

Foreigners' Office

Formalities concerning residency permits either in the Foreigners' Office in Potsdam or Berlin

- application form (*Potsdam: to be obtained in the Welcome Center or foreigners' office; Berlin: <http://www.berlin.de/labo/auslaender/dienstleistungen/ae-info.html>*)
- certificates of proof of residence (*Anmeldung/Meldebestätigung*), *to be obtained upon registration with the Citizens' Service Office*
- 2 Passport-sized pictures (biometric)
- Lease for your accommodations
- Student card (if applicable)
- Employment contract (if applicable) / invitation letter
- Proof of adequate financial resources (employment contract, confirmation from your stipend-giver, *Finanzierungsnachweis*)
- Proof of a valid health insurance policy (*Krankenversicherungsnachweis*)
- For families, marriage certificate and declaration of common residence

Foreigners' Office in Potsdam

Friedrich-Ebert-Str. 79/81, House 20
14469 Potsdam
Tel. +49.331.2891753
Auslaenderbehoerde@Rathaus.potsdam.de

Tuesday: 9 -18h
Thursday: 9-12h / 13-16h
Friday: 9-12 h

Foreigners' Office in Berlin

Friedrich-Krause-Ufer 24
13353 Berlin
Tel. +49.30.90269 0
Termin.Z2@labo.verwalt-berlin.de

Monday-Tuesday: 7-14h
Thursday: 10-18h