

## WORK VISA

Please read this leaflet carefully. Submitting your documents as described can shorten the time needed to process your visa application. Do not forget necessary documents and keep in mind that translations and copies might be needed. Should any further documents be required, or if some documents are missing, you will be notified when you visit the Embassy.

As a general rule, the Foreigners Authority needs to participate in the procedure. This results in a processing time of minimum six weeks. To avoid further delays, we ask you to refrain from making individual inquiries during the visa process.

The table below lists the documents that need to be provided. Please arrange your documents in the same order.

<b>Please pay attention to individual points, especially the number of copies required!</b>			
1.	<b>Passport</b> + 3 copies (all relevant pages, i.e. the passport data page and all pages which contain visas, stamps or remarks)	Passports with a serial number starting with "TR" cannot be accepted. The passport must have been issued within the last 10 years and the passport's validity must exceed the validity of the visa by at least three months. It must have at least two empty pages and contain the holder's signature. Passports must be machine-readable, handwritten passports are invalid.	
2.	<b>3 application forms per applicant (including children)</b>	Fully completed in German or English in block letters or filled out on the PC, signed or fingerprinted. Applications from minors must be signed by both parents. Application forms can be downloaded for free on the <a href="#">website of the German Embassy Kabul</a> .	
3.	<b>3 passport photos per applicant (including children) and the spouse/fiancée living in Germany</b>	3 identical passport photos, not older than 6 months, front shot, biometric. Dimensions 35 x 45mm. Further information can be found on the <a href="#">sample photos information sheet</a> of the Federal Printing Office.	
4.	<b>Tazkira; original and translation (English or German)</b> + 3 copies of the front and the back side	Identification document „Tazkira“ of all applicants, your spouse and your children, if applicable. The last name and date of birth in the passport must correspond exactly to the names in the Tazkira, otherwise Tazkira or passport need to be corrected.	



<p>5.</p>	<p><b>Marriage certificate (Nikah Khat or Waseeqa Khat); original and translation (English or German)</b> + 3 copies of all pages</p> <p><b>In case of previous marriage(s): divorce certificate or death certificate or declaration of a missing person of your former spouse; original and translation (English or German)</b> + 3 copies</p>	<p>Preferably Nikah Khat (white or green marriage book in DIN A5 format, alternatively Waseeqa Khat (DIN A4 format, blue border). The marriage certificate must contain the place, the exact date of the marriage contract as well as the marriage portion.</p> <p>If one spouse was represented during the wedding ceremony by another person, an official power of attorney for the representative as well as the acceptance letter must be provided (+ 3 copies).</p>	
<p>6.</p>	<p><b>Curriculum vitae and letter of motivation; original in English or German</b> + 3 copies</p> <p>as well as</p> <p><b>Proof of educational background; original and translation (English or German)</b> + 3 copies</p>	<p>Please describe your previous professional career as well as your motivation, stating why you wish to work in Germany.</p> <p>This includes school reports, Bachelor's or Master's degrees, diplomas or any other certificates awarded.</p> <p><b>Please note:</b> If you want to enter Germany on the basis of the new Skilled Immigration Act, your educational qualification must have been recognized in Germany in advance and the recognition must be submitted together with the visa application.</p>	
<p>7.</p>	<p><b>Proof of employment in the form of a copy of your employment contract</b> + 3 copies</p>	<p>The employment contract must contain at least the following information:</p> <ul style="list-style-type: none"> <li>• Time of start and duration of the employment contract</li> <li>• Gross salary</li> <li>• Job description</li> <li>• Company's commercial register number</li> <li>• Employer's contact data</li> </ul>	
<p>8.</p>	<p><b>Proof of German or English language skills in the form of certificates; original</b> + 3 copies</p>	<p>German language skills can only be proven by certificates of the Goethe-Institute or TestDaF-Institute. Language exams can be taken for instance in India or Pakistan.</p> <p>English language skills can only be proven through TOEFL or IELTS examination courses.</p> <p>Other language certificates cannot be accepted.</p>	



9.	<b>Visa fee of 75,00 EUR (per adult) or 37,50 EUR (per child)</b>	To be paid in cash in local currency (PRK or INR) only. The exact amount depends on the exchange rate and will be determined on a daily basis. No visa fee will be charged for spouses and minor children of German or EU citizens. The visa fee cannot be reimbursed if the visa is refused. There are no further fees (except for telephone and fax costs, if applicable) to be paid neither inside nor outside of the Embassy.	
10.	<b>If applicable: additional documents</b>	Please note that the above listed documents are minimal requirements. Additional documents may be requested in individual cases. You will be notified should any further documents be required.	

**THIS SPACE IS RESERVED FOR THE RECEIVING EMBASSY**

**BC**

I have been advised that the documents ticked in the right-hand column were missing from my application and that these need to be submitted to the Embassy. Under Section 82 (1) of the Residence Act, my visa application can be refused if I do not submit the missing documents to the Embassy within three months of the date of application. An extension to this period may be granted on request.

Islamabad/New Delhi \_\_\_\_\_

Signature: \_\_\_\_\_