

**This document is free of charge**

## **SCHENGEN VISA** (Category A and Category C)

Short-term Visa (for a maximum stay of 90 days)

Bangladeshi nationals, living in the jurisdiction of the Embassy of the Federal Republic of Germany in Dhaka and intending to travel to:

### **Germany, Estonia and Hungary**

for tourist or business (including trade fairs) purposes as well as the purpose of visiting friends and family members may apply for a Schengen Visa (**Category C**) with the German Embassy in Dhaka.

A Schengen visa entitles the holder to an accumulated stay of up to 90 days within a period of six months and is valid for Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland (Schengen Member States).

Should you however only be transiting through the Schengen area, you may apply for an airport transit visa (**Category A**). This visa allows a short stop-over at an international airport only. Neither leaving the airport's international transit area nor overnight stays in a hotel is possible. If you need to leave the international transit area (i.e. in order to catch a connecting flight at another airport to leave the Schengen area), please apply for a regular Schengen visa.

### **General information:**

- All applicants are advised to **take an online appointment** prior to applying for their visa ([www.dhaka.diplo.de/visa](http://www.dhaka.diplo.de/visa))
- **Personal appearance** at the German Embassy for submitting an application is mandatory.
- **Minors** have to be accompanied by their legal guardians (mainly the father) or if the father lives abroad, any authorised person (proof of written authorisation with Photo ID by the father attested by a German notary public)
- The time to process a Schengen visa application will require a **minimum of seven days**. However, in case an additional personal interview or additional supporting documents are necessary, the visa process might take up few days more.
- The visa application form is available via: [www.dhaka.diplo.de/visa](http://www.dhaka.diplo.de/visa).  
The applicant has to **date and sign** the printout.  
Link for Videx: <https://videx.diplo.de>

### **Information for Non-Bangladeshi applicants who have valid residence status in Bangladesh:**

An application can only be filed in case you have a valid Bangladeshi Residence Permit with at least three months validity after the date of departure from the territory of the Member States.

### **Collection time for visa:**

**Sunday - Thursday: 2.00 p.m.**



**General requirements** irrespective of the purpose of travel:

<input type="checkbox"/> valid <b>passport</b> (issued within the last 10 years and with at least 3 months validity after the scheduled return) with at least two empty pages
<input type="checkbox"/> <b>one Schengen Visa Application Form</b> (all questions have to be answered) together with <b>Declaration on True and Complete Information</b>
<input type="checkbox"/> <b>two recent biometrical colour photographs</b> , requirements are given here: <a href="http://www.dhaka.diplo.de/visa">www.dhaka.diplo.de/visa</a>
<input type="checkbox"/> <b>one copy of your passport's data page including each previous Schengen-, Asia-UK- or USA-Visa</b> (if travelled) (A4 size copy)
<input type="checkbox"/> <b>copy of the roundtrip airline reservation</b> with passenger registration number or reservation number together with your <b>travel itinerary</b> . If relevant, entry permits for the next destination/s of the trip
<input type="checkbox"/> <b>certificate of leave letter from your company</b> (if employed) <b>No objection certificate</b> from school or university (if student)
<input type="checkbox"/> <b>personal bank statements, credit card statements of balance covering the last six months complemented by any other proof of financial solvency.</b> (only originals are accepted)
<input type="checkbox"/> <b>documents related to civil status:</b> <ul style="list-style-type: none"><li>- Marriage Certificate – if married</li><li>- Divorce certificate (“talak namah”) – if divorced</li><li>- Death Certificate – in case you are a widow or widower</li><li>- Birth Certificate of your children - if you have children -</li></ul>
<input type="checkbox"/> <b>travel health insurance policy</b> (valid for all Schengen countries covering medical expenses of at least 30,000/- €, see <a href="http://www.dhaka.diplo.de/visa">www.dhaka.diplo.de/visa</a> for recognized insurers in Bangladesh)

**Please see overleaf for additional documents to be submitted according to the visa category**

- All documents have to be presented in the given order in original, copies in Format: DIN A4
- All documents in Bengali language have to be supported by an English or German translation
- **Only applications with complete documentation can be accepted**

Address:

11 Madani Avenue

Baridhara Diplomatic Enclave  
Dhaka 1212

Post:

Gulshan Post Office  
POB 6126, Gulshan I  
Dhaka 1212  
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Telephone:

(00880-2) 5566 8650

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visa@dhak.diplo.de

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Before submitting your application at the Embassy, please prepare the following additional documentation along with other documents mentioned in previous pages:

1. Visa for Business:

<input type="checkbox"/> <b>hotel confirmation</b> or hotel voucher for the whole stay or other documents proving accommodation
<input type="checkbox"/> if employed: <ul style="list-style-type: none"><li>- <b>letter of introduction</b> from the company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.</li><li>- <b>trade license</b> of the Company in Bangladesh and/or Memorandum of Articles of Association (if applicable)</li><li>- <b>company bank statement</b> for six months (if travel cost will be borne by the company)</li></ul>
<input type="checkbox"/> if self-employed: <ul style="list-style-type: none"><li>- <b>trade license</b> issued by City Corporation and Incorporation Certificate issued by Office of Registrar of Joint Stock Company, if applicable</li><li>- income tax return (<b>TIN certificate</b>)</li><li>- <b>company bank statement</b> for six months</li></ul>
<input type="checkbox"/> <b>invitation</b> from the visited company: The letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit
<input type="checkbox"/> <b>proof</b> of recent business contacts: Evidence of former and current transactions in Bangladesh and/or abroad (e.g.: bill of lading, receipts, contracts, correspondence)
<input type="checkbox"/> if <b>commercial fairs</b> or <b>congress</b> : <ul style="list-style-type: none"><li>- proof of attendance through either letters of invitation from the organizer of the event, or payment of the registration fee</li><li>- programme of the event</li></ul>

2. Airport Transit Visa:

<input type="checkbox"/> <b>valid visa</b> for the country of next or final destination
<input type="checkbox"/> proof of the intention of carrying out the onward journey: <b>copy of continuation ticket</b> or reservation

N.B.: There is no need to show travel health insurance for transit visa.

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3. Visa for tourism or visit:

<input type="checkbox"/>	submission of a <b>Formal Obligation Letter</b> ( <i>Verpflichtungserklärung</i> ) – original and one photocopy of the document) according to §§ 66-68 AufenthG /German Residence Act, signed by the inviting company at the competent Aliens Authority ( <i>Ausländerbehörde</i> ) in Germany <b>or</b> an informal letter of invitation, in which the sponsor guarantees to bear all costs according to §§ 66-68 AufenthG/ German Residence Act
<input type="checkbox"/>	Proof of relationship with host: if your relative invited you (example: if your sister invites you from Germany, you need to submit your and your sister's birth certificates. If in both birth certificates the parents' names match, your relationship with the host as your sibling is confirmed).
<input type="checkbox"/>	<b>hotel confirmation</b> or hotel voucher for the whole duration of the stay, or other documents proving accommodation in case of tourism
<input type="checkbox"/>	if employed by a company in Bangladesh: <b>certificate of employment</b> mentioning: <ul style="list-style-type: none"><li>- address, telephone and fax number of the company</li><li>- name and position in the company of the countersigning officer</li><li>- name of applicant, position, salary and number of years of service</li><li>- certificate of leave absence</li></ul>
<input type="checkbox"/>	if self-employed: <ul style="list-style-type: none"><li>- <b>trade license</b> issued by City Corporation and Incorporation Certificate issued by Office of Registrar of Joint Stock Company, if applicable</li><li>- <b>TIN certificate</b></li><li>- <b>bank statement</b> for six months</li></ul>
<input type="checkbox"/>	if student: <ul style="list-style-type: none"><li>- proof of enrolment in educational establishment in Bangladesh</li><li>- certificate of <b>leave of absence</b> if travelling during school year. The certificate should mention full address, telephone number, permission of absence; name and function of the person granting permission</li><li>- if school trips, letter of the school mentioning the purpose, the duration and the destination</li></ul>

4. Visa for official delegations (with an official invitation, participate in meetings, consultations, negotiations or exchange programmes):

<input type="checkbox"/>	<b>note verbale</b> from the Ministry of Foreign Affairs confirming the purpose and length of the official visit
<input type="checkbox"/>	<b>Government Order (GO)</b> confirming the purpose and length of the official visit and that the applicant has been given authorization to leave Bangladesh for the mentioned purpose
<input type="checkbox"/>	a letter issued by an authority of the third country concerned (if applicable) confirming that the applicant is a member of the official delegation travelling to a Member State

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5. Visa for the purpose of **medical treatment**:

<input type="checkbox"/>	an official document of the medical institution confirming necessity for medical care in that institution
<input type="checkbox"/>	written confirmation of appointment with a hospital or medical doctor in the Member State
<input type="checkbox"/>	information regarding the estimated duration of the treatment
<input type="checkbox"/>	proof of sufficient financial means to pay for the medical treatment and proof of prepayment if applicable

6. Visa for **seafarers**:

<input type="checkbox"/>	<b>employment contract</b> (Photocopy of the working contracts of the seafarer in order to board the ship)
<input type="checkbox"/>	<b>invitation letter</b> from the maritime agency
<input type="checkbox"/>	<b>seaman's book</b>
<input type="checkbox"/>	<b>invitation from the maritime agency</b> of the Member State where the sailor will join the boat. The invitation needs to be signed and with the seal of the Agency and include the following data: <ul style="list-style-type: none"><li>- name and family name of the seafarer</li><li>- place and date of birth, passport number, seaman's book number</li><li>- date of issue, period of validity</li><li>- position of the sailor at the boat (if there are many sailors their information can be included in a list signed and sealed, as an annex of the invitation letter)</li><li>- date and airport of entry into the territory of the Member States</li><li>- name of the boat</li><li>- port of boarding</li><li>- duration of the contract</li><li>- itinerary that the seafarer will follow to arrive in the Member State of destination</li></ul>

**Please note:**

In the letter of invitation, the maritime agency from the Member State should indicate the name and address of the Bangladeshi agency which collaborates with her or which will be in charge of presenting the visa applications or that will be in charge of taking care of the seafarer once he arrives in the Member State in order to transport him to the sea port to board.

If the application is presented by a maritime agency of Bangladesh, letter of invitation of the Bangladesh agency that includes a list of the seafarer(s), in which is stated their employment on the ship.

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7. Visa for **political, scientific, cultural, sports or religious events or other reasons**:

<input type="checkbox"/>	invitation letter from the organizer that should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit
<input type="checkbox"/>	entry ticket or pass for events for which these are normally issued
<input type="checkbox"/>	enrolments or programmes stating (wherever possible) the name of the host organization and the length of stay or any other appropriate document indicating the purpose of the journey
<input type="checkbox"/>	hotel confirmation or hotel voucher for the whole duration of the stay or other documents proving accommodation
<input type="checkbox"/>	payment of the registration fees when applicable
<input type="checkbox"/>	sponsorship letter when applicable
<input type="checkbox"/>	if available any information confirming that the applicant has a specific background for undertaking the travel for these reasons
<input type="checkbox"/>	where relevant, proof of enrolment for a (short) course in the Member State of destination

**Please note that the German Embassy reserves the right to ask for additional documents or a personal additional interview.**

**Submission of the above mentioned documents does not guarantee that a visa is granted.**

**Submission of incomplete documentation may result in the rejection of your application.**

**The guidelines are subject to change without prior notice**

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