# PROCESS FOR EXTENDING RESIDENCE PERMIT IN GERMANY

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Note:

* Please select the process for the immigration office as applicable to you
* In-case of any questions with the process, please write to [Germany.ELP@tcs.com](mailto:Germany.ELP@tcs.com)
* Employer confirmations cannot be older than 14 days. Please share the following documents with the Germany ELP Team:  
  - Filled employer confirmation form  
  - Current RP

- Entry visa including entry stamp

- Fresh contract

- Extension contract

- Latest payslip

* Most immigration offices have a huge workload, hence please ensure that you complete Step 1 and Step 2 as much in advance as possible

## Interim process for extending Residence Permit at Munich Immigration Office

1. Address below email to [migration.kvr@muenchen.de](mailto:migration.kvr@muenchen.de) and mark [Germany.ELP@tcs,com](mailto:Germany.ELP@tcs,com) in cc. Zip folders can’t be open from the German authorities hence please don’t share files in a Zip folder.
2. Complete the KVR employer confirmation (refer to template) and get it signed by the ELP Team.



1. Complete the PDF application form, add the blue marked documents and complete the yellow marked fields.



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**Subject:**

"Antrag auf Verlängerung des Aufenthaltstitels, First Name, Last Name, Birth Date"

**Content:**

Sehr geehrte Damen und Herren,

ich möchte hiermit per E-mail eine Verlängerung meines Aufenthaltstitels beantragen.

Mein aktueller Aufenthaltstitel läuft am current visa expiring date aus.

Anbei sende ich Ihnen folgende Unterlagen:

* Ausgefülltes Antragsformular für die Verlängerung des Aufenthaltstitels (scanned copy of application form)
* Antragsdokument für die Agentur für Arbeit (Erklärung zum Beschäftigunsverhältnis und Zusatzblatt B) (Antragsdoc)
* Arbeitgeberbescheinigung (scanned copy of KVR employer confirmation)
* Passkopie (scanned copy of passport)
* Passfoto (scanned photograph)
* Kopie des Arbeitsvertrags (scanned copy of extended employment contract)
* Ersten zwei und letzten zwei Gehaltsnachweise (scanned copies of first two and last two German salary slips)
* Anmeldebestätigung (scanned copy of city registration confirmation)
* Krankenversicherunsnachweis ( confirmation letter from TK)
* Kopie des Mietvertrags (scanned copy of rental contract)
* Kopie des aktuellen Aufenthaltstitels (scanned copy of current residence permit)

Dürfte ich Sie bitten, meinen Antrag entsprechend weiterzuleiten und mir einen Termin für die Verlängerung meines Aufenthaltstitels zu geben?

Ich freue mich von Ihnen zu hören.

Mit freundlichen Grüßen

Name of associate

Your contact details

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1. Immigration Office will check the applicants' documents and will come back to the associates pro-actively with a personal appointment for extension.

**Please note, the immigration office may take even weeks to reply. Please only send a follow-up in case of RP expiry.**

1. The email application will be considered as legally valid and counts as application proof and ensures legal residence in Germany until the day of decision from Immigration Office. The email should be saved for future reference.
2. The above is residence proof for **Germany ONLY**, hence travels outside Germany are not allowed. If one has to travel outside Germany after the current RP expiry and before the renewed visa / RP is issued, the associate should write to Germany.ELP@tcs.com with a specific request. The ELP team will guide them accordingly.

**If you are unsure about your current RP, please write to** [**Germany.elp@tcs.com**](mailto:Germany.elp@tcs.com) **and send them your RP for checking.**

**Note!**

In case you are applying the residence permit extension for your dependents as well, please consider the following point:

* Please add a combined pdf file for each additional family member at the end of the email (application form, copy of passport, copy of health insurance card, copy of current visa) and label the file as Antrag\_last name\_first name\_date of birth.pdf
* Please make sure that the application form for your kids are signed by you and your spouse.
* On the appointment for your residence permit extension, please make sure to carry a school confirmation for each child in case they are visiting a school.

## 

## Interim process for extending Residence Permit at Frankfurt Immigration Office

1. Address below email to [abh-43.3@stadt-frankfurt.de](mailto:abh-43.3@stadt-frankfurt.de) and mark Germany.ELP@tcs,com in cc. Zip folders can’t be open from the German authorities hence please don’t share files in a Zip folder.
2. Complete the PDF application form, add the blue marked documents and complete the yellow marked fields.



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Anbei sende ich Ihnen folgende Unterlagen:

* Ausgefülltes Antragsformular für die Verlängerung des Aufenthaltstitels (scanned copy of above application form)
* Antragsdokument für die Agentur für Arbeit (Erklärung zum Beschäftigunsverhältnis und Zusatzblatt B) (Antragsdoc)
* Arbeitgeberbescheinigung (scanned copy of employer confirmation)
* Passkopie (scanned copy of passport)
* Passfoto (scanned photograph)
* Kopie des Arbeitsvertrags (scanned copy of extended employment contract)
* Ersten zwei und letzten zwei Gehaltsnachweise (scanned copies of first two and last two German salary slips)
* Anmeldebestätigung (scanned copy of city registration confirmation)
* Krankenversicherunsnachweis (confirmation letter from TK)
* Kopie des Mietvertrags (scanned copy of rental contract)
* Kopie des aktuellen Aufenthaltstitels (scanned copy of current residence permit)

Dürfte ich Sie bitten, meinen Antrag entsprechend weiterzuleiten und mir einen Termin für die Verlängerung meines Aufenthaltstitels zu geben?

Ich freue mich von Ihnen zu hören.

Mit freundlichen Grüßen

Name of associate

Your contact details

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**Note!**

In case you are applying the residence permit extension for your dependents as well, please consider the following point:

* Please add a combined pdf file for each additional family member at the end of the email (application form, copy of passport, copy of health insurance card, copy of current visa) and label the file as Antrag\_last name\_first name\_date of birth.pdf
* Please make sure that the application form for your kids are signed by you and your spouse.
* On the appointment for your residence permit extension, please make sure to carry a school confirmation for each child in case they are visiting a school.
* On the appointment for your VISA extension, please make sure to carry a school confirmation for each child in case they are visiting a school.

## Interim process for Residence Permit Extension at Düsseldorf Immigration Office

1. Address below email [abh-firmenservice@duesseldorf.de](mailto:abh-firmenservice@duesseldorf.de) and mark Germany.ELP@tcs,com in cc. Zip folders can’t be open from the German authorities hence please don’t share files in a Zip folder.
2. Complete the PDF application form, add the blue marked documents and complete the yellow marked fields.



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* Arbeitgeberbescheinigung (scanned copy of employer confirmation)
* Passkopie (scanned copy of passport)
* Passfoto (scanned photograph)
* Kopie des Arbeitsvertrags (scanned copy of extended employment contract)
* Ersten zwei und letzten zwei Gehaltsnachweise (scanned copies of first two and last two German salary slips)
* Anmeldebestätigung (scanned copy of city registration confirmation)
* Krankenversicherunsnachweis (confirmation letter from TK)
* Kopie des Mietvertrags (scanned copy of rental contract)
* Kopie des aktuellen Aufenthaltstitels (scanned copy of current residence permit)

Dürfte ich Sie bitten, meinen Antrag entsprechend weiterzuleiten und mir einen Termin für die Verlängerung meines Aufenthaltstitels zu geben?

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Mit freundlichen Grüßen

Name of associate

Your contact details

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* On the appointment for your VISA extension, please make sure to carry a school confirmation for each child in case they are visiting a school.

## 

## Interim process for Residence Permit Extension at all other locations

**Step 1:** Please check out online which immigration office is in charge for you based on your residential address.

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Mit freundlichen Grüßen

Name of associate

Your contact details

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