

## **DE Germany Study Visa – Step-by-Step Process (General Guide)**

### **Step 1: Initial Consultation and Onboarding**

#### **1. Initial Discussion**

- Consultant and Client discuss the Germany study visa process, eligibility, and available university options.

#### **2. Service Agreement**

- Both parties agree to terms of service (written agreement recommended).

#### **3. Initial Payment**

- Client pays **50% of the consultancy charges** to begin the process.

### **Step 2: Document Compilation & Verification**

#### **Client Responsibilities:**

- Submit all **original and authentic documents** required for admission and visa.
- Get attestation from **IBCC, HEC, MOFA**, and ensure **FBR registration** (if applicable).
- Ensure **German language certificate** (if required for the course).
- Take **IELTS or TOEFL** (if applying to English-taught programs).

#### **Consultant Responsibilities:**

- Review documents for **accuracy and completeness**.
- Advise on additional requirements: SOP , Reference Letters ,CV (Europass format) Motivation Letter (specific to Germany) and Provide **templates and samples** for key documents.

### **Step 3: University & Course Selection**

#### **Consultant Responsibilities:**

- Shortlist **10+ German universities** suitable for the Client's profile.
- Guide on courses based on academic background, German/English medium, and career.
- Share details of **tuition-free** and **paid public/private universities**.

#### **Client Responsibilities:**

- Approve final list of **courses and universities** for application.

### **Step 4: Admission Application Process**

#### **1. Portal Creation & Application Submission**

- Consultant sets up accounts on platforms like **UniAssist, direct portals, or DAAD**.
- Apply to **3+ universities** (application fees included where applicable).

#### **2. Offer Letter Wait Time** (Admission decisions typically take **6 to 12 weeks**)

### 3. Post-Offer Steps:

- If **Offer Letter is Received**: Client pays remaining consultancy fee.
- If **No Offer Letter**: Initial payment refunded **excluding admin fee**.

## Step 5: Blocked Account & Pre-Visa Preparation

### Client Responsibilities:

- Open a **Blocked Bank Account (Fintiba, Coracle, Deutsche Bank)** with approx. **€11,208 – €11,500**, Arrange for **health insurance, accommodation or booking confirmation**.

### Consultant Responsibilities:

- Assist in preparing: Health Insurance, Accommodation Proof, Financial documents, Visa file checklist and Review and organize all documents for **visa readiness**.

## Step 6: Visa Filing & Outcome

- Consultant assists in scheduling **visa appointment** at German Embassy/Consulate.
- Help prepare for **interview questions** and organize final documents.
- Submit **German Long-Term Study Visa (D Visa)** application.

### ! Refund Policy After Visa Filing:

- Once the visa is filed, **no refund** will be issued regardless of the outcome.

## Responsibilities Summary

### Client Responsibilities:

1. Submit **authentic and attested academic documents**.
2. Arrange **blocked account, health insurance, and accommodation**.
3. Provide **language proficiency** documents (IELTS/TOEFL/German).
4. Approve university choices and pay remaining fee upon offer letter.

### Consultant Responsibilities:

1. Shortlist suitable **tuition-free and paid programs**.
2. Assist with **application submission** through UniAssist or directly.
3. Guide in **blocked account setup**, insurance, and visa interview prep.
4. Organize and file the **Germany Study Visa** application.

### 🇪🇺 Payment Breakdown Example

Step	Amount Due
Initial Payment (Before Step 2)	50% of total fee
Final Payment (After Offer Letter)	Remaining 50%
Application & Visa Fees	Included or as agreed