

# Application Checklist

## Residence Permit Service (RPS)

(applicable for students registered as inhabitants in Berlin)

To be filled out  
by the applicant

**Application:**      **Residence permit for job-seeking qualified skilled workers**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Private e-mail: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_ Expiry date of visa/residence permit: \_\_\_\_\_  
 Date of submission at RPS: \_\_\_\_\_

**All documents must be in PDF & in colour. Documents must be in English/German with very few exceptions. Do not merge the documents into one PDF file. We do not accept Zip-files. Attach all documents in one email with maximum 20 MB & do not send incomplete application.**

Send your complete application documents to : [residencepermitservice.hsbe@srh.de](mailto:residencepermitservice.hsbe@srh.de)

Documents	How and where to get them?
This Checklist	It is mandatory and attach it with your application documents
Passport (s)	<b>Colour</b> copies of all identity info pages with signature.
Current residence permit	<b>Colour</b> copies all sides.
Supplementary sheet ( <b>Zusatzblatt</b> )	<b>Colour</b> copies of all sides (This can be a green folded document or a sticker in your passport)
Letter of successful completion of your degree	Submit your degree certificate. Alternatively, you submit the "Confirmation of degree completion for application for an 18-month residence permit to search for a job" which can be signed by your head of study program (HoSP) OR your thesis supervisor (TS) OR the examination office (EO). HoSP or TS will skim through your thesis paper sign this document stating that you will get at least 4.0, i.e. you will not/cannot fail your degree given that you have completed all the other modules. Template available on e-campus. Do not submit the de-registration certificate provided by the examination office.
Proof of financial subsistence	Your last 6 months full bank statements with consistence income <b>OR</b> a <b>notarized</b> declaration of financial commitment by a German citizen or permanent resident + their last 6 months full bank statements + their <b>colour</b> passport/ID copy <b>OR</b> scholarship <b>OR</b> a <b>notarized</b> financial declaration from parents or spouse for the entire duration of your studies + their last 6-month full bank statements + their <b>colour</b> passport copy
Health insurance	<b>Colour</b> copies of both sides of your health insurance card <b>OR</b> a confirmation from your health insurance provider with a validity of <b>least 1 year</b> at the time of your residence permit application.
Your rental contract	Rental contract in your name. It must be signed/stamped by you and your landlord. "Wohnungsgeberbestätigung" is insufficient.
Confirmation of registration ("Anmeldung")	Address/city registration certificate ("Anmeldebestätigung"). Alternatively, you can also submit a copy of your rental contract + "Wohnungsgeberbestätigung" signed by the landlord + appointment confirmation to do the address/city registration until you have the "Anmeldung" document.

I hereby grant SRH Residence Permit Service (RPS) complete authority to manage my application documents for a residence permit. It includes permission to request or retrieve all necessary documents from other departments within SRH (Fee Management, Student Services, Examination Office, etc.). Additionally, RPS is authorized to represent me and handle my residence permit application with the Berlin State Office for Immigration (LEA Berlin).	_____ <b>Your Signature</b>
---	--------------------------------