



Embassy
of the Federal Republic of Germany
Islamabad



Consulate General
of the Federal Republic of Germany
Karachi

Business Visa - trade fair

In order to speed up the procedure at the visa counter, you are kindly requested to present the documents exactly **in the same order** as indicated below:

<u>Required Documents:</u>	<u>Additional instructions:</u>
- one application form	- completely filled out by typewriter or online (see website) - signed by the applicant
- two passport photos	- not older than six months - no computer print-outs accepted
- valid passport	- Passport needs to be valid for three months after the expiry of the applied visa - please submit copies of pages 1 - 4 and of previous Schengen visas as well as of US or UK visas
- former passports	- if any
- completed list of your children - completed list of relatives (including children) living outside of Pakistan	- see download on website
- security questionnaire	- see download on website
- valid health insurance	- please submit the original and one copy - the original has to be signed - please make sure that your insurance explicitly covers all Schengen States (not only Germany) - see download on website
- documentation as exhibitors	- copies of space confirmation, space invoice and proof of payment to the fair organiser (required even if applied through the TDAP). - proof of hotel booking Letter of invitation from the trade fair organiser is not required for registered exhibitors.
- documentation as visitors	- letter of invitation issued by the local competent liaison office or a representative for a respective German trade fair. In case of no such office: Issued by the fair organiser directly. - please submit the letter in original and one copy - If invited by a local competent liaison office or a representative of the respective German trade fair: Please provide us with the address of the hotel you will be staying in. - If invited by the fair organizer directly: Please provide us with its corresponding address and the name of the contact person.
- visitor entrance ticket	- for the trade fair to be visited in Germany. If advance purchase of ticket is not possible:

	Provide the confirmation by the fair organiser that the visitor ticket will be available only upon arrival at the trade fair grounds.
- letter of business references	- issued by your company/employer - stating your designation/position - stating how long you have been working with this company
- documentation of business activities	- with your German and/or EU partner (if any)
- letter of recommendation /certificate	- issued by a Chamber of Commerce & Industry or an association (if affiliated with such a chamber or association) - please submit the original and one copy
- evidence about your financial situation	- personal bank statement and company bank statement covering the last six months each - proof of real property - if any
- visa fees	60 Euro (payable in PKR)

Please note:

- Processing time is of minimum 14 **weekdays** / working days
- All applicants have to appear **personally**, unless they belong to the following category:
Travellers
 - who have been in the possession of at least two valid Schengen visa (category C, issued by any Schengen state) within the past 24 months and have used them in a lawful manner or
 - who have been in the possession of a Schengen visa with a validity of a year or several years in the past (24 months time limit **does not** apply in this case) and have used them in a lawful manner**are exempted from a personal appearance** at the visa section. They can send a person of trust with their application form and the required documents. These documents need to be complete.
- Companies should send their employees in a group to apply for the visa.
- Visa applications **can be submitted weeks ahead of travel date**. Dates of validity on the visa sticker will be according to the dates as per application, reservations and travel health insurance.
- **Spouses** (not involved in the business) **accompanying** their partners on a business trip/ to a fair have to fulfill the requirements as for a tourist.
- **Original passports can be withdrawn** after submission of application for travels into countries other than Schengen States during the processing time.
- No other charges except the visa fee is applicable. This requirement sheet is free of charge.
- Visa **applications of minors** need to include the written consent of their parents/custodians.