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**EMBASSY OF THE FRENCH REPUBLIC**  
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**Updated: 13-January-2014**

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**Updated : 13-January-2014**

**Note: French visa can only be submitted through the designated FEDEX office.  
After submission of documents in FEDEX, an appointment date will be received for  
biometrics in Islamabad.**

## **BUSINESS VISA REQUIREMENTS:**

- 1- Covering Letter from the Pakistani employer, mentioning how long the applicant has been employed by his/her employer explaining the purpose of travel
- 2- Official invitation letter from the French company (*with complete program and exact dates of visit*) – Invitation from the business partner in France must also be sent directly to the Embassy. The letter must mention whether the expenses will be borne by the Pakistani or the French partner ; For conferences, fairs,...: proof of registration and payment ;
- 3- Recent correspondence between you and your French business partner ;
- 4- 4 forms with 4 Photos of white back ground.
- 5- Company Bank Statement last 6 months with bank maintaining certificate stating the financial situation of your account.
- 6- Personal Bank Statement last 6 Months along with bank maintaining certificate stating the financial situation of your account.
- 7- Salary slips last three months
- 8- Tax Papers for the previous 2 years along with copy of Tax-Registration Certificate of the company
- 9- Copies of NTN, Chamber's Certificate, Import Export License and Company Registration. Tax papers for the previous 2 years
- 10- Recommendation letter from the Chamber of Commerce**
- 11- Insurance
- 12- Credit cards copies(on your choice) not necessary
- 13- Confirmed hotel reservation.
- 14- Ticket or print out of the reservation.
- 15- Personal Appearance in French Embassy after submission of visa through FEDEX for biometric
- 16- NIC copy on A4 page
- 15-Complete passport copies on A4 pages (36 pages of passport) with all previous Passports Issued from birth
- 16- Processing time minimum 8 weeks**
- 17- Nikah Nama Translate in English and French Language (if applying with wife)
- 18- Form B (Nadra) and birth certificate photo copy with translation in French and English language (if applying with children)

## TOURIST VISA REQUIREMENTS

- Same as above, without the invitation
- If the applicant runs his own business, he/she must present proof of registration of the business with the relevant authorities. English translation must be provided ;
- Tax papers for the previous 2 years. English translation must be provided
- Salary slips (last 3 months) - income tax documents for people owning their business

**If you want a visit a family or a friend you have to provide boarding and lodging certificate, which is called in French “Attestation d’Accueil”.**

**Note:** To obtain a French visa now you should apply through FedEx. Now FedEx submit all documents with photo copies of passport and return after seen original passport and send it to France Embassy Islamabad. If your application accepts in positive so FedEx inform you with your interview date and time because that you have to go to Islamabad for following Biometric system.

- **1 complete set of all original documents including 2 visa application form with 3 photographs is required at the time of visa submission**

**Office timings: All Sections Of The Embassy**

Monday to Thursday: 8 AM to 1 PM and 1h30 PM to 4h30 PM

Friday : 8 AM to 12h30 PM

**REQUIRED INFORMATION FOR VISA PROCESSING:**

- 1- NAME OF WIFE, DATE & PLACE OF BIRTH AND NATIONALTY.
  - 2- NAME OF MOTHER
  - 3- RESIDENCE TEL : NUMBER
  - 4- MONTHLY INCOME
  - 5- DATE JOINING OF EMPLOYER OR START OF BUSINESS
- CHILDRENS NAME, DATE AND PLACE OF BIRTH

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