

Dear Sir or Madam,

The City of Jena's Immigration Authority has changed its processing workflows. To shorten waiting times for appointments and residence permits all applicants will be processed in the future without a personal appointment.

Therefore booking an appointment for a personal interview will not be possible any longer for this reason.

Accordingly, please send us the corresponding application forms and all documents required (see below) either by post or in an electronic format via email to the following address: **antrag-abh@jena.de**.

Please do not send us any original document.

To find information and blank forms, please go to

[https://service.jena.de/de/dienstleistungen?title=&field\\_list\\_filter\\_2\\_target\\_id\\_%5B23%5D=23&field\\_list\\_filter\\_3\\_target\\_id=All&page=0](https://service.jena.de/de/dienstleistungen?title=&field_list_filter_2_target_id_%5B23%5D=23&field_list_filter_3_target_id=All&page=0).

If we have any additional question, we will contact you directly. To allow this, please make certain that you will be available to us for answering any question by post, email or telephone.

<p><b>If a personal interview is required after the final review of your application, you will receive an appointment from us at short notice.</b></p>
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Yours faithfully,  
by order

Your immigration authority team

Documents required:

Residence permit – education and training:

- Completed form
- Passport
- Proof of residence certificate (e.g., rental agreement)
- Evidence of health insurance coverage
- Apprenticeship contract or certificate showing the length of study at a college or university (to be obtained at the Student Service Centre or the International office [visiting students or DSH course participants] of Friedrich Schiller University in Jena, or from the Head of the Students' Secretariat of Ernst Abbe College in Jena)
- Evidence showing the type of financing used for vocational training/college or university studies (e.g., statement of commitment, scholarship certificate, scholarship locked account, account statement, ...)
- Statement on student financing, if applicable
- Signed instruction sheet

- Declaration of consent to the storage and use of your email address and telephone number, if applicable

Residence permit – gainful employment:

- Completed form
- Passport
- Proof of residence certificate (e.g., rental agreement)
- Evidence of health insurance coverage
- Wage or salary certificate (if already available)
- Certificate showing the qualification obtained (e.g., skilled worker's certificate, higher education degree)
  - including a certificate of recognition for any foreign qualification
- Specific job offer (declaration on the employment relationship to be filled in by the employer)
- Signed instruction sheet
- Declaration of consent to the storage and use of your email address and telephone number, if applicable

Residence permit – job search:

- Completed form
- Passport
- Proof of residence certificate (e.g., rental agreement)
- Evidence of health insurance coverage
- Evidence showing financial resources (e.g., account statement)
- Evidence showing the successful completion of college or university studies or vocational training (e.g., certificate)
- Signed instruction sheet
- Declaration of consent to the storage and use of your email address and telephone number, if applicable

Residence permit – for humanitarian reasons:

- Completed form
- Passport
- Proof of residence certificate (e.g., rental agreement)
- Evidence of health insurance coverage
- Confirmation of acceptance or notification
- Signed instruction sheet
- Declaration of consent to the storage and use of your email address and telephone number, if applicable

Residence permit - family reunification:

- Completed form
- Passport
- Proof of residence certificate (e.g., rental agreement)
- Evidence of health insurance coverage

- Evidence showing income (statements of salary for the last three months / latest income tax assessment of applicant or spouse / registered civil partner)
- e.g., certificate of marriage
- e.g., certificate of enrolment (for children at compulsory school age)
- Signed instruction sheet
- Declaration of consent to the storage and use of your email address and telephone number, if applicable

#### Residence permit - changed requirements:

##### Documents required when changing fields of academic studies:

- Application drawn up in writing
- Passport
- Existing electronic residence document with supplementary sheet
- Performance records for all past academic achievements
- Evidence showing credits awarded for the future subject of study based on any prior qualification (confirmation given by examination authority)
- Current certificate showing the future length of study at a college or university considering any credits awarded for prior achievements (to be obtained at the International office of Friedrich Schiller University in Jena or from the Head of the Students' Secretariat of Ernst Abbe College in Jena)
- Declaration of consent to the storage and use of your email address and telephone number, if applicable

##### Documents when changing workplaces

- Application drawn up in writing
- Passport
- Existing electronic residence document with supplementary sheet
- Certificate showing the qualification obtained (e.g., skilled worker's certificate, higher education degree)
  - incl. evidence showing the recognition of qualifications obtained abroad
- Specific job offer (declaration on the employment relationship to be filled in by the employer).
- Declaration of consent to the storage and use of your email address and telephone number, if applicable

#### Transfer of a residence document – when a settlement permit expires or an electronic residence document is lost :

- Completed form
- Passport
- Electronic residence document with supplementary sheet if still available Signed instruction sheet
- Declaration of consent to the storage and use of your email address and telephone number, if applicable

#### Settlement permit:

- Completed form

- Passport
- Proof of residence certificate (e.g., rental agreement)
- Evidence of health insurance coverage
- Pension insurance certificate
- Pertinent income statements (e.g., statements of salary for the past 3 months, latest income tax assessment, account statements, contract of employment)
- Integration course certificate, if applicable
- Signed instruction sheet
- Declaration of consent to the storage and use of your email address and telephone number, if applicable

Invitation and formal obligation:

- Presentation of the undersigned's identity card or passport as proof of identity
- If a legal entity (firm or company) is concerned, the undersigned must also present a current certificate of registration with the commercial register to provide evidence of his or her power of representation
- Current evidence showing the undersigned's good standing by an original document (e.g., statement of wage or salary, pension approval certificate; if self-employed: tax assessment or certificate on the determination of taxable income issued by a tax consultant)
- Foreign citizen's data (instruction leaflet & blank form)
- Declaration of consent to the storage and use of your email address and telephone number, if applicable