Information for Foreign Nationals

1. Work visas

Citizens of EU Member States do not require a visa to enter the Federal Republic of Germany. EU citizens must register their residence in Germany if they remain in Germany longer than three months. No work permit is required. A certificate of unrestricted mobility is no longer required.

Swiss nationals do not require a visa to enter the territory of the Federal Republic of Germany. You must apply for a residence card if you are planning to remain here for more than three months.

Nationals of Australia, Canada, Israel, Japan, New Zealand, the Republic of Korea, and the United States of America may remain in Germany as visiting academics or researchers for a maximum of three months within a twelve-month period. If you plan to stay in Germany for more than three months, then you must apply for the appropriate residence permit in Germany at the Registration Office for Foreigners (Ausländerbehörde) within the first three months of entering the country.

A visa is required to enter the country for all nationals of the remaining countries of the world (Other Nationals) for stays of more than three months or stays resulting in gainful employment. The embassies and consulate generals (diplomatic missions) of the Federal Republic of Germany are responsible for issuing visas. The diplomatic mission responsible for issuing a visa is that diplomatic mission in the administrative district where the applicant maintains his or her habitual residence or domicile.¹

Generally for longer-term stays, you must apply for a visa with the appropriate diplomatic mission before entering the country. An application for permission to pursue gainful employment will be submitted along with the visa application for residency.

2. Residency permit (temporary) or lawful permanent residency permit (permanent) for non-EU citizens

In order to remain in Germany for a longer period of time, you must apply for a residency permit immediately after entering Germany. In general the following documents are routinely required for the issuance of a residency permit:

- passport or national identification card
- a biometric picture
- current certificate of residency¹
- proof of sufficient health insurance coverage

¹ You must register your place of residence in Hamburg after arrival. You will need the following documents in order to register your residence or register your change of residence:

- an official photo identification card (identification card or passport) for all persons required to register
- birth certificates for children or a marriage certificate, if applicable
- registration form, completed and signed
- confirmation of residence from the landlord
3. **Persons who provide independent services under an independent contractor agreement or fee agreement** always need a work and residency permit.

4. **Students**

The endorsement in a passport, “Studentische Nebentätigkeit erlaubt” (part-time student work is permitted) is not sufficient to execute an independent contractor agreement or fee agreement. This is considered self-employment and always requires express authorization pursuant to Section 21 subsection 6 of the German Residence Act (AufenthaltsG).

5. **If you have any questions please contact:**
   - At Universität Hamburg: Martina Schönfelder
     Dept. 7—Finance and Accounting
     Section 74—Purchasing and Travel Management
     Deputy Team Leader for Strategic Purchasing
     Staff code: 742.4
     Mittelweg 177, Room S 3038
     20148 Hamburg
     Tel: +49 40 42838-2527
     Email: martina.schoenfelder@verw.uni-hamburg.de
     Office hours: All day Tuesdays and Fridays

   - Hamburger Welcome Center: [http://welcome.hamburg.de/](http://welcome.hamburg.de/)

Before undertaking any work, please contact or make an appointment with the Hamburg Welcome Center via email: info@welcome.hamburg.de