



Visa application preparation and checklist
**Employment for IT Specialists with Work
Experience**

Section 19c (1) Residence Act, Section 6
Employment Ordinance

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): The Employer's Declaration form („Erklärung zum Beschäftigungsverhältnis“) must be duly **completed and signed by your employer**. The form can be found [HERE](#).

To 9): Your employment contract must be duly **signed by you and your employer**. The joining date must be **up to date**.



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Name	File No.	Date
Documents (in the original and one set of copies)		Missing
0) Printout of this checklist		<input type="checkbox"/>
1) Application form (<i>completed and signed by you, glued (not stapled) passport photo</i>)		<input type="checkbox"/>
2) Passport copy (<i>copy of your recent passport's first three pages</i>)		<input type="checkbox"/>
3) ID card copy (<i>copy of your recent ID card's frontside and backside</i>)		<input type="checkbox"/>
4) Application declarations (<i>read and signed by you</i>)		<input type="checkbox"/>
5) Printout of your appointment confirmation e-mail		<input type="checkbox"/>
6) Only if applicable: Written explanation for past visa refusals		<input type="checkbox"/>
7) Educational/academic/professional Curriculum Vitae		<input type="checkbox"/>
8) Employer's Declaration form (<i>completed and signed by your employer</i>)		<input type="checkbox"/>
9) Employment contract (<i>signed by you and your employer, joining date must be up to date</i>)		<input type="checkbox"/>
10) Detailed job description by your employer (e.g. job offer)		<input type="checkbox"/>
11) Letter of Experience by your former employers		<input type="checkbox"/>
12) Travel health insurance confirmation (<i>valid from intended travel date until begin of your regular German statutory/private health insurance</i>)		<input type="checkbox"/>
13) Others:		<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 mentioning my file number in the e-mail's subject line.



Scan here to submit
your missing documents

Date, signature