

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**.



\_\_\_\_\_  
Name File No. Date

Documents (in the original and one set of copies)	Missing
0) <b>Printout of this checklist</b>	<input type="checkbox"/>
1) <b>Application form</b> (completed and signed by you, glued (not stapled) passport photo)	<input type="checkbox"/>
2) <b>Passport copy</b> (copy of your recent passport's first three pages)	<input type="checkbox"/>
3) <b>ID card copy</b> (copy of your recent ID card's frontside and backside)	<input type="checkbox"/>
4) <b>Application declarations</b> (read and signed by you)	<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>Employer's Declaration form</b> (completed and signed by your employer)	<input type="checkbox"/>
9) <b>Employment contract</b> (signed by you and your employer, joining date must be up to date)	<input type="checkbox"/>
10) <b>Detailed job description</b> by your employer (e.g. job offer)	<input type="checkbox"/>
11) <b>Menu card</b> by your employer	<input type="checkbox"/>
12) <b>Letter of Experience</b> by your former employers	<input type="checkbox"/>
13) <b>Travel health insurance confirmation</b> (valid from intended travel date until begin of your regular German statutory/private health insurance)	<input type="checkbox"/>
14) <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