

# How to make an appointment with the Foreigners Office (“Ausländerbehörde”)



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Students who are not citizens of EU member states or of Norway, Iceland and Liechtenstein need to apply for a residence permit at the Berlin Foreigners Office (“Ausländerbehörde”) within 90 days after arrival or before their entry visa has expired. As the Ausländerbehörde is exceptionally busy, we strongly recommend making an online appointment. **Their office is usually booked out more than three months in advance, so it is essential that you book an online appointment two months BEFORE you arrive in Berlin.**

If you do not book an online appointment, you will have to go their department during regular office hours which means queuing up for more than four hours to draw a number and to wait up to six additional hours until you are being served. Therefore, again, we strongly recommend making an online appointment before you actually arrive in Berlin. **Please use our step-by-step on the following pages to book an online appointment.**

**After arrival in Berlin, we will support you with all bureaucratic issues and we will fill out the necessary forms with you during our first information meeting.** When you go to your appointment at the Foreigners Office, please take the following documents with you:

- Completed form “Antrag auf Erteilung eines Aufenthaltstitels” (we will complete this form with you during our first information meeting)
- Valid passport
- „Anmeldebestätigung“ (see [www.ash-berlin.eu/en/ash-international/exchange-at-ash-berlin/after-arrival-in-berlin/#c7699](http://www.ash-berlin.eu/en/ash-international/exchange-at-ash-berlin/after-arrival-in-berlin/#c7699) in the information box “Registration at the Bürgeramt”, we will fill out the form with you during the first information meeting)
- Your EHIC or health insurance policy which is valid for the entire period you wish to stay in Berlin (see [www.ash-berlin.eu/en/ash-international/exchange-at-ash-berlin/before-arrival-in-berlin/#c7640](http://www.ash-berlin.eu/en/ash-international/exchange-at-ash-berlin/before-arrival-in-berlin/#c7640) , open information box “health insurance” )
- Proof of sufficient financial support (called “proof of secure livelihood”)
- One passport-sized biometric photo
- ASH Berlin student ID
- 29-110 EUR for administrative fees (depending on your citizenship and length of your stay), to be paid in cash or by electronic cash card

**If you have any questions concerning this process, please do not hesitate to get in touch with the International Office at [incoming@ash-berlin.eu](mailto:incoming@ash-berlin.eu).**

**Step 1:** Go to <https://www.berlin.de/labo/willkommen-in-berlin/dienstleistungen/service.271950.php/dienstleistung/305244/en/>. **SCROLL TO THE VERY BOTTOM and click on “Make an appointment”**. Then the following page will show. On the top, you can switch to the English version if necessary.

Landesamt für Bürger- und Ordnungsangelegenheiten Berlin ServiceStadt Berlin

### Online-Terminvereinbarung der Ausländerbehörde

**1 Auswahl**

   
[Deutsch](#)   [English](#)

Sehr geehrte Antragstellerin, sehr geehrter Antragsteller,

\* Buchen Sie möglichst den nächsten freien Termin, der Ihnen angezeigt wird. Beachten Sie dabei, dass eine Aufenthaltserlaubnis frühestens 8 Wochen vor ihrem Ablauf verlängert werden kann. Wenn keine freien Termine angezeigt werden, muss die Vorsprache als Laufkunde mit Wartenummer erfolgen. Es handelt sich nicht um einen technischen Fehler!

\* Wenn Ihre Aufenthaltserlaubnis oder Ihr nationales Visum (Typ D) bei Buchung des Termins noch nicht abgelaufen ist, bleibt der Aufenthaltstitel im Bundesgebiet mindestens bis zum gebuchten Termin bestehen. Dies gilt auch für alle verfügbaren Nebenbestimmungen, inklusive der Verfügungen zur Erwerbstätigkeit. Voraussetzung ist, dass Sie den gebuchten Termin wahrnehmen. Reisen ins Ausland sind jedoch nur innerhalb der Gültigkeit der Ihnen zuletzt erteilten Aufenthaltserlaubnis möglich.

\* Ein Schengen-Visum (Typ C) endet immer mit Ablauf des Gültigkeitsdatums. Eine Terminbuchung oder ein Antrag bei der Ausländerbehörde verlängern den erlaubten Aufenthalt mit einem Schengen-Visum nicht.

Ihre Ausländerbehörde Datum:

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Möchten Sie einen neuen Termin vereinbaren, betätigen Sie bitte die Schaltfläche:

**Step 2:** The following page will open and you need to click on “Book an appointment”.

### Online appointment agreement of the Berlin Foreigners Registration Office

**1 Selection**

   
[Deutsch](#)   [English](#)

Dear applicant,

\* If possible, book the next vacant appointment indicated to you. Please note that a residence permit can be renewed at the earliest 8 weeks prior to its expiry. If no online appointments are available within the period desired, customers must present themselves in person with a queue number.

\* If, when booking your appointment, your residence permit or national visa (type of visa: D) has not yet expired, the residence permit or national visa will remain effective in Germany at least until the appointment scheduled today. This also applies to all conditions stipulated on your residence permit or national visa, including the regulations pertaining to gainful employment. Please be aware that this will only apply, if you attend the booked appointment!  
Travelling abroad is only possible within the validity of your last residence permit.

\* Schengen visa (type of visa: C) always expire with the date of validity. Appointments or an application do not extend the legal stay with a Schengen visa.

Your Berlin Foreigners Registration Office Date:

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If you want to schedule a new appointment, please use the button:

If you want to change an appointment, please use the button:

If you want to cancel an appointment, please use the button:

 Procedure and data protection

**Step 3:** You will be asked for your citizenship. Please choose your citizenship from the list.

Landesamt für Bürger- und Ordnungsangelegenheiten Berlin

ServiceStadt Berlin

### Online appointment agreement of the Berlin Foreigners Registration Office

1 Request 2 Applicant 3 Date selection 4 Date reservation

In the following, please initially select your nationality and your current concern and reply to any further questions. Before making your selection, please take your time in reading carefully all the relevant directions and information.

From the information provided by you, the system will automatically identify the section competent for your concern. If your required concern does not appear in the selection list, please send your appointment wishes by e-mail to the section responsible for you:

<http://www.berlin.de/labo/willkommen-in-berlin/artikel.316073.php>

**Information on the request** **Note: Handling can only be provided where statements made are correct and only for the service selected.**

Citizenship \*  
Please select ...

\* = Mandatory information

**Step 4:** You will be asked whether you'll live with a family member in Berlin who is a national of the EU (or the specified countries).

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1 Request 2 Applicant 3 Date selection 4 Date reservation

In the following, please initially select your nationality and your current concern and reply to any further questions. Before making your selection, please take your time in reading carefully all the relevant directions and information.

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<http://www.berlin.de/labo/willkommen-in-berlin/artikel.316073.php>

**Information on the request** **Note: Handling can only be provided where statements made are correct and only for the service selected.**

Citizenship \*  
Macedonia

Do you live with a family member (e.g. wife, husband or child), who is a national of: \*

Belgium, Bulgaria, Denmark, Estonia, Finland, France, Greece, Great Britain, Ireland, Iceland, Italy, Croatia, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Liechtenstein, Austria, Poland, Portugal, Romania, Sweden, Slovak Republic, Slovenia, Spain, Czech Republic, Hungary or Cyprus ?

Please select ...  
Please select ...  
No  
Yes

**Step 5:** You will then be asked to choose your request. Please choose “Residence for students from states outside the EU, the EEA as well as Switzerland” from the list. Swiss students choose “Residence permit for Swiss citizens”.

## Online appointment agreement of the Berlin Foreigners Registration Office

1 Request    2 Applicant    3 Date selection    4 Date reservation

In the following, please initially select your nationality and your current concern and reply to any further questions. Before making your selection, please take your time in reading carefully all the relevant directions and information.

From the information provided by you, the system will automatically identify the section competent for your concern. If your required concern does not appear in the selection list, please send your appointment wishes by e-mail to the section responsible for you:

<http://www.berlin.de/labowillkommen-in-berlin/artikel.316073.php>

### Information on the request

**Note: Handling can only be provided where statements made are correct and only for the service selected.**

Citizenship \*

Turkey

Do you live with a family member (e.g. wife, husband or child), who is a national of: \*

Belgium, Bulgaria, Denmark, Estonia, Finland, France, Greece, Great Britain, Ireland, Iceland, Italy, Croatia, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Liechtenstein, Austria, Poland, Portugal, Romania, Sweden, Slovak Republic, Slovenia, Spain, Czech Republic, Hungary or Cyprus ?

No

Request \*

Please select ...

Please select ...

- Aufenthaltserlaubnis bei einem Recht auf Wiederkehr (§ 37)
- Aufenthaltstitel für ehemalige Deutsche (§ 38)
- EU Blue Card / Blaue Karte EU (section 19a)
- Niederlassungserlaubnis für Familienangehörige von Deutschen
- Passport substitute
- Residence for freelancers and self-employed persons - extension (section 21)
- ~~Residence for freelancers and self-employed persons - initial issuance (section 21)~~
- Residence for scientists (sect. 18 para. 4 sentence 1)
- Residence for spouses and children of trainees, students, academics and teachers (sect. 29-32)
- Residence for students from states outside the EU, the EEA as well as Switzerland (sect. 16 para. 1)**
- Residence for university graduates looking for employment (sect. 16 para. 4)
- ~~Residence for wife/husband, parents and children (sections 27-34)~~
- Residence in accordance with the EEC/Turkey Association Agreement (sect. 4 para. 5)
- Residence in cases of hardship - extension (section 23a)
- Residence on humanitarian grounds - extension (sections 22 - 25)
- Residence permit for foreigners with a long-term residence in an EU member state (section 38a)
- Residence to attend a language course (sect. 16 para. 5)
- Residence to prepare for study (sect. 16 para. 1)

**Step 6:** The page will then list some general information, the fees as well as the documents you need to bring to your appointment. In order to continue, you have to confirm that you have acknowledged the information by clicking on the little box below and on “next”.

### Information on the request

**Note: Handling can only be provided where statements made are correct and only for the service selected.**

Citizenship \*

Turkey

Do you live with a family member (e.g. wife, husband or child), who is a national of: \*

Belgium, Bulgaria, Denmark, Estonia, Finland, France, Greece, Great Britain, Ireland, Iceland, Italy, Croatia, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Liechtenstein, Austria, Poland, Portugal, Romania, Sweden, Slovak Republic, Slovenia, Spain, Czech Republic, Hungary or Cyprus ?

No

Request \*

Residence for students from states outside the EU, the EEA as well as Switzerland (sect. 16 para. 1)

Department

Department B 2 +++ 2nd and 3rd floor, rooms 203, 204 or 303

\* = Mandatory information

#### General Information

Issuance and extension of a residence permit for the purpose of studying

#### Required documents

- Valid passport
- 1 current biometric photo - 35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background ([http://www.berlin.de/labof/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](http://www.berlin.de/labof/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf))
- the form "Antrag auf Erteilung eines Aufenthaltstitels" (Application for Issuance of a Residence Permit) - Only required for first-time application
- Proof of secure livelihood - - For the initial issue: e.g. escrow account at a German Bank with 7 908 euros / submission

#### Fees

- The following fees are assessed based on the actual technical effort when issuing the residence permit:
- 60.00 to 110.00 euros for the initial issuance of the residence permit
  - 30.00 to 80.00 euros for each extension

#### Notes

University place

You must be enrolled or have conditional approval for studying in order to be issued a residence permit.

A personal interview is required

The interview should, if possible, take place by appointment.

Main residence in Berlin

#### Legal bases

section 16 para. 1 Aufenthaltsgesetz

AufenthG ([http://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html](http://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html))

I herewith acknowledge the information, the above conditions are met by me.

Details

(If not: Please don't book an appointment, but select a different service !)

<< back

next >>

**Step 7:** Please enter your personal details (first name, last name, date of birth, your e-mail address, the number of applicants and your current residence permit). Click on “next” to continue.

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Landesamt für Bürger- und Ordnungsangelegenheiten Berlin

### Online appointment agreement of the Berlin Foreigners Registration Office

1 Request    2 Applicant    3 Date selection    4 Date reservation

**Personal data**

First name \*       Last name \*

Date of birth \*      Number of applicants who need a residence title (including foreign spouse and children) \*

Day     Month     Year    

E-Mail \*

Do you currently have a residence permit ? \*

\* = Mandatory information

  

**Step 8:** You can see the dates they have available. The blue marked days still have free appointments available. Click on “next month” to access the free appointments of the following months.

**Which date should I choose?**

You need to obtain a residence permit within 90 days after arrival. Therefore, we recommend picking an appointment **approx. six weeks after your arrival in Germany**. This will give you enough time to complete the necessary bureaucracy beforehand (e.g. finding accommodation and registering your address with the city of Berlin).

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Landesamt für Bürger- und Ordnungsangelegenheiten Berlin

### Online appointment agreement of the Berlin Foreigners Registration Office

1 Request    2 Applicant    3 Date selection    4 Date reservation

**Selection Date**

December      2013

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

On blue marked days free appointments are available.

**Step 9:** Please choose a time that suits you and click on “next” to continue.

Landesamt für Bürger- und Ordnungsangelegenheiten Berlin ServiceStadt Berlin

### Online appointment agreement of the Berlin Foreigners Registration Office

1 Request   2 Applicant   3 **Date selection**   4 Date reservation

**Selection Date**

April 2014

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

previous month   On blue marked days free appointments are available.   next month

choose time:

<input type="checkbox"/> 7.00 am	<input type="checkbox"/> 9.00 am	<input type="checkbox"/> 11.00 am	<input type="checkbox"/> 1.00 pm
<input type="checkbox"/> 7.30 am	<input type="checkbox"/> 9.30 am	<input type="checkbox"/> 11.30 am	<input type="checkbox"/> 1.30 pm
<input type="checkbox"/> 8.00 am	<input checked="" type="checkbox"/> 10.00 am	<input type="checkbox"/> 12.00 am	
<input type="checkbox"/> 8.30 am	<input type="checkbox"/> 10.30 am	<input type="checkbox"/> 12.30 am	

Current selection: 8-APR-2014 10.00 am   back   next   ? Notes

**Step 10:** Review your dates and details and click on “Book an appointment” to confirm.

Landesamt für Bürger- und Ordnungsangelegenheiten Berlin ServiceStadt Berlin

### Online appointment agreement of the Berlin Foreigners Registration Office

1 Request   2 Applicant   3 Date selection   4 **Date reservation**

All required information has been recorded successfully. As proof of the deadline agreement and for your documents, a printable receipt with additional important notes will now be generated. Please check the information shown below one more time for completeness and confirm the appointment with "book appointment". Processing may be denied if the documents are incomplete.

Service  
Residence for students from states outside the EU, the EEA as well as Switzerland (sect. 16 para. 1)

Date / Time: 8-APR-2014 10.00 am   Last name, First name, Date of birth: Mustermann, Maximilian, 07-Aug-1992

E-Mail: incoming@ash-berlin.eu   Mobile:

back   **Book an appointment**   ? Notes

**Step 11:** Your appointment is booked! The following page will offer you to open, save and print the confirmation of your appointment as well as your booking number and a code. You will need this number during your appointment and you may need the code if you wish to change or cancel your appointment. **Therefore, we strongly recommend saving and printing this document.** You will also receive an e-mail with the same dates.

### Formular-Gateway - Bestätigung

Ihre Terminvereinbarung wurden elektronisch an den Empfänger übertragen.

Benutzen Sie zum Drucken aller Informationen zur Terminvereinbarung die Schaltfläche **Formular Ansicht**.

Formular Ansicht >

### Formular-Gateway - confirmation

Your appointment was transmitted electronically to the recipient.

Use to print all the information the appointment button **confirmation**.

confirmation >