

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

(updated 11 January, 14:00 p.m.)

1) Registration (Anmeldung) at the Citizen Center:

Is the UE International Office (IO) still going to the Bürgeramt/Citizen Centre to do the "Anmeldung"?

Yes, we can hand over the documents to the Citizen Centre for you. There are special steps to hand over your documents:

1. Step: send all the documents for review to international.office.berlin@ue-germany.de in PDF format using your UE email;
2. Step: after we have checked your documents, you will receive an email with an appointment to hand over your documents to us;
3. Step: hand over your documents plus your passport / ID card to the UE International Office;
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 International Office (please see your appointment email for the pick-up time) or Mon-Fri 10:00 to 14:00;
6. Step: pick up your Anmeldung / address registration (takes around 2 weeks).

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

Yes, it is possible and 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.

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 the International Office. 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 the "Wohnungsgeberbescheinigung" (landlord confirmation) together with your contract, and an appointment confirmation. You will still need to do the registration afterwards.

Which documents do I need for the registration?

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

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

<https://www.berlin.de/sen/inneres/presse/pressemitteilungen/2020/> (unfortunately, this website is only available in German).

I do have an appointment, should I do the registration?

If your appointment has not been cancelled, or there is no information on the website of the corresponding Citizen Centre closure, you can still go to your appointment. Please check the website before going to your appointment or call the Citizen Centre before going.

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

Can the UE International Office (IO) 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 international.office.berlin@ue-germany.de in PDF format using your UE email;
2. Step: the UE International Office checks your documents;
3. Step: if everything is complete, then you hand over the documents in person to the UE International Office on the appointment given;
4. Step: the UE International Office 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 International Office*). **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 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 Applied Sciences Europe (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 our examination office: examination.office.berlin@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

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 January 31, 2021 they serve customers by booked appointments only.

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 the UE International Office.

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>.

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.

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 International Office or on your own by booking an appointment. Make sure you follow the options above before the expiration of your 90 days stay.

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 ask for visa that is valid 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 and on 28th October 2020. 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 31.03.2021. 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 31st March 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.

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

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