



GERMANY VISA REQUIREMENT

1. Short stay visa application form duly filled and signed by the applicant. In the case of minor(s), the form should be signed by both parents.
2. Two photographs of the applicant with a white background. (Please check the specifications of the photograph on the next page)
3. An invitation letter from the business partner, a private or public organization established in Germany, in the applicant's name and indicating the purpose and trip dates. Visa for trade fairs: No invitation letter is required for Visitors and Exhibitors. Paid fair ticket as visitor or proof of stall booking, invoice, and payment as an exhibitor (For TDAP group participants as well), and hotel bookings have to be submitted.
4. An original signed letter of the applicant's company/employer stating name, position, salary, duration of employment, address and contact numbers of the employer, purpose, and duration of visit to the Schengen state(s). Proof of business contacts, e.g. export papers, etc.
5. Supporting documents of the company's/organization's income:
 - Original bank statements of the last six months + Bank maintenance certificate
 - National Tax Number Certificate (NTM) for the previous two years and proof of income tax payment (FBR)
 - Chamber of Commerce Certificate valid for the current year
 - Recommendation for business visa from the Chamber of Commerce
6. Confirmed hotel reservation and copy of flight booking
7. An ordinary passport or other recognized travel document valid for at least three months from the expiry date of the visa applied for. This document must have at least two empty pages. Please bring previous passports and attach copies of Schengen, US, UK, Canada, and Australia visas. Photocopy of your national ID card. A police report is required if a previous passport is lost.
8. If you have been refused a visa by an Embassy or High Commission, a written explanation about the reason for the trip and a refusal letter.
9. Supporting documents of personal income:
 - Original bank statements of the last six months + Bank maintenance certificate
 - National Tax Number Certificate (NTM) for the previous two years and proof of income tax payment (FBR)
 - Last three months' salary slips
 - If the applicant is the proprietor of a company, he must attach:
 - Original bank statements of the last six months + Bank maintenance certificate
 - National Tax Number Certificate (NTM) for the previous two years and proof of income tax payment (FBR)





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10. Original and copy of a travel medical insurance policy of not less than 30,000 Euros. The policy must cover medical and hospitalization expenses for the entire period of a valid stay on Schengen territory as well as repatriation costs.

REQUIRED INFORMATION FOR VISA PROCESSING:

- **Marital Status**
- **Mother's Name**
- **Spouse Name, Date of Birth & Place of birth**
- **Name of School, Address & Telephone No.**
- **Cell No. & Telephone No.**



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