**Information required for the Pakistan visa letter:**

|  |  |
| --- | --- |
| **FULL NAME: First Middle Last** |  |
| **CURRENT FUNCTIONAL TITLE AND BUREAU:** |  |
| **PURPOSE OF TRAVEL TO PAKISTAN:****Be descriptive and specific. Do NOT use the terms ‘Official Business’ or ‘Temporarily Assigned.’** |  |
| **SPONSORING OFFICE IN PAKISTAN:** |  |
| **POINT OF CONTACT IN PAKISTAN:** |  |
| **DATES OF TRAVEL TO AND FROM PAKISTAN:** |  |
| **DATE OF BIRTH:**  |  |
| **PASSPORT NUMBER:** |  |
| **TYPE OF PASSPORT: OFFICIAL or DIPLOMATIC:** |  |
| **PASSPORT ISSUE DATE:** |  |
| **PASSPORT EXPIRATION DATE:** |  |
| **ALTERNATIVE POC:** |  |

The Pakistan visa application will be submitted through the Pakistan Orientation and In-Processing (OIP) office. For questions, please contact OIP at OIPPakistanVisaRequests@State.gov.

**The following items are required for each applicant:**

* Completed visa letter table
* 4 fully completed Pakistan visa applications, *signed*
* Employee’s valid official or diplomatic passport
* 4 color photos
* 4 color copies of your passport bio page