



Foreign Nationals

In most cases, you will need a residence permit that allows self-employment before you can enter into an independent contractor agreement or fee agreement.

- Provided your residence permit allows gainful employment (“Erwerbstätigkeit gestattet”), any gainful work is allowed and you do not need any further permission.
- If you have a residence permit for another reason, you must request a change to the conditions.
- If you do not have a residence permit, you must apply for one (fees apply).

Before you perform any work or provide any services contact

- the Hamburg Welcome Center: <http://welcome.hamburg.de>.
You can arrange an appointment via email: info@welcome.hamburg.de
(Current waiting period for an appointment: up to 3 months.)
Alternatively, contact
- your local district office—check here for your nearest office: www.hamburg.de/behoerdenfinder/hamburg/11254942

Generally, you will need to present the following documents to be issued with a residence permit:

- passport or national identification card
- biometric photograph
- current certificate of residence
- proof of sufficient health insurance coverage
Note: If you do not have statutory health insurance, you must provide proof that you have private health insurance.
- completed and signed registration form
- administration fees
- additional documents as necessary

See here for more information and forms (also in other languages):

<http://welcome.hamburg.de/formulare>

If you have any questions, contact the member of the Strategic Purchasing department responsible for independent contractor agreements and fee agreements (732): werkvertrag@uni-hamburg.de