

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

(updated 22 December 2021, 12:00 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](mailto: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).

\* This service is only available during the first three months after the beginning of semester.

#### **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 early 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](mailto: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!  
Please name your documents properly - #\_type (e.g. 1\_Pass or 1+2+3\_Pass+Visa+Stamp) – refer to the checklist
1. Step: Expert International Affairs checks your documents;
2. Step: if everything is complete, then you hand over the application form and your biometric photo (*fits [biometric standards](#), no more than 6 months old, never used before*) to us in person on the appointment given;
3. Step: Expert International Affairs hands over your documents to the Immigration Office (LEA). LEA needs between 2-4 weeks to review your documents!
4. 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 the amount of approximately 100€ as a payment for eAT. You will need to make the payment during your appointment.
5. 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!
6. 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.

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?

- 1\_Passport** – colored copy
- 2\_Residence Permit (or Visa)** – colored copy
- 2\_Zusatzblatt** (*information sheet*) if available – colored copy
- 3\_Stamp**<sup>1</sup> – colored copy of a page with an entrance to Germany stamp
- 4\_Form**<sup>1</sup> – filled out application form „Antrag auf Erteilung eines Aufenthaltstitels“
- 5\_Enrolment letter**<sup>2</sup> – copy of your enrolment at the University of Europe for Applied Sciences (Immatrikulationsbescheinigung)
- 5\_Letter of Admission** (*only if you are doing pre-master*)
- 5\_Studienprognose**<sup>3</sup> (*only if the Zusatzblatt states that it is necessary to provide one or the time of your studies exceeds the regular program duration*)
- 6\_Tuition payment confirmation**<sup>4</sup> – proof of payment of your tuition fees
- 7\_Proof of funding** – different options:
  - Blocked account, blocking at least:
    - a) Under 30 years old: 10 332 EUR (861 EUR per month for 12 months);
    - b) Over 30 years old: 10 788 EUR (899 EUR per month for 12 months).
  - Verpflichtungserklärung (declaration of commitment) by your parents:
    - This can be done at the embassy/ consulate in the country of your parents.
  - 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).
  - Bank statements (last 6 months) of German bank account (*only for extension!*).
  - Other options: scholarships, statement of earnings.
- 8\_Health Insurance**<sup>5</sup> (*valid for the complete stay*)
- 9\_Anmeldung** – address registration / „Meldebestätigung“
- 10\_Biometric Photo**<sup>6</sup> (*with name and birth date on the back side*)

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

- ORIGINAL passport
- Submit your fingerprints

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<sup>1</sup> Only if it is your first application in Berlin!

<sup>2</sup> Can be downloaded from Online Campus under My Documents tab (only using website, not a mobile app)

<sup>3</sup> Request from UE Service Center: [service.center@ue-germany.de](mailto:service.center@ue-germany.de) using subject line “Studienprognose”

<sup>4</sup> Request from UE Service Center: [service.center@ue-germany.de](mailto:service.center@ue-germany.de) using subject line “Tuition Payment Confirmation”

<sup>5</sup> If you have a private health insurance, please get a waiver from any of the statutory health insurance provider

<sup>6</sup> Fits [biometric standards](#), no more than 6 months old, never used before

## 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 they serve customers with pre-booked appointments only. In addition, every Wednesday afternoon hundreds of fast lane appointments for the following Thursday at Keplerstraße are released.

When you visit Immigration Office, please note, that you must wear a medical mask of the standards KN95/ N95 or FFP2 during your appointment and provide a 3-G proof (full vaccination, recovery confirmation or negative test result) at the entrance. Simple mouth and nose covers will not be sufficient. Self-tests are not accepted.

## 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.

**Additional information here:** <https://www.berlin.de/einwanderung/en/residence/brexit/>.

## 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 need 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 54€.

A Study Prognosis (Studienprognose), stating that you need more time to finish your degree, should be submitted in addition to other documents.

### **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 be asked about it when entering Germany even if your current visa/ residence permit is still valid. This depends on the officer at the airport! Please have a copy of the document given to you during your appointment at LEA with you while travelling.

### **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 enter while the residence permit is still valid. If this is not possible, get in touch with the German embassy or 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.
- 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. 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?**

- You are currently able to enter Germany. For information on your travel options, please contact your airline directly.
- If you do not re-enter the country within six months of leaving, or a longer period determined by the foreign nationals' office, your residence title will expire.
- **Please note:**  
The General Decree with which the deadline for re-entry was extended, will no longer apply after 30.09.2021. If you left Germany between 18.09.2019 and 17.03.2020 at the latest and have not returned to the federal territory until 30.09.2021, your temporary or permanent residence permit will expire.

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

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

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

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