

## Vocational Training

Section 16a Residence Act

When applying, you must present **all documents** mentioned on the checklist. Please make sure to present **originals** and prepare all documents as described in the following. In addition, you must present **one complete set of copies**.

### How to prepare your documents

To 1): The application form must be duly **completed and signed by you**. The form can be found [HERE](#). Your biometric passport photo must not be older than **six months**. It must be **glued (not stapled)** on the application form's first page in the top right-hand corner.

To 2): Your passport must be in duly condition and contain your **signature**. It must have at least **two empty pages** for the visa sticker and a **validity of at least one year**.

To 4): The application declarations must be duly **read and signed by you**. The declarations can be found [HERE](#).

To 8): Your latest school diplomas must be **attested by the competent Pakistani authority**.

To 9): Your vocational training contract must be duly **signed by you and your employer** and **recognized by the German Chamber of Industry and Commerce**. The joining date must be **up to date**.

To 10): Your vocational training plan ("Ausbildungsverlaufsplan") must provide **detailed information about the contents of your training**.

To 111): In order to proof sufficient German language proficiency level B1, you must provide a **language certificate** by one of the following providers or their cooperation partners: Goethe-Institut e.V., telc GmbH, Österreichisches Sprachdiplom (ÖSD), TestDaF-Institut e.V, ECL Examination System. Your language certificate must not be older than **one year**.

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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>School diplomas</b> ( <i>attested by the competent Pakistani authority</i> )		<input type="checkbox"/>
9) <b>Vocational training contract</b> ( <i>signed by you and your employer, recognized by the German Chamber of Industry and Commerce joining date must be up to date</i> )		<input type="checkbox"/>
10) <b>Vocational training plan</b> <i>by your employer</i>		<input type="checkbox"/>
11) <b>Proof of sufficient German language proficiency (B1 CEFR)</b> ( <i>e.g. Goethe certificate</i> )		<input type="checkbox"/>
12) <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"/>
13) <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 [missing.documents@isla.diplo.de](mailto:missing.documents@isla.diplo.de) mentioning my file number in the e-mail's subject line.



Scan here to submit  
your missing documents

\_\_\_\_\_  
Date, signature