



Visitor's Visa (Family/Friend Visits) - Required Documents

1. Please bring your current passport + previous passports	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
2. Visa application form	Download Application Form here
3. Two (2) biometrical Passport Photos	Example of passport photos 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
4. Valid travel health insurance policy	List of Health Insurance Companies 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
5. Signed health insurance declaration	Example of Health Insurance Declaration
6. Letter of invitation	letter of obligation (so called Verpflichtungserklärung) issued by the competent Ausländerbehörde (Alien's Authority) at the place of your hosts residence including declaration of liability according to §§ 66-68 of the German Resident Act signed by your host in Germany; not older than 6 months informal letter of invitation (needs to be signed by the host; attach passport copy of host; residence permit of host and certificate of residence)



	- if you are not staying with the person inviting you: confirmed hotel booking or proof of any other accommodation in Germany
7. Flight reservation of air ticket	return or round trip for max. 90 days) from/to Pakistan and the member state(s) of destination
8. NOC (no objection certificate) (if applicable) of employer /university not older than a month	NOC must be issued by your company/employer/university; stating your designation/position; stating how long you have been working with this company; granting of Ex-Pakistani leave
9. Passport copy of page 1 and 2	
10. Copy of all refusals (if any)	
11. ID card copy (CNIC); A4 size	
12. FRC (Family Registration Certificate issued in English by NADRA), Marriage Certificate (if applicable), Birth Certificate for minor applicants	
13. Completed list of children	Download List of Children Template here
14. Completed list of relatives living abroad	Download List of Relatives here
15. Security declaration	Download Security Declaration here
16. Appointment email	print out of the appointment e-mail should show the e-mail-address you have registered with for the appointment
17. Copy of all previous visas of the last 5 years (Schengen/US/UK/Australia/Canada)	



18. Personal bank statements of the past 6 months	Personal bank statements have to be duly signed and stamped by the bank; proof of real property (if any)
19. Salary slips of the last 3 months / pension book	
20. Property documents (with English translation) if applicable	

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.
(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.
- **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!