



## Business Visa - Required Documents

<b>1. Please bring your current passport + previous passports;</b>	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
<b>2. Visa application form</b>	<a href="#">Download Application Form here</a>
<b>3. Two (2) biometrical Passport Photos</b>	<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
<b>4. Valid travel health insurance policy</b>	<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
<b>5. Signed health insurance declaration</b>	<a href="#">Example of Health Insurance Declaration</a>
<b>6. Invitation letter/hotel booking/exhibition entry</b>	a) <b>Invitation</b> ( <i>not older than 3 months</i> ) on company/organization letterhead detailing identity of person invited (name, position), purpose of visit (e.g. meetings, conference, factory visits); dates and itinerary; commercial register extract (Handelsregisterauszug) of inviting company; authorization of the undersigned to authorize the Germany invitation and passport copy



	<p><b>b) <u>Documentation as exhibitors:</u></b></p> <ul style="list-style-type: none"><li>- copies of space confirmation, space invoice and proof of payment to the fair organizer (required even if applied through TDAP);</li><li>- letter of invitation from the trade fair organizer is not required for registered exhibitors;</li><li>- proof of hotel booking</li></ul> <p><b>c) <u>Documentation as visitors:</u></b></p> <ul style="list-style-type: none"><li>- letter of invitation issued by the local competent liaison office or a representative for a respective German trade fair;</li><li>- in case of no such office: issued by the fair organizer directly;</li><li>- please submit the letter in original and one copy;</li><li>- please provide us with the address of the hotel you will be staying in;</li> <li>- Visitor entrance ticket for the trade fair to be visited in Germany (<i>if advance purchase of ticket is not possible, please provide the confirmation by the fair organizer that the visitor ticket will be available only upon arrival at the trade fair grounds</i>)</li></ul>
<b>7. Flight reservation of air ticket</b>	return or round trip for max. 90 days from/to Pakistan and the member states of destination
<b>8. Covering letter / letter of business references</b>	Covering letter must be issued by your company/employer; stating your designation/position; stating how long you have been working with this company; stating the purpose of the trip and specify whether the sending company will cover the travel expenses and accommodation
<b>9. Passport copy of page 1 and 2</b>	



<b>10. Copy of all refusals</b> (if any)	
<b>11. ID card copy (CNIC);</b> A4 size	
<b>12. FRC</b> (Family Registration Certificate issued in English by NADRA),  <b>Marriage Certificate</b> (if applicable),  <b>Birth Certificate</b> for minor applicants	
<b>13. Completed list of children</b>	<a href="#">Download List of Children Template here</a>
<b>14. Completed list of relatives living abroad</b>	<a href="#">Download List of Relatives here</a>
<b>15. Security declaration</b>	<a href="#">Download Security Declaration here</a>
<b>16. Appointment email</b>	print out of the appointment e-mail should show the e-mail-address you have registered with for the appointment
<b>17. Copy of all previous visas</b> (Schengen/US/UK visas)	
<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</b> of the last 3 months / pension book	
<b>20. Company bank statements of the past 6 months</b>	bank statements have to be duly signed and stamped by the bank
<b>21. Federal Board of Revenue acknowledgement of tax returns</b>	Please submit FBR acknowledgement of tax returns for the last two fiscal years before the application date



<b>22. Bill of lading of the last few shipments to Germany/Europe</b>	
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**Please note:**

- Visa fee:  
**90 Euros** (payable in PKR), **45 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. These documents need to be complete and arranged in the above mentioned order.

(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.



- **Spouses** (not involved in the business) **accompanying** their partners on a business trip/to a fair have to fulfill the requirements as for a tourist.
- **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!**