

Preparing documents for your residence permit application

Please prepare the following documents for your residence permit application and check with your international office how the documents have to be submitted (post or email). If you have to email them, send them to your contact person at your research institution's international office as a SINGLE PDF file (maximum 10 MB). They will then forward the application to the relevant contact person at Leipzig's Foreigners' Authority.

After the Foreigners' Authority in Leipzig has received and checked all of your documents, you will be asked to come to the Foreigners' Authority to have your biometric data (fingerprints) stored and to hand in your biometric passport photo. You will be informed as soon as your residence permit is ready for collection from the Foreigners' Authority.

To apply for a "Section 18d" residence permit (temporary residence permit for research purposes), you will need to submit the following documents to Leipzig's Foreigners' Authority:

- Completed [residence permit application/application for renewal of residence permit](#) (also available from the Foreigners' Authority); for extensions: current residence permit (copy)
- Passport or identity card (copy)
- Entry visa (copy)
- Confirmation of registration from the Resident Services Office (*Meldebescheinigung*)
- Completed, signed and stamped [hosting agreement](#) with the host institution, for work contracts that include research responsibilities (only language teachers who do not work in research do not need to prepare this hosting agreement)
- Proof of the activity (e.g. employment contract or [letter of intent](#) specifying the duration of employment and expected income, or scholarship award letter)
- Proof of current health insurance (not travel health insurance!) indicating costs and coverage (policy conditions), with a copy (information about health insurance is available [here](#) for employees and [here](#) for scholarship holders)
- Biometric passport photo (please note the Federal Foreign Office's [passport photo requirements](#)), you will have to hand the photo in later on in person when providing your biometric data (fingerprints); the Foreigners' Authority also has a photo booth for taking biometric photos
- For family members: marriage certificate, birth certificates of children with [legalisation or apostille](#), with a German translation (the translator has to be either listed on your country's official embassy website (please submit proof) or sworn in the EU)
- Rental agreement stating the number of square metres, the tenancy period and the rent
- Power of attorney for the person who helps you with the application at the international office or institution, if applicable.

The research visa can also be issued for doctoral students with a scholarship or private funds (approximately 1600 euros per month; this is examined on a case-by-case basis and also depends on your living costs).

You will require additional documents to apply for an [↗EU Blue card](#). You will be asked for them later on. If you are entitled to a "Section 18d" residence permit for research purposes AND an EU Blue Card, you can later choose which of the two documents you wish 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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