



## Which documents must you present to the foreigners' registration office?



Reason for stay:	What you are applying for:	We require:
<p><b>Degree/Doctoral Programme German language course/ Studienkolleg</b></p>	<p>Issuing / extension of residence permit</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Passport and 1 biometric photo</li> <li>• Current certificate of enrolment</li> <li>• Current Transcript of Records (in the case of an extension)</li> <li>• Proof of financing of stay during 1st year</li> <li>• Certificate of health insurance (where applicable confirmation in accordance with § 11 para. 1 - 3 SGB V (German Social Security Code Part V))</li> <li>• Residential rental agreement</li> <li>• Fee: EUR 49 to 100</li> </ul>
<p><b>Seeking work after successful course of studies</b></p>	<p>Issuing / extension of residence permit</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Passport and 1 biometric photo</li> <li>• Evidence of successful completion of university degree / vocational qualification</li> <li>• Evidence of ability to finance stay (e.g. contract of employment, blocked account, letter of sponsorship)</li> <li>• Certificate of health insurance (confirmation in accordance with § 11 para. 1 - 3 SGB V (German Social Security Code Part V))</li> <li>• Residential rental agreement</li> <li>• Fee: EUR 49 to 100</li> </ul>
<p><b>Gainful employment/ dependent employment / EU Blue Card</b></p>	<p>Issuing / extension of residence permit/ EU Blue Card</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Passport and 1 biometric photo</li> <li>• Evidence of successful completion of university degree / vocational qualification</li> <li>• Proof of wage/salary for the last 3 months (in the case of an extension)</li> <li>• Contract of employment &amp; if applicable professional license</li> <li>• Health insurance certificate (certificate of membership)</li> <li>• Residential rental agreement</li> <li>• Fee: EUR 49 to 100</li> </ul>
<p><b>Self employment</b></p>	<p>Issuing / extension of residence permit</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Passport and 1 biometric photo</li> <li>• Proof of ability to finance stay (own resources or loan approval)</li> <li>• Concept, business idea, business registration/excerpt from the trade register,</li> <li>• Certificate of health insurance (where applicable with confirmation in accordance with § 11 para. 1 - 3 SGB V)</li> <li>• Residential rental agreement</li> <li>• If applicable, evidence of retirement pension (from age of 45)</li> </ul>

<p><b>ICT Card / mobile ICT Card</b></p>	<p>Issuing / extension of ICT Card/ mobile ICT Card</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Passport and 1 biometric photo</li> <li>• Proof of ability to finance stay</li> <li>• Contract of employment for the stay</li> <li>• Professional license</li> <li>• Certificate of health insurance (where applicable with confirmation in accordance with § 11 para. 1 - 3 SGB V)</li> <li>• Residential rental agreement</li> </ul>
<p><b>Family reunion with Germans</b></p>	<p>Issuing / extension of residence permit</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Passport and 1 biometric photo</li> <li>• Marriage certificate / birth certificate of children (if applicable declaration of concern)</li> <li>• Residential rental agreement</li> <li>• Evidence of linguistic competence (level A1), if applicable certificate of participation in integration course (in the case of an extension)</li> <li>• Visit of both spouses required</li> <li>• Fee: EUR 49 to 100 (if applicable decision from job centre / social security office)</li> </ul>
<p><b>Family reunion with third country nationals in accordance with §§ 29 et seq. AufenthG</b></p>	<p>Issuing / extension of residence permit</p>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Passport and 1 biometric photo</li> <li>• Spouse in possession of a valid residence / permanent settlement permit</li> <li>• Proof of linguistic competence (level A1), if applicable certificate of participation in integration course (in the case of an extension)</li> <li>• Marriage certificate / birth certificate of children / family register excerpt (translated)</li> <li>• Proof of ability to finance stay</li> <li>• Current children's certificate of school enrolment</li> <li>• Residential rental agreement</li> <li>• Current health insurance certificate</li> <li>• Visit of both spouses required</li> <li>• Fee: EUR 49 to 100 (if applicable decision from job centre / social security office)</li> </ul>
<p><b>Humanitarian stay in accordance with §§ 22 et seq. AufenthG (excluding § 25 para. 1, 2, 3 AufenthG)</b></p>	<p>Issuing / extension of residence permit</p>	<ul style="list-style-type: none"> <li>• Valid passport</li> <li>• Completed application form</li> <li>• Contract of employment / apprenticeship</li> <li>• Evidence of wage / salary for the last 12 months</li> <li>• If applicable children's certificate of school enrolment</li> <li>• Residential rental agreement</li> <li>• Evidence of health insurance (certificate of membership)</li> <li>• Fee: EUR 49 to 100 (if applicable decision from job centre / social security office)</li> </ul>

<b>Permanent settlement permit</b>	Permanent settlement permit	<ul style="list-style-type: none"> <li>• Valid passport and 1 biometric photo</li> <li>• Completed application form</li> <li>• Contract of employment and evidence of wage / salary for the last 12 months or business assessment of the last 24 months</li> <li>• Fiscal certificate of non-objection from the revenue office</li> <li>• Residential rental agreement</li> <li>• Evidence of health insurance (certificate of membership)</li> <li>• Pension scheme history</li> <li>• Evidence of linguistic competence (level B1), special regulations of refugees after 3 years (C1)</li> <li>• Evidence of basic knowledge of German legal / social system</li> <li>• Fee: EUR 55 to 147</li> </ul>
	Transfer of permanent settlement permit to new passport	<ul style="list-style-type: none"> <li>• <u>Previous and new</u> passport</li> <li>• 1 current biometric photo</li> <li>• Fee: EUR 67 (if applicable decision from job centre / social security office)</li> </ul>
	Permanent settlement permit in accordance with § 35 AufenthG (independent right of residence of children)	<ul style="list-style-type: none"> <li>• Valid passport and 1 biometric photo</li> <li>• Completed application form</li> <li>• School certificates from the last 2 semesters</li> <li>• Certificate of school enrolment / matriculation / vocational training</li> <li>• Fee: EUR 55 to 113</li> </ul>

**Note:**

This overview only provides assistance relating to regular cases and cannot replace individual case-related advice. Furthermore, the foreigners' registration office reserves the right to request the submission of additional documentation so that it may check a residence title.

All documents have to be provided in their original form to the foreigner's office in addition to one copy.

Appointments have to be made in advance via the online form.

Go to the website of the city (<https://www.magdeburg.de/index.php?La=2>)

Klick on "Wonach suchen Sie?"

Klick on „Online Terminvergabe“ in the lower right corner.

In urgent cases one can get an emergency appointment for the same day. In order to get one, you have to appear the foreigner's office when office hours begin. Emergency appointments are subject to long waiting periods. Office hours are as follows.

Monday: 08.00 - 12.00

Tuesday: 09.00 - 12.00

Thursday: 09.00 - 12.00

Friday: 08.00 - 12.00

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