# Information about employment of foreign employees/guests in Germany

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Checklist for employment of foreign employees/guests at the BNITM

Before departure from your home country:
- Renew passport or ID-card
- Have reports and certificates translated into German or English and have them certified
- Take out travel health and private liability insurance
- Acquire an international vaccination certificate
- Have several biometric passport photographs
- Save a scanned copy of your passport and visa in your email account
- Apply for a visa at the German consulate or embassy

If your family is travelling with you:
- Have your marriage certificate and your children’s birth certificates translated into German or English and have them certified
- Each family member also needs a travel health and private liability insurance, an international vaccination certificate and several biometric passport photographs for the visa application

After your arrival in Germany/Hamburg:
- Register at the municipal registry office (Einwohnermeldeamt) or at the Welcome-Center within one week of your arrival in Hamburg

If you are working for more than three months:
- Register at the municipal immigration office (Ausländerbehörde)
- Look for an accommodation and sign your rental contract
- Open a bank account
- Take out a health insurance

Before your departure:
- Terminate rental contract within the notice period
- Close your bank account
- Deregister at the municipal registry office (Einwohnermeldeamt) or Welcome-Center Hamburg.
Visa

Check your visa requirement
Citizens of the European Union and of the European Economic Area (EEA) don’t need a visa in order to enter the Federal Republic of Germany. They only need an accepted and valid passport.

All remaining foreigners are basically liable to visa for stays in Germany, however, the visa duty has been lifted for some countries if the stay does not exceed 90 days per half-year. Here you can find out if a visa is necessary:
http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html

There are different types of visa:

- Schengen visa (type C visa) for a short stay in the Schengen states up to three months in a half year without employment.
(Here you can find information about “Schengen states”: http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Schengen.html)

  Attention: A Schengen visa can’t be extended or changed into another visa or a residence permit. Foreigners who want to study or work in Germany shouldn’t use a Schengen visa. The Schengen visa is for tourist stays, visits or business trips which aren’t longer than 3 months in a half year.

- national visa (type D visa) for a longer stay

General information about visa:
http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html


Application for a visa
If you need a visa you can apply for it at a German mission abroad (embassies or consulates-general).

Here you can find the address of the mission which is responsible for you:
http://www.auswaertiges-amt.de/EN/Laenderinformationen/DiAuslandsvertretungenA-Z-Laenderauswahlseite_node.html

These documents are necessary for an application:

- an application form for a visa: http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html
- confirmation or invitation letter from the BNITM about the planned employment which includes information about salary and employment status
- proof of health insurance (if proof is not available, BNITM will arrange incoming travel health insurance)

Find more information about health insurance on the following pages.
Registration of Residence at the municipal registry office

Whether you have a visa or not, you have to register in Germany. Depending on where your residence in Hamburg is, you have to register at municipal registry office (Einwohnermeldeamt) or at the Welcome-Center Hamburg within one week of arrival (http://english.welcome.hamburg.de/about-us/).

In general you need the following documents for registration:
- valid passport
- rental agreement
- registration form (you can find it here: http://english.welcome.hamburg.de/forms)

Residence permit (Aufenthaltstitel)

General information
In addition to the visa the German Residence Act knows the following residence permits for a longer stay:
- a residence permit for a limited period of time
- a simplified residence permit for reason of research (§20 German Residence Act)
- an unlimited residence permit http://welcome.hamburg.de/contentblob/2629078/data/checkliste-niederlassungserlaubnis.pdf
- a long-term resident-EC http://welcome.hamburg.de/contentblob/2629078/data/checkliste-niederlassungserlaubnis.pdf
- a residence permit for qualified professionals which is limited to 6 months in order to look for a job (§ 18c German Residence Act)
- the limited EU Blue Card (§ 19a German Residence Act)

The Welcome-Center Hamburg (http://english.welcome.hamburg.de) or the municipal registry office grant residence permits.

You need the following documents for an application:
- application form (you can find it here: http://english.welcome.hamburg.de/forms)
- certificate of registration (Meldebestätigung)
- valid passport
- confirmation from the BNI which includes information about your salary and your employment status
- statement from the BNI about your professional qualifications and subject-specific knowledge according to §19 German Residence Act
- CV including a list of your published papers
- proof of health insurance
- 1 biometric photo (here you can find information about biometric photos: http://www.maskat.diplo.de/contentblob/3145686/Daten/178573/Fotomustertafel_englisch.pdf)

You are responsible for collecting your own documents and making an appointment with the Welcome-Center Hamburg.

Here you can get the forms: http://english.welcome.hamburg.de/forms
Procedure for citizens of the EU and of the European Economic Area (EEA)
Citizens of the European Union and of the European Economic Area (EEA) have the right to move freely in Germany.

They have to register at the municipal registry office or at the Welcome-Center within one week of their arrival in Hamburg. The municipal registration office (Einwohnermeldeamt) will send your data to the foreigners’ registration office (Ausländerbehörde) for you. In this way citizens of EU and EEA don’t have to go to the foreigners’ registration office in the majority of cases. Usually they can work in Germany without a special work permit.

Citizens of Switzerland also have the right to move freely but they have to apply for a special residence permit.

Here you can find more information about freedom of movement:
http://www.bamf.de/EN/Migration/Arbeiten/EUBuerger/eu-buerger.html

“Act on the General Freedom of Movement for EU Citizens”:
http://www.refworld.org/docid/48e5d24b2.html

Procedure for the remaining countries
Citizens of the remaining countries have to apply for a residence permit at the responsible foreigners’ registration office or the Welcome-Center Hamburg.

A highly qualified person can apply for a residence permit (Aufenthaltserlaubnis) or a settlement permit (Niederlassungserlaubnis). With a settlement permit you are able to stay permanently in Germany as an employee as well as to be self-employed. An application for a settlement permit takes a little longer and is more expensive than a residence permit.

Residence permit for the reason of research (according to § 20 German Residence Act)
For researchers from countries outside the EU an EEA (Drittländer) there is a simplified application for a resident permit. They’ll get a residence permit for the reason of research (so-called “researcher visa” or residence permit “researcher”), if they have a valid hosting agreement for doing a research project with a research institute (e. g. BNI TM) that is accepted by the Federal Office for Migration and Refugees and if the researcher proofs a net monthly income of at least 1,890 € in the western states and 1,610 € in the eastern states of Germany.

Before applying for a visa or residence permit the researcher has to conclude a hosting agreement. After that he can apply for a visa (at the responsible consulate or embassy) or a residence permit (at the Welcome-Center or responsible foreigners’ registration office).

Statutory basis:

More information:
http://www.bamf.de/EN/DasBAMF/Aufgaben/Forschungseinrichtungen/Verfahren/verfahren.html

Flyer in English:
http://www.bamf.de/SharedDocs/Anlagen/EN/Publikationen/Flyer/forschungsaufenthalte.pdf?__blob=publicationFile

"EU Blue Card" (according to § 19a German Residence Act)
The “EU Blue Card” is a new residence permit for foreigners with academic training and a specified minimum salary. It should simplify und support migration of highly qualified persons.
Non-EU nationals with German (or equivalent to German) university degrees can get a residence permit in order to take up a highly qualified employment. This permit is limited to a maximum of four years upon first issue. But if an individual possesses a work contract for a period of less than four years, the residence permit shall be awarded for the same term as the contract lasts plus three months.

Requirements are:

- A German university degree or a university degree equivalent to a German one respectively a recognized foreign university degree,
- A definite offer or a contract of employment,
- A guaranteed certain minimum annual salary of 48,400 €, Exception: in the case of an EU Blue Card being awarded to scientists, mathematicians and engineers or to doctors and IT specialists, a lower salary limit applies, currently about 37,752 €.

After your arrival you can apply for the “EU Blue Card” at the Welcome-Center Hamburg (http://english.welcome.hamburg.de/about-us/).

Here you can find more information:
- http://www.bamf.de/EN/Migration/Arbeiten/BuergerDrittstaat/BlaueKarte/blaue-karte.html

Work Placements

Information about subject-related work placements (internships)

Deregistration of Residence

Before you leave Germany and move abroad, you have to deregister at the municipal registry office (http://www.hamburg.de/behoerdenfinder/hamburg/11404978/) or at the Welcome-Center Hamburg (http://english.welcome.hamburg.de/about-us/).

Here you can find the form (unfortunately it’s only available in German):

Insurances

Social Security Insurance
Social security is an obligatory insurance which insures against damages that could cause an insecure existence. This insurance is based on the principle of solidarity. Mostly employers and employees pay the contributions. The calculation of these contributions based on the employee's salary.

The social security consists of five points:
- health insurance
- unemployment insurance
- pension insurance
- accident insurance
- care insurance
Here you can find more information: [http://www.deutsche-sozialversicherung.de/en/](http://www.deutsche-sozialversicherung.de/en/)

Under certain conditions contributions for the pension insurance can be refunded when someone moves abroad.

The form “Claim for refund of contributions for persons residing outside Germany” and further information from the German statutory pension insurance (Deutsche Rentenversicherung): [http://www.deutsche-rentenversicherung.de/Allgemein/en/Navigation/03_leistungen/03_beitragserstattung/beitragserstattung_node.html](http://www.deutsche-rentenversicherung.de/Allgemein/en/Navigation/03_leistungen/03_beitragserstattung/beitragserstattung_node.html)

**Health insurance**

The health insurance has the task to keep, restore or improve the health of their insured persons.

The majority of employees is covered by statutory health insurance. You can change to a private health insurance fund, if your income exceeds the annual income limit.

Visitors in Germany can conclude a travel health insurance.

**Statutory requirements of a travel health insurance**

- According to the Schengen terms everybody has to give proof of a (travel) health insurance for the whole time of the stay in the Schengen states
- This insurance has to cover the expenses for a return due to medical reasons, for an urgent medical treatment, for a hospital stay or for the death of an applicant. The minimum coverage has to be 30,000 €.


**Private liability insurance**

If you cause a damage, you’ll be liable to replace the damage. The private liability insurance is optional. This insurance covers claims for bodily injury and property damage that are filed privately against someone.

**Links**

Federal Office for Migration and Refugees:
[http://www.bamf.de/EN/startseite/startseite-node.html](http://www.bamf.de/EN/startseite/startseite-node.html)

DAAD brochure “Information on the statutory frameworks applicable to entry and residence by foreign students, academics and scientists”:
[https://www.daad.de/imperia/md/content/de/deutschland/downloads/info_entry_and_residence.pdf](https://www.daad.de/imperia/md/content/de/deutschland/downloads/info_entry_and_residence.pdf)

Leaflet from the German Federal Employment Agency “Employment of foreign workers in Germany”:

Website "Make it in Germany":

The Human Resources department of the BNITM will support you, if you have more questions or if you need help with the authorities.  

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