



Requirements for a **Business Visa** (valid for all the Schengen States):

I. General requirements:

1. Two application forms, completed and signed by applicant (including statement and undertaking)
2. Three recent passport-size photographs not older than six months
3. Passport, valid for at least six months beyond intended stay
4. Previous passport(s), if any
5. Photocopies of pages 1-4 of current passport and of all previous Schengen visas
6. Covering letter from the company in Pakistan
7. SPONSORSHIP:
 - a. Official invitation from the German partner, stating duration and purpose of visit (**one copy of the invitation has to be send directly to the Consulate ex Germany**) as well
 - b. Proof of business activities with the company in Germany
8. Travel health insurance valid for the Schengen States and covering up to 30.000 € of medical expenses
9. Flight and hotel reservations (booking slip; HRS reservations are not accepted)
10. Proof of sufficient financial means for the planned stay (travellers cheques, cash, credit cards)
11. Working certificate stating applicants position and duration of employment
12. Bank statements covering the last six months
13. Proof of income (salary certificates)

II. Please note:

- Processing time is of minimum 10 weekdays
- All applicants have to appear **personally!**
- **Companies should send their employees in a group to apply for the visa.**
- Only **complete** applications are to be accepted.
- The Consulate might ask for additional documents if found necessary.
- Visa applications can be **submitted weeks ahead**. Dates of validity on the visa sticker will be according to the dates as per application, reservations and travel health insurance.
- **Long-term visas** can be issued only in **exceptional** cases.
- **Spouses** accompanying their partners on a business trip/ to a fair have to fulfill the requirements as for a **tourist**.
- **Original passports** can be **withdrawn** after submission of application for travels (except Schengen States) during the processing time.
- **No other charges except the visa fee is applicable. This requirement sheet is free of charge!!!!**
- Opening hours of the Visa section are: 8.30 a.m. to 11.00 a.m. for submission of applications (Mondays-Fridays); 12.00 p.m. to 13.00 p.m. for collection of passports (all working days).