

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 Hosting Family Questionnaire form ("Fragebogen für die Gastfamilie") must be duly **completed and signed by your hosting family**. The form can be found [HERE](#).

To 9): Your au-pair contract must be duly **signed by you and your hosting family**. An official contract draft by the Federal Employment Agency can be found [HERE](#).

To 10): In order to proof sufficient German language proficiency level A1, you must provide a **language certificate** by one of the following providers or their cooperation partners: Goethe-Institut e.V., telc GmbH, Österreichisches Sprachdiplom (ÖSD), TestDaF-Institut e.V, ECL Examination System. Your language certificate must not be older than **one year**.



Au-Pair

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) Hosting Family Questionnaire form (<i>completed and signed by your hosting family</i>)		<input type="checkbox"/>
9) Au-pair contract (<i>signed by you and your hosting family</i>)		<input type="checkbox"/>
10) Proof of sufficient German language proficiency (A1 CEFR) (<i>e.g. Goethe certificate</i>)		<input type="checkbox"/>
11) Travel health insurance confirmation (<i>valid from intended travel date until begin of your regular German statutory/private health insurance</i>)		<input type="checkbox"/>
12) 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