

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 9): You may receive a different number of points depending on your level of knowledge in the English or German language. Your certificates must be issued by a recognized institute such as TOEFL or the Goethe Institute. Further information can be found [HERE](#).

To 10): In order to proof sufficient financial means for your living expenses during your stay in Germany, please provide a **blocked account confirmation in the amount of €1,027 (as for 2024) per month of stay** (e.g. €3,081 for a three month stay, €6,162 for a six month stay). Alternatively, you might provide a formal **Declaration of Commitment ("Verpflichtungserklärung")** according to Section 68 Residence Act by a sponsor who is living in Germany. This means, the Declaration of Commitment must be **issued by a German Foreigners Authority**.

To 11): 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 12): In order to proof your university degree's recognition, 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 13): **Only if you seek jobs 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](#).

To 14): **Only if applicable**: If you have previously stayed in Germany for more than six months (not for the purposes of tourism or visits) then you can receive one point.



Name	File No.	Date
<b>Documents (in the original and one set of copies)</b>		<b>Missing</b>
0) <b>Printout of this checklist</b>		<input type="checkbox"/>
1) <b>Application form</b> ( <i>completed and signed by you, glued (not stapled) passport photo</i> )		<input type="checkbox"/>
2) <b>Passport copy</b> ( <i>copy of your recent passport's first three pages</i> )		<input type="checkbox"/>
3) <b>ID card copy</b> ( <i>copy of your recent ID card's frontside and backside</i> )		<input type="checkbox"/>
4) <b>Application declarations</b> ( <i>read and signed by you</i> )		<input type="checkbox"/>
5) <b>Printout of your appointment confirmation e-mail</b>		<input type="checkbox"/>
6) <b>Only if applicable: Written explanation for past visa refusals</b>		<input type="checkbox"/>
7) <b>Educational/academic/professional Curriculum Vitae</b>		<input type="checkbox"/>
8) <b>Only if applicable: Proof of previous professional experience</b>		<input type="checkbox"/>
9) <b>Language certificates (English and/or German)</b>		<input type="checkbox"/>
10) <b>Proof of sufficient financial means for living expenses</b>		
<input type="checkbox"/> <b>blocked account confirmation</b>		<input type="checkbox"/>
<input type="checkbox"/> <b>Declaration of Commitment</b> („Verpflichtungserklärung“) by a sponsor in Germany (Section 68 Residence Act)		<input type="checkbox"/>
11) <b>University degrees including final transcripts of record</b> ( <i>BOTH attested by the HEC</i> )		<input type="checkbox"/>
12) <b>Proof of your university degrees' recognition</b>		
<input type="checkbox"/> two <b>anabin database</b> printouts (concerning degree <b>and</b> rewarding university)		<input type="checkbox"/>
<input type="checkbox"/> <b>Statement of Comparability</b> by the German Central Office for Foreign Education		<input type="checkbox"/>
13) <b>Only if applicable: Practice license</b> by the competent German authority		<input type="checkbox"/>
14) <b>Only if applicable: Proof of previous stays in Germany (residence permits)</b>		<input type="checkbox"/>
15) <b>Others:</b>		<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](mailto: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