

Checklist for Germany Visit Visa



Dear Applicant,

Thanks for choosing MATCHLESS TOURS & TRAVELS (Pvt) Ltd as your preferred choice for travel and visa consultancy. Kindly provide the following mandatory documents to proceed your desired visa application.

- Short-stay visa application form duly filled and signed
- Passport Previous and current with at least 6 months validity. attach copies of used pages of Passports on A4 size paper
- 2 Pictures of 35x40mm size with white background
- Photocopy of National ID Card
- Written Explanation about previous refusal if you have been refused a visa in last 2 years
- Original and Photocopy of FRC issued by Nadra
- 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). If the applicant is a "student", original signed letter from the applicant's school/college or University.
- Supporting Documents for Personal income
 - Original Bank Statements of last 6 months with bank reference letter
 - National Tax Certificate (NTN) & Proof of income tax payment (FBR) for 2 years
 - Last three salary slips
- If the applicant is the proprietor of a company, he must attach Supporting documents of the organization's income :
 - Original bank statements of the last six months
 - National Tax Certificate (NTN) & Proof of income tax payment (FBR) for 2 years
- 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 valid stay on Schengen territory as well as repatriation costs.
- If you are visiting under the **Tourist stream**: attach detail itinerary for your stay in Germany.
 - Copy of flight booking(s).
 - Accommodation proof (confirmed hotel reservation, rent agreement clearly stating your name, rental period dates & accommodation address) covering the entire period of your stay.

- If you are visiting under the **Business stream**: Evidence of proposed activities in Germany.
 - An invitation letter from the business partner, private or public organisation 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, fair ticket, invoice and payment as exhibitor (for TDAP group participants as well), and hotel booking have to be submitted.
 - 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.
 - Supporting documents of the company's/organisation's income:
 - Original bank statements of the last six months
 - National Tax Number Certificate (NTN) 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
 - Confirmed hotel reservation
 - Copy of flight booking(s).
- If you are visiting under the **Family Visitor stream**: then
 - Original AND copy of the formal invitation
 - obligation letter from the host in Germany (Einladungs- und Verpflichtungserklärung). If the applicant is able to support him- or herself financially, a formal obligation letter does not need to be submitted
- Other information to show that you have an incentive and authority to return to your home country, such as:
 - A letter from your employer stating your intention to return to your job
 - evidence of enrolment at a school, college or university in your home country
 - Evidence of immediate family members in your home country
 - Evidence of your visa or travelling history of other countries
 - Evidence of property or other significant assets owned in your home country.

Note: German High Commission Islamabad reserves the right to ask for additional documents. Failure to submit all required documentation may result in the refusal of application or processing delays. Submission of Fake/Fraudulent documents is an offense. The Mission may refer such cases to relevant law enforcement authorities.

Disclaimer: Although the information on this checklist has been prepared with utmost care, we (Matchless Tours & Travels) cannot accept any responsibility for inaccuracies contained herein.

Visa Service Department
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