

# Preparing documents for your residence permit application

Please prepare the following documents for your residence permit application and send them to your contact person at the Welcome Centre of your research institution in ONE pdf file (maximum 10 MB). They will then forward the application to the corresponding contact person from Leipzig Foreigners' Authority.

**To apply for a residence permit §18d (research), you will need to submit the following documents to Leipzig Foreigners' Authority:**

- the completed [residence permit application/application for renewal of residence permit](#) (also available from the Foreigners' Authority); if extension: current residence permit (copy)
- passport or identity card, with a copy
- confirmation of registration from the Resident Services Office (Meldebescheinigung)
- signed, stamped and filled in [hosting agreement](#) with the host institute (for any work contract with a research part included (only language teachers who do not do any research do not need to prepare this hosting agreement))
- proof of the activity (e.g. employment contract or [letter of intent](#) with expected income or scholarship award letter)
- proof of health insurance (not travel health insurance!) indicating costs and scope (insurance conditions), with a copy (please read [here](#) about health insurance for employees and [here](#) for scholarship holders)
- biometric passport photo (please note the [passport photo requirements](#) of the Federal Foreign Office)- the photo has to be handed in later on in person when invited for giving biometric data (finger prints)
- for family members: marriage certificate, birth certificates of children with [legalisation or apostille](#), with a German translation (the translator has to be either listed at your country's official embassy website (please send a proof of it) or sworn in in the EU)
- rental agreement stating the number of square metres, the rental period and the rental price

The research visa can also be issued for PhD students with a scholarship or private funds of approximately 1600 euros per month (examined on a case-by-case basis and depending on your cost of living).

For the application of a [Blue card EU](#) some additional documents are needed. You will be asked for them later on. In case you are entitled to §18d research AND blue card you can choose which permit you are finally going to apply for.

## Legal notice and disclaimer

This flyer containing information about the **preparation of documents for your residence permit application** has been compiled as part of the joint project ["Willkommen in Leipzig/Welcome to Leipzig"](#). Dr Annemone Fabricius, Martha Fromme ([Welcome Centre, Leipzig University International Centre](#))

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