

99010036001000

ICT card for intra-company transferred employees Issue

Heruntergeladen am 20.06.2025

<https://fimportal.de/xzufi-services/S1000020010000012924/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99010036001000
Leistungsbezeichnung I	ICT card for intra-company transferred employees Issue
Leistungsbezeichnung II	Apply for an ICT card for intra-company transferred employees
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	01.11.2024
Fachlich freigegeben durch	
Handlungsgrundlage	§ 19 Residence Act (AufenthG)
Teaser	If your company is based outside the EU and you are temporarily seconded to a branch in Germany, you can apply for an ICT card.
Volltext	"ICT" stands for "Intra-Corporate Transfer". The ICT card is a special residence permit that you can apply for as a manager, specialist or trainee if you are temporarily deployed in Germany from a location outside the EU. The ICT card allows you to work in your company's German branch for a certain period of time.
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Valid passport or passport replacement • Employment contract including proof of previous employment in the company • If applicable: declaration of secondment from the company • Proof of qualification (e.g. certificates, diplomas) • Confirmation of the planned deployment in Germany, including information on the position and duration of the stay • proof of health insurance • Current biometric passport photo (can also be taken during the interview for a fee) • Proof of securing livelihood (for example, salary slips or certificates) • Current registration certificate
Voraussetzungen	<ul style="list-style-type: none"> • You will work in the receiving branch as a manager or as a specialist. • You have been with the company for at least six months without interruption immediately prior to the intra-company transfer. • You will continue to be a member of the company for the duration of the transfer. • The transfer takes longer than 90 days. • The transfer takes a maximum of 3 years. If you are a trainee, a maximum of 1 year.

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	<ul style="list-style-type: none"> • You have entered the country with an appropriate visa and have already provided the information required for the ICT card to the responsible German diplomatic mission abroad.
Kosten	100,00 EUR
Verfahrensablauf	<ul style="list-style-type: none"> • You use the online service to apply for the ICT card after your entry and upload the required documents. • The responsible office will then send you an appointment for an interview. • Please bring all required documents, preferably in their original form, with you to the appointment. • The responsible authority will check your identity and documents. • The competent authority shall involve other authorities where necessary. • If your application is approved, your fingerprints, signature and a biometric photo will be taken to produce the electronic residence permit (eAT). • The responsible authority commissions an external body, the Federal Printing Office, to produce your eAT. • As soon as the eAT is ready, you will receive a notification and can collect the card in person from the responsible office. The responsible office will give you an appointment for this. • If the application is rejected, you will receive a rejection notice with the reasons for the rejection.
Bearbeitungsdauer	Up to several weeks
Frist	You must submit your application before your visa expires.
weiterführende Informationen	
Hinweise	There are no special features.
Rechtsbehelf	<ul style="list-style-type: none"> • Contradiction • Action before the administrative court
Kurztext	<ul style="list-style-type: none"> • ICT stands for "Intra-Corporate Transfer" • special residence permit for managers, specialists and trainees • allows you to work for a certain period of time in the

Modul	Sachverhalt
	German branch of a company if you are usually employed at a location outside the EU
Ansprechpunkt	
Zuständige Stelle	HWC professionals
Formulare	
Ursprungsportal	Hamburg Service, Hamburg Service (Currently this link is only available in german)