

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 foreign vocational qualification (does not apply to German vocational qualifications) diploma must be **attested by the Higher Education Commission of Pakistan (HEC)**. Further information can be found [HERE](#).

To 13): In order to proof your vocational qualification's recognition, you must provide a Recognition Notice by the competent German authority. 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](#).



Visa application preparation and checklist
**Employment for Skilled Workers with Vocational
Qualification**
Section 18a Residence Act

| 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) Vocational qualification diploma (<i>attested by the HEC</i>) | | <input type="checkbox"/> |
| 13) Proof of your vocational qualification's recognition by the competent German authority | | <input type="checkbox"/> |
| 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