

E-Mail: mscapplication@ksop.de

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Visa Assistance Request

Is your visa process taking longer than expected?

If you need Karlsruhe School of Optics and Photonics help in reducing the waiting time for the processing of your student visa, please fill in the blanks on this form clearly and in

capital letters and send it to: mscapplication@ksop.de

You can also send the requested information as email text, after recognizing the below mentioned 5 important notes and conditions.

1. **Student Name:** _____
(Family name, name)

2. **Date of Birth:** _____
(day / month / year)

3. **Name and address of the German embassy**

4. **Have you already submitted all your visa application documents?**

- Yes, my application number is** _____
- Not yet, but I have an appointment on** _____
- I cannot contact the embassy for reasons related to** _____

Important notes and conditions:

- 1) **Before submitting this request** to KSOP, you should have already submitted your visa application documents to the above-mentioned German embassy, if you couldn't, please mark the related box.
- 2) Please **attach** your admission letter of KIT and email/ fax it TOGETHER with this form (email/ fax number given in the text above or on the top right-hand corner of this form)
- 3) KSOP will do its best to assist you, but **cannot guarantee** the successful outcome of your student visa application, nor can KSOP predict how long this process will take.
- 4) When you forward the letter for speeding up the visa process to the embassy **attach** your admission letter of KIT and if applicable your scholarship letter of acceptance.
- 5) The KSOP Office appreciates **updates** about your visa process and strongly recommends to **immediately book** your travel after you have received your student visa.

Date, Location

Student's Signature