

DISCOVERY DOCUMENT & KYC FORM

Visa / Study / Investor / Family Case Intake Form

(For Applicants from Pakistan and Overseas Clients)

Office Use Only

- Case Type: ☐ Visitor ☐ Student ☐ Investor/Business ☐ Family/Dependent ☐ Other: _____
 - Country & Visa Category: _____
 - Intake Date: //_____ Case Officer: _____
 - Reference/Lead Source: _____
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1) APPLICANT BASIC INFORMATION

Applicant Full Name (as per passport): _____

Other Names / Previous Names (if any): _____

Father's Full Name: _____

Mother's Full Name: _____

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated

Gender: ☐ Male ☐ Female ☐ Other

Date of Birth: //_____ Place of Birth (City/Country): _____

Nationality/Citizenship: _____ Dual Citizenship: ☐ Yes ☐ No (If yes, details: _____)

CNIC/NICOP #: _____

Current Occupation: _____

Languages Spoken: _____

2) CONTACT DETAILS

Mobile (WhatsApp): _____ Alternate Phone: _____

Email: _____

Current Address (Full): _____

City: _____ Province/State: _____ Postal Code: _____

Permanent Address (if different): _____

Emergency Contact Name & Relationship: _____

Emergency Contact Phone: _____

3) PASSPORT DETAILS

Passport Number: _____

Issuing Country: _____

Issue Date: //_____ **Expiry Date:** //_____

Issue Place/Authority: _____

Any previous passports? ☐ Yes ☐ No

If yes, provide old passport numbers + dates: _____

4) APPLICATION ROLE

Are you the main applicant? ☐ Yes ☐ No

If **No**, you are: ☐ Spouse ☐ Child ☐ Parent ☐ Sibling ☐ Other: _____

Main Applicant Full Name: _____

Main Applicant Current Location: ☐ USA ☐ Pakistan ☐ Other: _____

Main Applicant Status in USA (if applicable): ☐ Citizen ☐ Green Card ☐ Work Visa ☐

Student ☐ Other: _____

Main Applicant Phone/Email: _____

5) PURPOSE OF TRAVEL / INTENTIONS

Destination Country: _____

Visa Type/Category: _____

Primary Purpose (tick one):

☐ Tourism/Visit ☐ Study ☐ Investor/Business ☐ Family Visit/Dependent

☐ Conference/Event ☐ Medical ☐ Transit ☐ Other: _____

Brief Explanation (2–4 lines):

Intended Travel Date: //_____ **Expected Return Date:** //_____

Planned Cities/States to Visit: _____

Accommodation Plan: ☐ Hotel ☐ Family/Friend ☐ University Housing ☐ Other: _____

Who will pay for the trip? ☐ Self ☐ Family ☐ Sponsor ☐ Employer ☐ Other: _____

6) EDUCATION HISTORY (Required for all; detailed for Students)

Highest Qualification: _____

Current Status: ☐ Student ☐ Employed ☐ Business ☐ Unemployed ☐ Other: _____

Education Record (attach copies)

Level	Institution	City/Country	Start	End	Major/Program
SSC/O-Level					
HSSC/A-Level					
Bachelor					
Master/PhD					

English Test: ☐ IELTS ☐ TOEFL ☐ PTE ☐ Duolingo ☐ None

Score/Date (if any): _____

Student Applicants Only

Intended Program & Level: _____

Preferred Intake (Month/Year): _____

Preferred Universities/Cities: _____

Any prior study abroad? ☐ Yes ☐ No (Details: _____)

7) EMPLOYMENT / BUSINESS DETAILS

If Employed

Employer Name: _____

Job Title: _____

Employment Start Date: // _____

Monthly Salary (PKR/USD): _____

Employer Address: _____

HR/Office Contact (optional): _____

If Business Owner/Self-Employed

Business Name: _____

Nature of Business: _____

Business Start Year: _____

Monthly/Annual Revenue (approx): _____

Business Registration/NTN/SECP (if any): _____

Business Address: _____

8) FINANCIAL PROFILE & TIES TO HOME COUNTRY

Personal Bank Account: ☐ Yes ☐ No

Bank Name(s): _____

Average Bank Balance (last 6 months): _____

Source of Funds: ☐ Salary ☐ Business ☐ Savings ☐ Sponsor ☐ Property Income ☐ Other:

Assets (tick if applicable):

☐ Property (house/land) ☐ Rental income ☐ Vehicle ☐ Investments ☐ Other: _____

Strong ties evidence available:

☐ Job letter ☐ Business documents ☐ Family ties ☐ Property documents ☐ Enrollment letter

9) TRAVEL HISTORY (Last 10 Years)

List countries visited, dates, and visa type (if known).

Country Purpose From To Visa Type Overstay? (Y/N)

Have you ever been refused a visa for any country? ☐ Yes ☐ No

If yes, provide details (country/date/reason if known):

Any immigration violations / deportation / removal / entry refusal? ☐ Yes ☐ No

If yes, explain: _____

10) USA-SPECIFIC QUESTIONS (If applying for USA or joining family in USA)

Do you have relatives in the USA? ☐ Yes ☐ No

If yes, list names, relationship, status, and city/state:

US Contact/Host Name: _____
US Address: _____
US Phone/Email: _____
Relationship to Applicant: _____

Have you ever applied for a US visa before? ☐ Yes ☐ No
If yes: Visa type, year, result: _____
Have you ever been to the USA? ☐ Yes ☐ No (Dates/city: _____)

11) FAMILY DETAILS (Immediate Family)

Spouse (if applicable)

Spouse Full Name: _____
DOB: //____ Occupation: _____
Spouse Passport #: _____
Will spouse travel with you? ☐ Yes ☐ No

Children (if any)

Child Name DOB Passport # Traveling with you? (Y/N)

Parents & Siblings (summary)

Parents living? ☐ Yes ☐ No
Parents residence city/country: _____
Number of siblings: _____ Married siblings? _____

12) INVESTOR / BUSINESS PURPOSE (Only if applicable)

Business plan summary (2–3 lines):

Investment amount available: _____
Source of funds proof available: ☐ Yes ☐ No

Any partner/company abroad? ☐ Yes ☐ No (Details: _____)
Expected duration of stay: _____

13) DOCUMENT CHECKLIST (Tick what you can provide)

Identity & Civil Docs

☐ Passport (current + old) ☐ CNIC/NICOP ☐ Birth certificate ☐ Marriage certificate ☐ FRC

Financial

☐ Bank statements (6 months) ☐ Salary slips ☐ Tax returns/NTN ☐ Property papers ☐ Rental agreements

Employment/Business

☐ Employment letter ☐ NOC/Leave approval ☐ Business registration ☐ Company letterhead/invoices

Education (Students)

☐ Transcripts/Certificates ☐ English test ☐ Offer letter/COE/I-20 (if any) ☐ SOP/Study plan

Travel/Support

☐ Invitation letter ☐ Sponsor documents ☐ Hotel booking ☐ Flight reservation ☐ Travel insurance

14) DECLARATION & CONSENT

I confirm that the information provided is true and complete. I understand that any false or misleading information may lead to visa refusal and legal consequences. I authorize the consultancy to use my information for case assessment, documentation preparation, and submission where applicable.

Applicant Name: _____

Signature: _____ Date: // _____

Consultancy Representative: _____

Signature: _____ Date: // _____

