

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 Agreement form („Aufnahmevereinbarung nach § 18d Aufenthaltsgesetz“) must be duly **completed and signed by you and your hosting research institution**. The form can be found [HERE](#).

To 9): In order to proof sufficient financial means for your living expenses during your stay in Germany, please provide a scholarship award letter or employment contract. Alternatively, you might provide a **blocked account confirmation in the amount of €1,027 (as for 2023) per month of stay** (e.g. €3,081 for a three month stay, €6,162 for a six month stay) or 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 must be **attested by the Higher Education Commission of Pakistan (HEC)**. Further information can be found [HERE](#).

To 12): **Only if your spouse will accompany you**, you must their **educational/academic/professional Curriculum Vitae** and a **copy of their recent passport's first three pages**.



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 Agreement form (<i>completed and signed by you and your hosting research institution</i>)		<input type="checkbox"/>
9) Proof of sufficient financial means for living expenses		
<input type="checkbox"/> scholarship award letter		
<input type="checkbox"/> employment contract by your hosting research institution		<input type="checkbox"/>
<input type="checkbox"/> blocked account confirmation		
<input type="checkbox"/> Declaration of Commitment („Verpflichtungserklärung“) by a sponsor in Germany (Section 68 Residence Act)		
10) Detailed research project description by your hosting research institution		<input type="checkbox"/>
11) University degrees (<i>attested by the HEC</i>)		<input type="checkbox"/>
12) Only if applicable: Your spouse's CV and passport copy		<input type="checkbox"/>
13) Travel health insurance confirmation (<i>valid from intended travel date until begin of your regular German statutory/private health insurance</i>)		<input type="checkbox"/>
14) 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