

## 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 white background. (Please check the specifications of the photograph on the next page)
3. An invitation letter from the business partner, 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 booking have to be submitted.

4. 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, 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 slipsIf 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)

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 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.

**SAMPLE PHOTO**

High-quality photos are essential for the perfect reproduction of image and are a prerequisite for using facial biometrics in ID documents.

These sample photos show the features which ensure that photos are suitable for use in ID documents. It is absolutely necessary to comply with the requirements described here, otherwise biometric recognition of the applicant will not function, nor will the image be properly reproduced in the document.

As a rule, no head coverings should be worn for photos; the passport authority may make exceptions for religious reasons. Exceptions to this and the other requirements may be made in case of a permanent medical condition. No parts of uniforms should be visible in the photos.

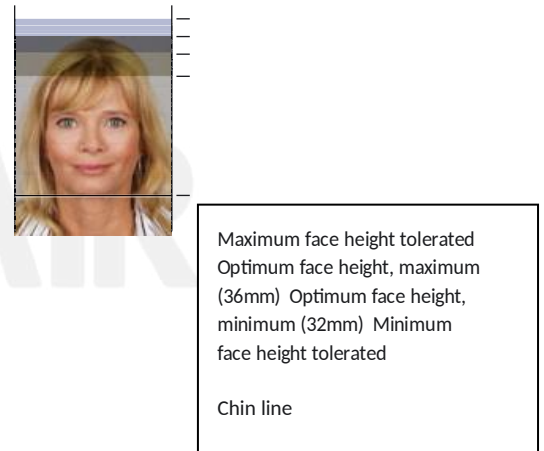


**FORMAT**

The photo must clearly show the person’s facial features from the bottom of the chin to the crown (the top of the head, not the top of the hair) as well as the left and right sides of the face. The face must take up 70 - 80% of the photo. This corresponds to a height of 32 - 36mm.

Because it is often difficult to determine where the top of the head would be without hair, photos should be rejected only if the face measures less than 27mm or more than 40mm.

In the case of voluminous hairstyles, the entire head (including hair) must be visible without reducing the size of the face, if possible. The face must be centered in the photo.



## FOCUS AND CONTRAST

↑ The photo must be in sharp focus, clear and with proper contrast.

## LIGHTING

↑ Photos must be taken with even lighting; shadows, reflections and red eyes are to be avoided.

## BACKGROUND

↑ The background must be one color and bright (ideally a neutral grey color) and in a contrasting color to the face and hair. In the case of light-colored hair, a medium-grey background is suitable whilst a light-grey background is suitable for dark hair. The background must not be patterned.

The photo must show only the person to be photographed (no other persons or objects in the photo).

Shadows on the background are not acceptable.

## PHOTO QUALITY

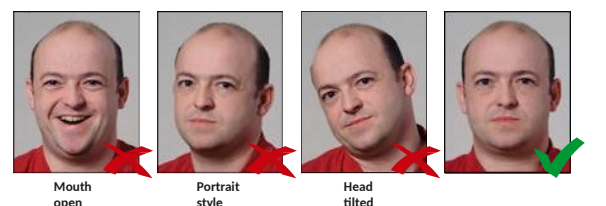
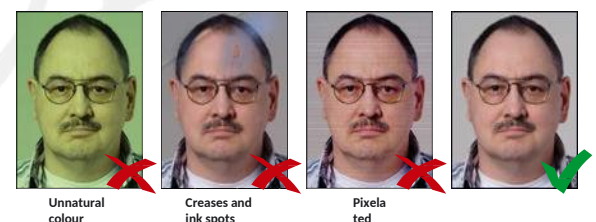
↑ The photo must be printed on high-quality paper with a print resolution of at least 600 dpi (especially when taken with a digital camera). Color photos must have proper color balance and reproduce natural skin tones.

The photo must be clean, undamaged and free of creases. Photos may be in black and white or in color.

## HEAD POSITION AND FACIAL EXPRESSION

↑ The head of the person photographed should be neither tilted nor turned (portrait style).

The facial expression must be neutral with the mouth closed and looking directly at the camera.



## EYES AND LINE OF SIGHT

The person in the photo must be looking directly at the camera. The eyes must be open and clearly visible. The eyes must not be covered by hair or eyeglass frames.



## GLASSES

Eyes must be clearly visible (no flash reflection on the lenses, no tinted lenses or sunglasses). The edge of the lenses or frames should not cover any part of the eyes.



## HEAD COVERING

Hats or head coverings are not permitted. Exceptions may be made, in particular for religious reasons. If a head covering is allowed, the face must be clearly visible from the bottom of the chin to the top of the forehead. Shadows on the face are not acceptable.

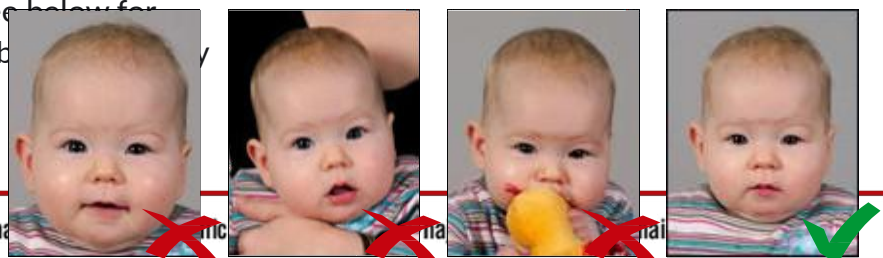
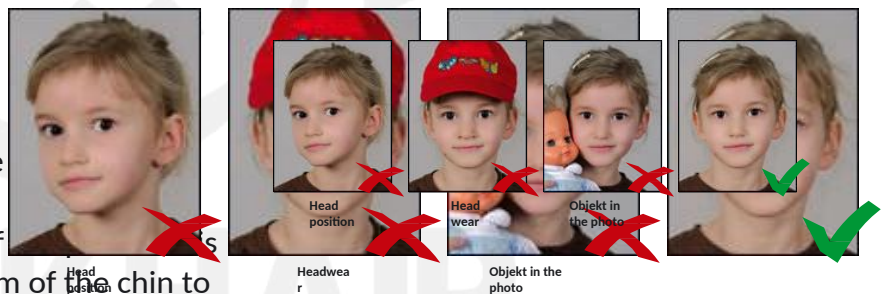


## CHILDREN

For children aged 9 and under, the same requirements apply:

The face should take up 50 - 80% of the photo. This means that the face from the bottom of the chin to the top of the head (the top of the head, not the top of the hair) should measure between 22 and 36mm.

Because it is often difficult to determine where the top of the head would be without hair, photos should be rejected only if the face measures less than 17mm or more than 40mm. See below for special requirements in the case of babies and young children.



## BABIES AND VERY YOUNG CHILDREN

For children aged 5 and under, the same facial measurements apply as for children aged 9 and under. Children aged 5 and under do not need to have a neutral expression or look directly at the camera, and their heads do not have to be centered in the photo. Babies under one year do not have to have their eyes open. 