What should you do if your employment ends?

Please speak with your local Immigration Office immediately and take these documents with you:

- Your valid national passport (original and copy)
- Your current residence permit with the supplementary sheet (originals and copies)
- A recent biometric photo
- The letter of dismissal/termination from your employer (original and copy)
- Proof that you have enough money to cover the cost of living (including proof of a sufficient health insurance cover)

Please note:
In some cases, additional documents may be required.

What should you do if you want to change from one employer to another?

Please speak to your local Immigration Office immediately and bring the following documents with you:

- Your valid national passport (original and copy)
- Your current residence permit with the supplementary sheet (originals and copies)
- A recent biometric photo
- Your new employment contract (original and copy)
- Job description from your new employer
- There is a 98.00 € service charge (there will be no service charge just for changing the supplementary sheet if the residence permit is still valid)

Please note:
You can find all of this information and the relevant forms on the City of Dortmund’s website: www.ordnungsamt.dortmund.de (click on Downloads and then see “Aufenthaltstitel”). There is also lots of helpful information at: www.metropoleruhr.de http://www.metropoleruhr.de/en/ www.welcome.ruhr http://www.welcome.ruhr/en/

Family reunion

Under certain conditions it is sometimes possible for certain family members to join you. Please contact the local German mission at:
www.diplo.de (Einreise und Aufenthalt)
www.auswaertiges-amt.de/EN (Entry & Residence).

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Contact

Stadt Dortmund | Ordnungsamt
Dienstleistungszentrum für Visa-Angelegenheiten, ausländische Studierende und Fachkräfte
(Service center for visa-affairs, foreign students, and skilled employees)
Olpe 1 | 44122 Dortmund

Contact us via e-mail at:
studententeam@stadtdo.de or visa@stadtdo.de

Appointment

Please arrange your personal appointments via e-mail at:
studententeam@stadtdo.de or visa@stadtdo.de

Glossary

Application for a Residence Permit – Antrag auf Erteilung eines Aufenthaltstitels
Blocked account – Sperrkonto
Declaration to provide financial support – Verpflichtungserklärung
Federal Employment Agency – Bundesagentur für Arbeit
Immigration Office – Ausländerbehörde
Pre-study course/measures preparing for course – Studienvorbereitende Maßnahmen
Purpose of stay/residence – Aufenthaltszweck
Residence permit – Aufenthaltstitel
Residence registration form – (An)Meldeformular
ZAV Central Placement Services – Zentrale Arbeitsplatzvermittlung
Found a job which is appropriate for your qualifications?

Please go immediately to your local Immigration Office with the following documents:

- Valid national passport (original and copy)
- Your current residence permit and the supplementary sheet (originals and copies)
- A recent biometric passport/ID photo
- The employment contract or draft employment contract (original and copy)
- A job description from the new employer
- Service charge of 98.00 €

You can now be issued with a residence permit entitling you to take up employment if the ZAV Central Placement Services at the Federal Employment Office have approved this occupation or if there is a regulation or intergovernmental agreement stating that such approval is not required. The question of whether the Immigration Office needs to get approval from the ZAV at the Federal Employment Agency or not depends on your university degree, your occupation group and on the annual salary stated in your employment contract. The Immigration Office is bound to follow the decision of the ZAV at the Federal Employment Agency!

When you have handed in the above-mentioned documents to the Immigration Office, they will check if you can be issued with a Blue Card EU or a Residence Permit entitling you to take up employment.

Extending your residence permit so you can start a job

If your place of residence is Dortmund, you will usually receive a reminder from the Immigration Office in Dortmund well before your residence permit runs out. This letter will give you a fixed, binding appointment for a personal meeting at the Immigration Office in Dortmund which you must attend and it will also tell you which documents to bring with you.

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Service charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing a residence permit valid up to one year</td>
<td>100.00 €</td>
</tr>
<tr>
<td>Issuing a residence permit valid for more than one year</td>
<td>100.00 €</td>
</tr>
<tr>
<td>Extending a residence permit</td>
<td>93.00 €</td>
</tr>
<tr>
<td>Changing or extending the residence permit due to a change in the purpose of residence</td>
<td>98.00 €</td>
</tr>
<tr>
<td>Re-issuing the supplementary sheet for the residence title due to a change in the purpose of residence</td>
<td>50.00 €</td>
</tr>
<tr>
<td>Issuing a probationary/temporary permit (Fiktionsbescheinigung)</td>
<td>13.00 €</td>
</tr>
</tbody>
</table>

Please take note of these points as well:

- In some cases, additional documents may be required.
- If the ZAV at the Federal Employment Agency has to be involved, they need 2 to 4 weeks for processing.
- It takes around 4 to 6 weeks after the application has been filed until your electronic residence permit card is ready for you to collect.