



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**.

To 11): **Only if your employer has applied for a pre-approval** at a Foreigners Authority according to Section 81a Residence Act (fast-track procedure for skilled workers, „beschleunigtes Fachkräfteverfahren“) or Federal Employment Agency according to Section 36 Employment Ordinance, you must provide the issued pre-approval letter.

To 12): Your university degrees and final transcripts of record, **BOTH** must be **attested by the Higher Education Commission of Pakistan (HEC)**. Further information can be found [HERE](#).

To 13): In order to proof your foreign university degree's recognition (does not apply to German university degrees), you must provide **TWO anabin database printouts**: The first one concerning your **university degree** (classified as „entspricht“, „gleichwertig“ or „vergleichbar“) and the second one concerning your **rewarding university** (classified as „H+“). Further information and a guide how to use the anabin database can be found [HERE](#). **Only if your degree and/or rewarding university is not classified as mentioned before**, you must provide a **Statement of Comparability** by the German Central Office of Foreign Education instead. Further information can be found [HERE](#).

To 14): **Only if you will work in a regulated profession**, you must provide a practice license granted by the competent German authority. Further information and a tool to find out whether your profession is regulated can be found [HERE](#).



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) Only if applicable (NOT mandatory): Pre-approval		
<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) University degrees including final transcripts of record (<i>BOTH attested by the HEC</i>)		<input type="checkbox"/>
13) Proof of your university degrees' recognition		
<input type="checkbox"/> two anabin database printouts (concerning degree and awarding university)		<input type="checkbox"/>
<input type="checkbox"/> Statement of Comparability by the German Central Office for Foreign Education		
14) Only if applicable: Practice license by the competent German authority		<input type="checkbox"/>
15) Travel health insurance confirmation (<i>valid from intended travel date until begin of your regular German statutory/private health insurance</i>)		<input type="checkbox"/>
16) 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