

## 1. Residence permit (issued for the first time)

You want to apply for a fixed-term residence permit for a particular purpose.

### General information:

#### Prerequisites:

You are officially registered as having your main abode in Frankfurt (Oder) and you are in possession of a valid passport with a valid visa or are exempt from the requirement to have a visa.

An application to be issued with a residence permit must be submitted in person at:

Stadt Frankfurt (Oder)  
Amt für Öffentliche Ordnung/Ausländerbehörde  
Marktplatz 1  
15230 Frankfurt (Oder)

### Documents required:

- Application form
- Passport with valid authorisation to stay (entry via visa procedure)
- Two up-to-date biometric passport photographs
- Tenancy agreement
- Proof of a secure means of financial support from your own gainful employment, your own assets or other personal means
- Proof of an appropriate reason to reside e.g. family reasons (marriage certificate, custody declaration for child, proof of paternity), study (certificate of enrolment, notice of grant approval), training (articles of apprenticeship), gainful employment (work contract), humanitarian reasons
- Health insurance certificate

Other documents on request

### Legal basis:

§§ 16 - 38 Residence Act

### Fees:

- Processing fee:
  - Period of validity up to 1 year €100.00
  - Period of validity more than 1 year €110.00
- Issue fee:
  - Period of validity up to 1 year €100.00
  - Period of validity more than 1 year €110.00

The processing fee is taken into account in the issue fee.

## 2. Residence permit (extension or change in the purpose of stay)

You are in possession of a valid, fixed-term residence permit and want to apply for an extension (if necessary, because of a change in the purpose of stay).

### General information:

#### Prerequisites:

You are officially registered as having your main abode in Frankfurt (Oder) and are in the possession of a valid, fixed-term residence permit.

An application to be issued with an extension to a residence permit must be submitted in person at:

Stadt Frankfurt (Oder)  
Amt für Öffentliche Ordnung/Ausländerbehörde  
Marktplatz 1  
15230 Frankfurt (Oder)

### Documents required:

- Application form
- Passport with valid authorisation to stay (entry via visa procedure)
- Two up-to-date biometric passport photographs
- Tenancy agreement
- Proof of a secure means of financial support from your own gainful employment, your own assets or other personal means
- Proof of an appropriate reason to reside e.g. family reasons (marriage certificate, custody declaration for child, proof of paternity), study (certificate of enrolment, notice of approval for the grant), training (articles of apprenticeship), gainful employment (work contract), humanitarian reasons
- Health insurance certificate
- If necessary, proof of successful completion of an integration course

Other documents on request

### Legal basis:

§ 8 Residence Act

### Fees:

- Processing fee:
  - Period of validity up to 3 months €65.00
  - Period of validity more than 3 months €80.00
- Extension fee:
  - Period of validity up to 3 months €65.00
  - Period of validity more than 3 months €80.00
- Change in the purpose of stay and extension €90.00

The handling fee is taken into account in the extension fee.