



Visa application preparation and checklist  
**Employment for Skilled Workers Holding a  
University Degree**  
Section 18b Residence Act

Name	File No.	Date
<b>Documents (in the original and one set of copies)</b>		<b>Missing</b>
0) <b>Printout of this checklist</b>		<input type="checkbox"/>
1) <b>Application form</b> ( <i>completed and signed by you, glued (not stapled) passport photo</i> )		<input type="checkbox"/>
2) <b>Passport copy</b> ( <i>copy of your recent passport's first three pages</i> )		<input type="checkbox"/>
3) <b>ID card copy</b> ( <i>copy of your recent ID card's frontside and backside</i> )		<input type="checkbox"/>
4) <b>Application declarations</b> ( <i>read and signed by you</i> )		<input type="checkbox"/>
5) <b>Printout of your appointment confirmation e-mail</b>		<input type="checkbox"/>
6) <b>Only if applicable: Written explanation for past visa refusals</b>		<input type="checkbox"/>
7) <b>Educational/academic/professional Curriculum Vitae</b>		<input type="checkbox"/>
8) <b>Employer's Declaration form</b> ( <i>completed and signed by your employer</i> )		<input type="checkbox"/>
9) <b>Employment contract</b> ( <i>signed by you and your employer, joining date must be up to date</i> )		<input type="checkbox"/>
10) <b>Detailed job description</b> by your employer (e.g. job offer)		<input type="checkbox"/>
11) <b>Only if applicable (NOT mandatory): Pre-approval</b>		
<input type="checkbox"/> by the Foreigners Authority (Section 81a Residence Act)		<input type="checkbox"/>
<input type="checkbox"/> by the Federal Employment Agency (Section 36 Employment Ordinance)		
12) <b>University degrees including final transcripts of record</b> ( <i>BOTH attested by the HEC</i> )		<input type="checkbox"/>
13) <b>Proof of your university degrees' recognition</b>		
<input type="checkbox"/> two <b>anabin database</b> printouts (concerning degree <b>and</b> rewarding university)		<input type="checkbox"/>
<input type="checkbox"/> <b>Statement of Comparability</b> by the German Central Office for Foreign Education		
14) <b>Only if applicable: Practice license</b> by the competent German authority		<input type="checkbox"/>
15) <b>Travel health insurance confirmation</b> ( <i>valid from intended travel date until begin of your regular German statutory/private health insurance</i> )		<input type="checkbox"/>
16) <b>Others:</b>		<input type="checkbox"/>

Visa Fee in the amount of 75 EUR, to be paid in PKR

**Completeness of application**

My application is ...

☐ complete.

☐ incomplete.

The documents indicated above are lacking and will be submitted to the e-mail address [visainfo@isla.auswaertiges-amt.de](mailto:visainfo@isla.auswaertiges-amt.de) mentioning my file number in the e-mail's subject line.



Date, signature

Scan here to submit  
your missing documents