

Your Contacts in Berlin

How to find us

Berlin Chamber of Industry and Commerce (IHK)

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Your Start in Berlin Business Immigration Service

Business Immigration Service (BIS)
 Ludwig Erhard Haus (First Floor)
 Fasanenstrasse 85 | 10623 Berlin
 Phone +49 30 31510-0
www.ihk-berlin24.de
www.berlin-partner.de/bis

- ❖ Monday to Thursday: 8 a.m. – 5 p.m.
- ❖ Friday: 8 a.m. – 4 p.m.
- ❖ as well as by appointment

Business Immigration Service

The Business Immigration Service (BIS) is a special service provided by the Berlin business community. It is designed to help foreign investors, entrepreneurs, university graduates, highly qualified workers and management executives more easily enter Berlin's economic community and job market. The Berlin Chamber of Industry and Commerce (IHK), the Foreigners' Authority (Ausländerbehörde), Berlin Partner GmbH, the Berlin Senate Department for Economics, Technology and Women's Issues (Senatsverwaltung für Wirtschaft, Technologie und Frauen) and Berlin's Employment Agencies (Agenturen für Arbeit) will work together to swiftly overcome any economic and legal obstacles you might face in a quick and non-bureaucratic way.

Clients of the BIS

Our service is geared especially toward the following foreign persons and parties:

- ❖ Investors and companies
- ❖ Highly qualified workers and management executives
- ❖ Specialists at globally active companies
- ❖ University graduates (not those still studying)

and their dependants, who officially reside in Berlin

The following persons are not included:

- ❖ EU citizens
- ❖ Foreign citizens with a German spouse
- ❖ Foreign citizens with a stamp marked "employment permitted" (Erwerbstätigkeit gestattet) in their passports

Students, interns, relocation companies and freelancers are asked to contact the Foreigners' Authority (Ausländerbehörde).

Strategic Services

The advisory services provided by the BIS are free of charge and available during daily office hours as well as by prior appointment.

Our services include the following:

- ❖ Initial consulting and information about establishing a business in Berlin
- ❖ Information on self-employment acc. to § 21 Residence Law (Aufenthaltsgesetz)
- ❖ Assessment of the economic interest and/or regional need for the services offered
- ❖ Consultation with employers regarding the hiring of foreign citizens
- ❖ Initial applications and extensions of various residence permits, such as the residence permit (Aufenthalts-erlaubnis) and the settlement permit (Niederlassungs-erlaubnis) – subject to a fee
- ❖ Certificate authorizing the extension of a residence permit (Fiktionsbescheinigungen) – subject to a fee
- ❖ Approval request (Zustimmungsanfrage) to the Employment Agency (Agentur für Arbeit)
- ❖ Facts and figures on the Berlin Business Region
- ❖ Information on financing and funding measures
- ❖ Assistance in obtaining appropriate production facilities and office space
- ❖ Support in the recruitment and training of employees
- ❖ Contact information for public authorities, banks, chambers, federations, networks

Residence permits can be obtained following private appointments at the BIS. When you receive an appointment date, we will provide you with a list of all the documents you will be required to present before your permit is issued.

Attention – Please Note!

As a general rule, residence permits must be applied for at the German embassy in the foreign citizen's home country.

Exceptions are made in the following cases only:

- ❖ If the foreign person already holds a valid residence permit for Germany (in this case, a tourist or a business visa is not sufficient) or
- ❖ If the foreign person comes from Switzerland or from one of the "exempt countries", i.e. Australia, Israel, Japan, Canada, South Korea, New Zealand and the United States.

Important Links

- 🔗 www.ihk-berlin24.de, Dokument Nr. 24540
- 🔗 www.berlin-partner.de/bis
- 🔗 www.berlin.de/labo/auslaender/dienstleistungen
- 🔗 www.berlin.de/sen/wirtschaft/ordnung

Partners

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- ❖ Foreigners' Authority Berlin (Ausländerbehörde)
- ❖ Berlin Partner GmbH
- ❖ Berlin Senate Department for Economics, Technology and Women's Issues (Senatsverwaltung für Wirtschaft, Technologie und Frauen)
- ❖ Employment Agencies (Agenturen für Arbeit)