



## Visitor's Visa (Family/Friend Visits) - Required Documents

1. Please bring your current passport + previous passports	passport needs to be valid for three months after the expiry of the applied visa; please provide a police report in Urdu with an English translation/in English if a previous passport is lost
2. Visa application form	<a href="#">Download Application Form here</a>
3. Two (2) biometrical Passport Photos	<a href="#">Example of passport photos</a>  2 biometrical passport photos, not older than 6 months; → 1 photo should be stapled on the application form and 1 photo attached with a paper clip
4. Valid travel health insurance policy	<a href="#">List of Health Insurance Companies</a>  the original has to be signed if applicable; please <u>provide the original</u> and submit one copy; please make sure that your insurance explicitly covers all Schengen States and not only Germany; coverage minimum is 30,000 Euro
5. Signed health insurance declaration	<a href="#">Example of Health Insurance Declaration</a>
6. Letter of invitation	<b>letter of obligation</b> (so called <b>Verpflichtungserklärung</b> ) issued by the competent Ausländerbehörde (Alien's Authority) at the place of your hosts residence including declaration of liability according to §§ 66-68 of the German Resident Act signed by your host in Germany; not older than 6 months  <b>informal letter of invitation</b> (needs to be signed by the host; attach passport copy of host; residence permit of host and certificate of residence)



	- if you are not staying with the person inviting you: <b>confirmed hotel booking or proof of any other accommodation in Germany</b>
7. Flight reservation of air ticket	return or round trip for max. 90 days) from/to Pakistan and the member state(s) of destination
8. NOC (no objection certificate) (if applicable) of employer /university not older than a month	NOC must be issued by your company/employer/university; stating your designation/position; stating how long you have been working with this company; granting of Ex-Pakistani leave
9. Passport copy of page 1 and 2	
10. Copy of all refusals (if any)	
11. ID card copy (CNIC); A4 size	
12. FRC (Family Registration Certificate issued in English by NADRA),  Marriage Certificate (if applicable),  Birth Certificate for minor applicants	
13. Completed list of children	<a href="#">Download List of Children Template here</a>
14. Completed list of relatives living abroad	<a href="#">Download List of Relatives Template here</a>
15. Security declaration	<a href="#">Download Security Declaration here</a>
16. Appointment email	print out of the appointment e-mail should show the e-mail-address you have registered with for the appointment
17. Copy of all previous visas of the last 5 years (Schengen/US/UK/Australia/Canada)	



<b>18. Personal bank statements of the past 6 months</b>	Personal bank statements have to be duly signed and stamped by the bank;  proof of real property (if any)
<b>19. Salary slips of the last 3 months / pension book</b>	
<b>20. Property documents (with English translation) if applicable</b>	

**Please note:**

- **Visa fee:**  
**80 Euros** (payable in PKR), **35 Euros** (payable in PKR) for children between 6-12 years of age; no other charges except the visa fee is applicable; the visa fee will NOT be reimbursed if the visa is refused, regardless the reasons for the refusal.
- Processing time is **15 calendar days minimum**
- Please appear **on time** and provide **all required documents in the above mentioned order** to save yourself, the officers at the counters and all of the other applicants time; the Embassy does **NOT offer a copy service**;
- Please be informed that **incomplete applications** are more likely to be rejected! Applications will only be accepted and processed after the submission of all required documents.
- The application form has to be filled out by typewriter/online (see website) and completely.
- All applicants have to **appear personally**, unless they belong to the following category:

Travellers

whose biometric data had been taken for a Schengen visa application during the last 59 months

=> 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.  
(An *authority letter*, signed by the applicant, mentioning the full name and CNIC number of



messenger who will be submitting the case on his/her behalf, and full name & passport number of the respective applicant is needed.)

- **Visa applications can be submitted weeks ahead** of travel date but **not earlier than 6 months** before the traveling date. Dates of validity on the visa sticker will be according to the dates as per application, reservations and travel health insurance.
- **Original passports can be withdrawn** after submission of application for travels into countries other than Schengen States during the processing time; please provide relevant proof of the travel (flight booking); please be also aware that the application will be on-hold until the passport will be resubmitted;
- **Visa applications of minors need to be signed by both parents/**need to include the written consent of their parents/custodians (in case of guardianship please provide a current court order of custody and letter of consent of the biological parents if applicable); if one parent is deceased please provide a death certificate; if parents are divorced please provide a court order regarding child's custody; parents/guardians who sign applications of minors need to provide their passport/CNIC copies with data and signature page; letter of school confirming current enrolment and approval of leave
- Supplementary information or evidence may be requested in each individual case.
- Adult applicants: passports need to be signed.
- All photocopies should be **A4** size (especially CNIC copies); copies should be readable.
- The visa application form needs to be signed otherwise it is not a valid application.
- Please be aware that documents in Urdu without English translation cannot be accepted.
- Applicants are kindly asked to note that compliance with the aforementioned conditions does not automatically guarantee that a visa will be issued.
- Even with a valid visa, the competent German border authorities may refuse entry into the territory of Germany. In such cases, the Government of Germany accepts no liability.

**Thank you for your understanding!**