

# Preparing documents for your residence permit application/extension

Please prepare the following documents for your residence permit application. If you have to email them, send them to your contact person at your research institution's international office/Welcome Centre as a SINGLE PDF file (maximum to 10 MB). They will then forward the application to the relevant contact person at Leipzig's Foreigners' Authority. Furthermore, it is now possible to hand in your complete residence permit application via the [online portal of the Foreigners' Authority](#). However, we recommend that you check with your respective international office/Welcome Centre for advice first.

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](#)
- Scan of your passport or identity card
- Scan of your current German visa or residence permit (if applicable)
- Confirmation of registration from the Resident Services Office (*Meldebescheinigung*)
- Completed (please fill out **electronically**), **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)
- For extensions: proof of ability to secure living costs - scholarship: proof of payments for the last three months (e.g. bank statements) / employment: wage slips from the last three months
- Proof of current health insurance (**not** travel health insurance) indicating costs and coverage (policy conditions). More information about health insurance is available [here](#) for employees and [here](#) for scholarship holders. Please note: A scan of your insurance card is not sufficient!
- 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 or sworn in the EU)
- Lease 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 residence permit for research purposes 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 the following **additional** documents to apply for an [EU Blue card](#):

- Completed [Declaration of employment relationship](#) (to be **filled out and signed/stamped by HR**)
- Certificate/official record of your higher education qualification including individual grade overview (transcript of records)
- Proof of the recognition or equivalence of your higher education qualification. You can find out the comparability of your foreign higher education qualification with the help of the internet database ["anabin"](#). Please use the research instructions for this. If your higher education qualification is not listed in the "anabin" database, you need to apply for a qualification assessment from the Central Office for Foreign Education (ZAB).

If you are entitled to a "Section 18d" residence permit for research purposes AND an EU Blue Card, you can choose which of the two permits you wish to apply for. For a comparison of the EU Blue Card and residence permit for research purposes, you can visit the [website of the Foreigners' Authority Leipzig](#).

### Legal notice and disclaimer

This flyer has been compiled as part of the joint project ["Willkommen in Leipzig/Welcome to Leipzig"](#). Dr Annemone Fabricius, Linda Kaule ([Welcome Centre](#), Leipzig University International Centre)

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