



## Information sheet: National Visa

### Voluntary Service

#### Basic Information

- All documents must be submitted **twice**, sorted into two different sets in the order as mentioned on the checklist below
- Certificates, diplomas, etc. must be presented in the original and attested by the HEC. Your original documents will be returned to you once your application has been processed.
- **Processing time is as a rule ca. 2 months**, but can take longer in individual cases.
- Flight reservations are not required to apply for a visa – please only book your ticket when you have received your visa.
- The German Embassy Islamabad reserves the right to request further documents.
- Missing documentation delays the procedure and can result in your application being rejected.
- **Please do not contact the Embassy to check the status of your application during the normal processing period.** Such inquiries are extremely time-consuming for the visa section and can thus not be answered.

#### General Information on a voluntary service

A visa can be issued to participate in voluntary services in Germany (FSJ), Federal Voluntary Service (BFD) and Voluntary Ecological Year (FÖJ). Persons participating in the European Voluntary Service (EVS) will be granted a visa provided that the prerequisites are met. The duration of voluntary service can be between six and 24 months, as a rule, however, it lasts a full year.

The aim of the stay is to contribute to the common good and acquire skills.

Use the following checklist to make sure your application documents are complete. All documents listed here are to be submitted in **two identical sets** in the requested form and order. **The documents needs to be submitted in A4, complete and not stapled.**



### Visa application checklist – Voluntary Service

The following documents are to be submitted in full with every set of documents.

		Missing:
1	<a href="#">Application Form</a> , including recent ( 2 weeks old) biometric passport photos	
2	<p>Contract/Arrangement on your voluntary service in Germany:</p> <p>-&gt; <b>Federal Voluntary Service (BFD):</b> Your contract must be signed by you and the Federal Office of Family Affairs and Civil Society Functions (BAFzA), as well as the placement department, headquarters and, where applicable, by the institution implementing the voluntary service.</p> <p>-&gt; <b>Voluntary Social Year (FSJ)/Voluntary Ecological Year (FÖJ):</b> Your contract must be signed by you and the respective institution, as well as, where applicable, the placement department.</p> <p>-&gt; <b>European Voluntary Service (EVS):</b> Your contract must be signed by the National Agency for Erasmus+ Youth in Action and the coordinating organisation. The Volunteer Arrangement in which the tasks and planned participant achievements are described must be signed by the coordinating organisation and the volunteer.</p>	
3	Personally drafted complete curriculum vitae, detailing in particular training to date and, where applicable, periods of employment	
4	Proof of German language skills or written confirmation by institution that no German language skills are required. In that case: Proof of English language skills	
5	Passport copies: Copies of Page 1 and 2 of all your passports starting with the most recent one you want to travel on. If you lost a passport, please provide police certificate regarding the loss instead	
6	ID card copy	
7	Travel health insurance	
8	If applicable: Information about any previous visa refusals. If you have been refused a visa, please supply us with a written explanation and the refusal letter	
9	<a href="#">Applicants Declaration</a>	
10	<a href="#">Declaration</a> as per § 54 (2) S. 8 in combination with § 53 Residence Act	
11	Printout of the appointment confirmation e-mail; including the provided booking code (e.g. "isla_9729717")	
<b>Fee</b>		
	Visa fee of 75,- €. Payable in PKR.	