence permit?

You can extend your visa (i.e. change a student visa to a student residence permit) any time after you enter Germany and before it expires. Although you can work with a visa, some of the employers prefer when a student already has a residence permit before they accept the job.

If you already have a residence permit, it can be extended no earlier than 8 weeks before it is scheduled to expire.

Due to Covid-19, I have a little more time to submit my Bachelor/ Master thesis, but my visa expires before I finish my degree. What should I do?

You need to apply for an extension. Application for under 6 month will receive a residence permit as a sticker in a passport, application for over 6 month will be given an eAT (card). The process is the same for both. But, if residence permit comes as a sticker, you only need to pay approximately 49€.

A Study Prognosis (if required by Zusatzblatt) or a letter from UE Service Center, stating that you are given more time due to Covid-19, should be submitted in addition.

I would like to go home to visit my family. My current visa/ residence permit has already expired and my new eAT is in the process of being printed. Can I get a temporary document for a travel?

Due to Covid-19 and the travel restrictions/ recommendations by the government, the Immigration Office (LEA) does not support “for fun travel plans” anymore. So, temporary documents are no longer issued. If you have applied for a residence permit, you receive a letter from LEA with an approximate date to expect your eAT to arrive.

I would like to go home to visit my family. My current visa/ residence permit is still valid and my new eAT is in the process of being printed. Can I travel abroad?

Once the eAT is submitted via post, it is marked in your student file at LEA. In case you travel and come back after the eAT was sent out, you might get problems when entering Germany even if your current visa/ residence permit is still valid. This depends on the officer at the airport!

Can I leave Germany if my visa has expired?

Yes, that is possible, but you will not be able to re-enter Germany! You will then need to apply for a new visa to enter Germany.

I have a visa for Germany, but cannot enter Germany right now, what should I do?

Please contact the embassy/ consulate that granted the visa (in your home country) to extend your visa for a longer period.

I live in Berlin, but am currently abroad and cannot travel to Germany at the moment due to the Coronavirus travel restrictions. My residence permit/ visa has however already expired or will expire shortly. What should I do?

- Please get in touch with the German embassy/ consulate in the region where you currently find yourself and apply there for a re-entry visa for your intended purpose. For this you will require your passport and your existing residence permit/ visa.
- You can also get in touch with our department B 4 by using this [form](#) or by email (b4@lea.berlin.de). If necessary, we will send the responsible diplomatic mission either a preliminary approval or a fictional certificate (Fiktionsbescheinigung). Please note that this only applies to departures by June 16, 2020.
- Since you are abroad, the responsibility for your matter lies with the German representations abroad (Section 71(2) Residency Act).

I live in Berlin, but am currently abroad and cannot travel to Germany at the moment due to the Coronavirus travel restrictions. I know that my residence permit / visa in principle lapses if I stay abroad continuously for longer than six months (Section 51 (1 No 7) Residency Act). What should I do?

- On 24th March 2020, Berlin Immigration Office issued a general decree, which was extended on 19th May 2020, on 25th August 2020, on 28th October 2020, on 18th February 2021 and on 21st April 2021. This stipulates that certain people will be granted an extended period of absence prior to re-entry without the need to undertake anything.
- **If you left Germany between 18.09.2019 and 17.03.2020 at the latest and have not yet returned to the federal territory, the 6-month period will be extended until 30.09.2021. This means that your temporary or permanent residence permit will not expire in these cases even if you stay abroad for more than 6 months.**
- Please bear in mind that this rule only applies if your residency permit does not expire between 18th March 2020 and 30th September 2021. The rule does not apply if your residency permit expired prior to 18th March 2020 owing to a stay outside the country in excess of six months.
- Otherwise, please get in touch with the German embassy/ consulate in the region where you currently find yourself and apply there for a re-entry visa for your intended purpose. For this you will require your passport and your existing residency permit.
- Since you are abroad, the responsibility for your matter lies with the German representations abroad (Section 71(2) Residency Act).

You can find a list of German representations abroad at the following link:

<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/deutsche-auslandsvertretungen>