



INSTRUCTIONS FOR BUSINESS VISA

1. No column should be left blank. Incomplete form with vague entries will not be accepted. Where applicable, copies of supporting documents should be submitted along with the Visa Application Form.
2. The applicants may use extra sheets, in case of insufficient space in the blank spaces of the Visa Application Form.
3. Normally the visa is issued with 24 hours but in some cases, the processing time for visa may extend upto 6 weeks.
4. Applicants may be asked to appear for interview, if required.
5. On arrival, immigration formalities are mandatory. (Police registration is applicable in certain cases).
6. Visa may be denied without assigning any reason.
7. The issuance of visa is subject to the instructions of the Government of Pakistan.

REQUIRED DOCUMENTS FOR BUSINESS VISA:

- Duly filled-in Visa Application Form in all respect.
- Two passport size recent color photographs in white background.
- Money Order or Cashier's check of US\$ 180.00 for United States citizens payable to the "Consulate General of Pakistan New York". Cash / personal check is not acceptable.
- Original US Passport with validity of more than six months alongwith its photocopy. Applicants with non-US passport should also submit Permanent Resident Card, Work visa or other supporting documents.
- A letter of recommendation (**Business Letter**) of the concerned company and the invitation letter from the hosts in Pakistan.
- Recommendation letter from local Chamber of Commerce and Industry of Pakistan / trade Association.
- Letter from the concerned Government Department if visit is related to any work with the Government agency.

THE BUSINESS LETTERS SHOULD CLEARLY HIGHLIGHT:

- Very brief history / details about the company. (when established?... based in?.. in which sector of the economy does the company operate?...history of operations in Pakistan? other relevant details etc)
- Nature of company's business projects / plans in Pakistan.
- Purpose of the current visit to Pakistan and duration of stay.
- Level of the employee of the company who is visiting Pakistan.
- Full details of the hosts / contacts in Pakistan (companies / individuals etc).

IF APPLYING BY MAIL:

If visa application is submitted through mail, self addressed USPS Express prepaid envelope is mandatory. **This Consulate will not accept any other form of return mail except Unites State Postal Service express prepaid envelop.**

The Consulate will not be responsible for loss of documents in the mail.

xiii. **IS YOUR VISIT SPONSORED?**

Yes No

If yes, Give details;

| Name of Sponsor | Address | Contact Number |
|-----------------|---------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

xiv. **DETAIL OF PROFESSION**

a) Profession (In case of armed forces / defense personnel / uniformed personnel, please specify rank / service and fill in the attached performa (Annex - A)

b) Employer/Sponsor's details in Pakistan / Abroad (if applicable)

| Name | Address | Telephone No. | | | Email |
|-------|---------|---------------|--------|----------|-------|
| | | Home | Office | Cellular | |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

xv. **DETAIL OF JOBS HELD IN THE PAST:**

a) Designation: _____ b. Department: _____

c) Duration (from - to): _____ d. Duties: _____

d) Address & Phone No.: _____

f) Name, address contact numbers of immediate boss/head and any other colleague (use extra sheet if required):

xvi. Are you applying visa from a third country? Yes No

If yes, please provide copy of residence / work permit of that country:

7. **SECTION - II (FAMILY DETAILS):**

i. Name of Mother: _____ ii. Nationality of Mother: _____

iii. Name of Father: _____ iv. Nationality of Father: _____

v. Spouse Detail:

Name: _____ Nationality: _____

Date and Place of Birth: _____ Profession: _____

Name, address and contact number of employer of spouse (if any): _____

vi. Do you have any children? Yes No

If yes, please provide details for each of your child.

| Name | Date of Birth |
|------|---------------|
| | |

vii. Please list any of accompanying person / family member (including children) traveling with you to Pakistan:

| Full Name | Date of Birth | Passport Number (if any) | Address |
|-----------|---------------|--------------------------|---------|
| | | | |
| | | | |
| | | | |

viii. Do you have any bank account in Pakistan? Yes No If yes, please provide details:

| Bank Name | Branch | A/C Number | Address | Verifier detail |
|-----------|--------|------------|---------|-----------------|
| | | | | |

8. **TRAVEL HISTORY:**

i. Have you ever visited Pakistan during last five years? Yes No If yes, please provide detail

| Date | Destination/Address | Purpose | Duration |
|------|---------------------|---------|----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

ii. Details of other countries visited during last two years;

| Date | Destination/Address | Purpose | Duration |
|------|---------------------|---------|----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

iii. Have you ever been refused a visa for any country, including Pakistan? Yes No

iv. Have you ever been refused entry or arrival to Pakistan? Yes No

If yes, please provide detail;

| |
|--|
| |
|--|

- v. Have you ever been deported, removed or otherwise required to leave any country, including Pakistan? Yes No If yes, please provide details;

| <i>Date</i> | <i>Country</i> | <i>Reason</i> | <i>Reference Number (for Pakistan)</i> |
|-------------|----------------|---------------|--|
| | | | |

- vi. Do you have any criminal convictions or were you charged in any country? Yes No If yes, please provide details;

| <i>Date</i> | <i>Country</i> | <i>Offence</i> | <i>Sentence</i> |
|-------------|----------------|----------------|-----------------|
| | | | |

DECLARATION:

I declare that the information given in this form is correct to the best of my knowledge and belief and if any of the particulars furnished above are found to be incorrect or withheld the visa is liable to be rejected / cancelled at any time.

Date: _____

_____ (Signature of Applicant)

| PART - II | |
|--|---|
| (FOR OFFICIAL USE - NOT TO BE FILLED BY APPLICANT) | |
| PROCESSING CERTIFICATION | |
| 1. Date of receipt of Visa Application: _____ | 2. Registration Number: _____ |
| 3. Visa fee received: _____ | |
| 4. Additional documents received: | |
| a. _____ | b. _____ c. _____ d. _____ |
| 5. Particulars of official who checked the visa form for its correctness and supporting documents: | |
| Name: _____ | Designation: _____ Date: _____ Signature: _____ |
| 6. Details of clearance received from Ministry of Interior. | |
| No. _____ | Date: _____ |
| 7. Decision by office In-charge. | |
| a. Accepted | b. Regretted |
| c. Type of Visa issued: _____ | d. Duration: _____ |
| e. Single Entry | f. Multiple Entry |
| | g. No. of entries: _____ |
| Date: _____ | _____ (Signature of Visa Issuing Authority) |

SPECIMEN FORM

NAME: _____

JOB TITLE: _____

COMPANY: _____

CONTACT INFORMATION:

ADDRESS: _____

TELE: _____

EMAIL: _____

WEBSITE: _____

NATURE OF BUSINESS

IN PAKISTAN: _____

PURPOSE OF

CURRENT VISIT: _____

CONTACT DETAILS OF

LOCAL PARTNER (IF ANY): _____
