



**Updated: 15 Jan 2011**

**EMBASSY OF THE FRENCH REPUBLIC**

Diplomatic Enclave, G-5, P.O.Box 1068, Islamabad.

Tel No. 051- 2011414/2278730-1-2, 2824387, FAX No. : (51) 282-2583/282-5389

Visa Section 051-2011414

**CONSULATE GENERAL OF FRANCE.**

12-A, Mohammad Ali Bogra Road Bath Island, Karachi.

TEL No. 021-5873797 - 98 / 5863980 FAX No. : 021-5873073

E-mail : [visas.islamabad-amba@diplomatie.gouv.fr](mailto:visas.islamabad-amba@diplomatie.gouv.fr)

**Note: Please note that the Embassy have right to ask for additional / original documents and Embassy reserves the right to call for personal appearance.**

**General Documents Requirement:**

1. Passport with minimum 6 months validity - with copy of the prominent pages (name, photograph).
2. all previous passports.
3. Two forms completely filled with 3 (recent) photos (passport size 2 x 1.5 inches, white background, taken within the last 1 months, no side pose, no hat, no veil)
4. Air ticket reservation (**minimum 1 mont before**)
5. CNIC copy

**Additional documents for BUSINESS VISA**

1. Introduction lettre from the Pakistan employer, explaining the purpose of travel.
2. Proof of employment by the company, mentioning how long the applicant has been employed by his/her employer (in English). Original + Copy
3. Official Invitation letter from the French company (with complete program and exact dates of visit) Original + Copy.
4. For Confrences , Fairs.... must be submitted : Proof of registration and payment.
5. Letter mentioning if the expenses will be born either by the company invited or by the French company-Original+ Copy
6. All correspondance, e-mail,faxes, between the Franch and the Pakistan companies, must be provided.
7. Salary slips (last 3 months) Original + Copy.
8. Chamber of commerce certificate / Partnership deed
9. Cover letter from the bank certifying the financial situation.
10. Company's bank statements (last 6 months + previous year) with letter of the manager : Originals + Copy
11. Personal bank statements (last 6 months + previous year) with letter of the manager : Originals +Copy

12. Recent and valid credit card copies and credit card statements : Original + copy.
13. If the applicant runs his own business, he/she must present proof of registration of the business with the relevant authorities, and provide with English translation of the documents (Chamber of Commerce Certificate/Partnership deed) : Original + copy
14. Tax papers for the previous 2 years (Payment tax-registration the company) : Original + Copy.
15. Income Tax documents for people owning their business.
16. Recommendation letter from the Chamber of Commerce, with signatures of legal authorized officers.
15. Hotel reservation with complete address and telephone number
16. D.D.T.E letter arranged by the host company in France (**only in case of training**)
17. Air ticket or train reservation (return ticket is required) if by road, vehicle documents.
18. Travel Insurance; preferably Original and issued by PICIC, New Hampshire, New Jubilee Company, ACE Insurance, IGI International General Insurance and EFU General. A policy issued by any insurance company based in France is also acceptable.
19. If the applicant traveling with his family spouse **Nika Nama and b-form (Nadra)** duly certified and translated in French by Alliance Francaise Original+ Copy.

ALL THE DOCUMENTS REQUIRED ARE COMPULSORY. A VISA CASE BE REFUSED IF THE DOCUMENTS PROVIDED ARE INCOMPLETE. ANY ADDITIONAL DOCUMENTS CAN BE REQUIRED.

## **Additional document for TOURISM VISA**

1. Introduction letter (explaining the purpose of travel)
2. If the applicant is actually working, proof of employment by the company, mentioning how the applicant has been employed (In English)
3. If the applicant runs his own business, he/she must present proof of registration of the business with the relevant authorities, and provide with English translation of the documents.
4. Salary slips (last 3) income tax documents for people owning their business
5. Personal bank statement (last 3 months) with letter of the manager of the bank certifying the financial situation
6. Hotel reservation with complete address and telephone number
7. If the applicant traveling with family **children, B-form(Nadra), Nikah Nama** duly certified and translated in French by Alliance Francaise.
8. Traveller's cheques
9. Air Ticket reservation (return reservation is required), with dates flight numbers specifying date of departure from Pakistan.
10. Recent and valid credit cards copy and credit card statement.
11. Travel Insurance; preferably Original and issued by PICIC, New Hampshire, New Jubilee Company, ACE Insurance, IGI International General Insurance and EFU General. A policy issued by any insurance company based in France is also acceptable.

ALL THE DOCUMENTS REQUIRED ARE COMPULSORY. A VISA CASE BE REFUSED IF THE DOCUMENTS PROVIDED ARE INCOMPLETE. ANY ADDITIONAL DOCUMENTS CAN BE REQUIRED.

## **PHOTOGRAPH REQUIREMENTS:**

- 3 photographs are required with the form not be stapled.
- Photographs should be taken against a white background.
- Clear and good quality, all the features of the face from chin to forehead should be visible. The contour of the face should be shown clearly.
- Passport size 2\*1.5 inches.
- Full face, without sunglasses or veil (Naqab) and without a hat, unless the applicant wears such items because of their religious belief).
- At the back of one photograph applicant's full name and complete date of birth must be mentioned.

## PROCESSING TIME

The processing time for all above categories is 40 days. The maximum duration of stay is 90 days.

### Visa Office Timings

#### FedEx

**Submission:** Monday – Thursday 09:00am to 12:30pm,  
Friday 09:00am to 11:30am.

**Passport Collection:** Monday – Friday 02:00pm to 05:00pm  
**and collection** **Saturday FedEx is closed for submission**

#### Note:

**Submission and collection for French visas applications are normal timings except No submission on Thursday / every 15<sup>th</sup> and the last day of the month.**



### ARTICLE 21 DE L'ORDONNANCE DU 2 NOVEMBRE 1945 MODIFIEE :

Any French national or foreigner residing in France or in any other Schengen state helping or trying to help, directly or indirectly, a foreigner to enter, circulate or stay irregularly in France or in any other Schengen state will be punished of 5 years jail and 30.000 (thirty thousand) euros.

## VISA FEES:

Short stay Visa applications

PKR 6,757/-

FedEx Charges: **Rs.2,180/-**

OTL Service charges **Rs.1500**

<b>TRAVELPAK</b>		<b>AIG</b> PAKISTAN	
<b>PREMIUM</b>			
Amount in PK			
Period / Geographic coverage	Premium	Schengen	Economy
One week	3,000	2,800	690
Two weeks	5,100	4,700	1,190
Three weeks	7,000	6,400	1,590
One month (30 days)	8,900	7,900	1,990
Every additional 30 days upto Max 180 days add	7,500*	6,400*	450*
Annual Multitrip	23,000	18,000	N/A
<b>Family Rate</b>			
One week	5,250	4,200	1,380
Two weeks	8,925	7,050	2,380
Three weeks	12,250	9,600	3,180
One month (30 days)	15,575	11,850	3,980

### Note:

- -To obtain a French visa you have to apply through FedEx.
- -FedEx will submit all documents with photo copies of passport and return the original passport.
- Required original Nikah Nama and original English and French Translation if submitting husband and wife visa application together
- Required original Nikah Nama and original English and French Translation for submission if wife is travelling alone
- No objection Letter required from Husband / Father if wife or a child under 18 years is travelling alone.
- -If your application is approved, FedEx will inform you accordingly with your interview date and time as you will be required to go to Islamabad for the biometric system.
- -At the time of your personal appearance in Islamabad, it is a must to have the following documents:
  - Original Passport (All previous passports)
  - Original Submission Slip
  - Original Ticket
  - Original Insurance
  - CNIC copy.

**REQUIRED INFORMATION FOR VISA PROCESSING:**

1. Marital Status
2. Parents Name
3. Spouse's Name, Date of Birth & Place of Birth
4. Home Address & Telephone No / Cell number

Oasis