

## SCHENGEN

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**This document is free of charge**

# SCHENGEN

## Information Leaflet for short-term Visas

- Applicants who are travelling from Bangladesh can obtain a Schengen visa **for a maximum stay of 90 days** within every given period of 180 days, valid for all above-mentioned countries.
- In case of multiple entries, the days of every stay will be added up.
- Filing a visa application with an embassy does not entitle the applicant to obtaining a visa.
- In principle, changing the destination of travel after obtaining the visa is not permissible. At the time of issuance of the visa, information about an intended / foreseeable extension should be provided.
- In Bangladesh, travelers can obtain a Schengen visa at the diplomatic missions listed on the last page of this information leaflet.
- If the main destination, according to travel purpose and duration of stay, is situated in one of the above-mentioned countries, the applicant has to file his / her application with the Embassy of that nation.
- **All visa applicants have to present the following documents:**
  - One visa application form available via: [www.dhaka.diplo.de/visa](http://www.dhaka.diplo.de/visa). The applicant must **date and sign** the printout. Link for Videx: <https://videx.diplo.de>
  - Two recent color photographs, requirements: [www.dhaka.diplo.de/visa](http://www.dhaka.diplo.de/visa)
  - Valid passport: The validity of the passport has to exceed the intended end of stay in the Schengen area by at least three months and there need to be two empty pages
  - Legible photocopy of the applicant's passport data page (identification page) and the last two Schengen visas, if applicable
  - All original documents must be presented on the day of the applicant's appointment and must be accompanied by one legible photocopy
  - Documents in Bengali must be submitted along with an English or a German translation

## **1. General requirements irrespective of the purpose of travel**

- (a) proof of financial means in the country of residence;
- (b) personal bank statements, credit card statements or balance covering the last six months complemented by any other proof of financial solvency.
- (c) documents related to the itinerary:
  - (i) copy of the roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary. If relevant, the entry permits for the next destination(s) of the trip;
  - (ii) in the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey.
- (d) documents related to civil status:
  - (i) marriage certificate (married applicants);
  - (ii) divorce certificate "talak namah" (divorced applicants);
  - (iii) death certificate, (widows or widowers);
  - (iv) birth certificate (children).
- (e) If minor:
  - (i) consent of parents or custodian if both parents are not travelling together;
  - (ii) photocopy of passport of parents or legal guardian;
  - (iii) proof of economic means of parents or legal guardian (refer to point 1.);
  - (iv) original birth certificate of the minor issued by responsible authority.
- (f) Travel health insurance policy (valid for all Schengen countries covering medical expenses of at least EUR 30,000.00, see [www.dhaka.diplo.de/visa](http://www.dhaka.diplo.de/visa) for recognized insurers in Bangladesh)

## **2. To be submitted when travelling for the purpose of tourism**

- (a) if visiting family or friends, proof of sponsorship including proof of family/ties with the sponsor, letter of invitation, specific countries may request additional supporting documentation, (see list of country websites for details);
- (b) hotel confirmation or hotel voucher for the whole duration of the stay, or other documents proving accommodation
- (c) if employed by a company in Bangladesh: Certificate of employment mentioning:
  - (i) address, telephone and fax number of the company;
  - (ii) name and position in the company of the countersigning officer;
  - (iii) name of applicant, position, salary and number of years of service;
- (d) certificate of leave absence.
- (e) if self-employed:
  - (i) trade license issued by City Corporation and Incorporation Certificate issued by Office of Registrar of Joint Stock Company, if applicable;
  - (ii) TIN Certificate;
  - (iii) company Bank Statement for six months.
- (e) if student:
  - (i) proof of enrolment in educational establishment in Bangladesh;
  - (ii) certificate of leave absence if travelling during school year. The certificate should mention full address, telephone number, permission of absence; name and function of the person granting permission;
  - (iii) if school trips, letter of the school mentioning the purpose, the duration and the destination.
- (f) if travelling with spouse and/or children: Marriage certificate issued by a responsible authority.
- (g) family member of an EU/EEA citizen:
  - (i) there is an EU citizen from whom the visa applicant can derive any rights;
  - (ii) the visa applicant is a family member (e.g. a marriage certificate, birth certificate, proof of dependency, durability of partnership) and his identity (passport);

(iii) the visa applicant accompanies or joins an EU citizen (e.g. a proof that the EU citizen already resides in the host Member State or a confirmation that the EU citizen will travel to the host Member State);

(h) non-Bangladeshi applicants who have valid residence status in Bangladesh:

(i) Bangladeshi Residence Permit valid for at least three months beyond the intended date of departure from the territory of the Member States;

(ii) Proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation;

(iii) Documentation about activity upon return in Bangladesh, e.g. work contract or proof of enrolment in a university or school.

### **3. To be submitted when travelling for the purpose of business**

a) hotel confirmation or hotel voucher for the whole stay or other documents proving accommodation.

b) if employed:

(i) letters of the company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.;

(ii) trade license of the Company in Bangladesh and/or Memorandum of Articles of Association (if applicable).

c) if self-employed:

(i) trade license issued by City Corporation and Incorporation Certificate issued by Office of Registrar of Joint Stock Company, if applicable;

(ii) Income tax return;

(iii) company bank statement for six months.

d) invitation 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.

e) proof of recent business contacts:

Evidence of former and current transactions in Bangladesh and/or abroad (eg: bill of lading, receipts, contracts, correspondence).

f) if commercial fairs or congress:

(i) proof of attendance through either letters of invitation from the organiser of the event, or payment of the registration fee;

(ii) programme of the event.

### **4. Airport Transit**

(i) valid visa for the country of next or final destination;

(ii) proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation.

### **5. To be submitted when travelling for journeys undertaken for political, scientific, cultural, sports or religious events or other reasons**

(i) 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;

(ii) entry ticket or pass for events for which these are normally issued;

(iii) enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey;

(iv) hotel confirmation or hotel voucher for the whole duration of the stay or other documents proving accommodation;

(v) payment of the registration fees when applicable;

(vi) sponsorship letter when applicable;

- (vii) if available any information confirming that the applicant has a specific background for undertaking the travel for these reasons;
- (viii) where relevant, proof of enrolment for a (short) course in the Member State of destination.

**6. To be submitted when travelling for journeys of members of official delegations who, following an official invitation addressed to the government of the third country concerned, participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organisations**

- (i) a letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a Member State;
- (ii) Note Verbale from the Ministry of Foreign Affairs confirming the purpose and length of the official visit;
- (iii) government Order (GO) confirming the purpose and length of the official visit and that the applicant has been given authorization to leave Bangladesh for the mentioned purpose.

**7. To be submitted when travelling for the purpose of medical treatment**

- (i) an official document of the medical institution confirming necessity for medical care in that institution;
- (ii) written confirmation of appointment with a hospital or medical doctor in the Member State;
- (iii) information regarding the estimated duration of the treatment;
- (iv) proof of sufficient financial means to pay for the medical treatment and proof of prepayment if applicable.

**8. To be submitted by seafarers**

- a) employment contract
  - photocopy of the working contracts of the seafarer in order to board the ship;
- b) invitation letter from the maritime agency;
- c) seaman's book;
- d) invitation from the maritime agency 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:
  - (i) name and family name of the seafarer;
  - (ii) place and date of birth, passport number, seaman's book number;
  - (iii) date of issue, period of validity;
  - (iv) 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);
  - (v) date and airport of entry into the territory of the Member States;
  - (vi) name of the boat;
  - (vii) port of boarding;
  - (viii) duration of the contract;
  - (ix) itinerary that the seafarer will follow to arrive in the Member State of destination.

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.

**Supplementary information or evidence may be requested during the visa interview.**

## **Important Notes**

1. At the **date of appointment** applicants may only **submit** their application forms at the stipulated time. Please make an appointment online via [www.dhaka.diplo.de/visa](http://www.dhaka.diplo.de/visa) at least four weeks before the intended date of travel.
2. Processing a Schengen visa application **usually takes seven calendar days**.
3. In case a visa gets granted, the individual collecting the passport is obliged to verify the details printed on the visa sticker. In case of any issues or queries, the officers at the counters must be contacted immediately.
4. If applicants submit **fake or forged passports** they will be seized and sent to the Bangladesh Ministry of Foreign Affairs.
5. Evidence of sufficient financial means as well as valid health insurance coverage has to be presented not only when applying for a visa but also when entering the Schengen territory. A valid visa does not entitle the titular to entry into the Schengen area.
6. The processing fee for a Schengen visa is EUR 60.00 for adults, payable on the day of the appointment in BDT at the current exchange rate of the Embassy's pay office.
7. The applicant is obliged to provide all information to the best of his / her knowledge and belief. Knowingly providing false information may result in the applicant being **denied** a visa or being **deported** from Germany, should a visa already have been issued.
8. Please **DO NOT** send any invitation letters via fax or email directly to the German Embassy but solely to the invitee.

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 France - Germany - Greece - Hungary - Iceland - Italy - Latvia  
 Liechtenstein - Lithuania - Luxembourg - Malta - Netherlands - Norway  
 Poland - Portugal - Slovakia - Slovenia - Spain - Sweden - Switzerland



<p>For Denmark (including Greenland), Norway  <b>Embassy of Denmark</b>                  Bay's Edgewater, Plot NE(N) 12, North Avenue (6<sup>th</sup> floor)                  Gulshan 2, Dhaka 1212                  Tel.: +880 2 556 68900, Fax: +880 2 550 51869                  Email: <a href="mailto:dacamb@um.dk">dacamb@um.dk</a></p>	<p><u>Opening hours:</u>  <i>Sunday to Wednesday: 09:00 am – 3:30 pm</i>  <i>Thursday: 8:00 am – 3:00 pm</i>  <i>Visa inquiries via telephone 556 68903:</i>  <i>2:00 pm – 3:00 pm (Sunday-Thursday)</i></p>
<p>For France, Austria, Czech Republic and Portugal  <b>Embassy of France</b>                  11 Madani Avenue, Baridhara Diplomatic Enclave                  Dhaka – 1212, Bangladesh                  Tel.: +88 (0)2 5566 8600                  E-mail: <a href="mailto:ambafrance@gononet.com">ambafrance@gononet.com</a>                  E-mail: <a href="mailto:webmestre.dacca-amba@diplomatie.gouv.fr">webmestre.dacca-amba@diplomatie.gouv.fr</a>                  Website: <a href="http://www.ambafrance-bd.org">www.ambafrance-bd.org</a></p>	<p>The Embassy of France is also the only competent authority for any applicant who intends to visit the French overseas territory, Monaco and Andorra, even if the main destination of his / her travel may be elsewhere, as well as for the following African countries: Burkina Faso, Central-Africa, Djibouti, Gabon, Ivory Coast, Mauritania, Senegal and Togo.  <u>Opening hours:</u> <i>Sunday-Thursday between 08:30-12:30 (please call to make an appointment beforehand)</i></p>
<p>For Germany, Estonia and Hungary  <b>Embassy of the Federal Republic of Germany</b>                  11 Madani Avenue, Baridhara Diplomatic Enclave                  Dhaka – 1212, Bangladesh                  Tel: +880 (0) 2 5566 8650                  Fax: +880 (0) 2 5566 8690/ +49 30 1817 67202                  E-mail: <a href="mailto:visa@dhak.diplo.de">visa@dhak.diplo.de</a>                  Website: <a href="http://www.dhaka.diplo.de">www.dhaka.diplo.de</a></p>	<p><u>Opening hours:</u>  <i>Monday to Thursday: 09.00 am - 12.00 pm and 01.30 pm – 2.00 pm for applicants with an appointment to submit their visa application. Appointments are to be made online via: <a href="http://www.dhaka.diplo.de/visa">www.dhaka.diplo.de/visa</a>.</i>  <i>Passport collection: 02.00 pm, Monday to Thursday</i>  <i>Telephone inquiries: 08.15 am – 09.00 am and 03.00 pm – 03.30 pm, Monday to Thursday</i></p>
<p>For Italy, Greece &amp; Malta  <b>Embassy of Italy</b>                  Road 74/79, Plot 2/3, Gulshan 2, Dhaka 1212                  Tel.: (00880) 02-882 2781/2/3, Fax: (00880) 02-882 3337                  E-mail: <a href="mailto:visti.dhaka@esteri.it">visti.dhaka@esteri.it</a>                  Website: <a href="http://www.ambdhaka.esteri.it">www.ambdhaka.esteri.it</a></p>	<p><u>Opening hours:</u>  <u>Submitting applications:</u>  <i>Monday and Tuesday between 09:00-13:00</i>  <i>Passport Collection: Wednesday between 14:30-15:30 (Visa Agency) Open from Saturday to Thursday</i></p>
<p>For Sweden, Iceland, Finland, Belgium, Luxembourg, Poland, Latvia, Netherlands &amp; Slovenia  <b>Embassy of Sweden</b>                  Bay's Edgewater, Plot NE(N) 12, North Avenue (6<sup>th</sup> floor)                  Gulshan 2, Dhaka 1212                  Tel.: +880 2 556 68500, Fax: +880 2 985 2032                  E-mail: <a href="mailto:ambassaden.dhaka@gov.se">ambassaden.dhaka@gov.se</a>                  Website: <a href="http://www.swedenabroad.com/dhaka">www.swedenabroad.com/dhaka</a></p>	<p><u>Opening hours:</u>  <u>Submitting applications: Sunday-Tuesday 9:00-12:00</u>  <u>Receiving endorsed passports:</u>  <i>Sunday-Tuesday 13:00-14:00</i>  <u>Visa Section phone inquiries:</u>  <i>Sunday-Tuesday 13:00-14:00</i></p>
<p>For Switzerland  <b>Embassy of Switzerland</b>                  Road 18, House 31-B, Banani, Dhaka 1213                  Tel.: (00880) 02-881 2874-76, Fax: (0080) 02-882 3872                  E-mail: <a href="mailto:vertretung@dha.rep.admin.ch">vertretung@dha.rep.admin.ch</a>                  Website: <a href="http://www.eda.admin.ch/dhaka">www.eda.admin.ch/dhaka</a></p>	<p><u>Opening hours:</u>  <u>Submitting applications: Sunday-Wednesday 10:00-12:00</u>  <u>Visa Section phone inquiries: Sunday-Thursday 09:00-16:00</u></p>
<p>For Spain  <b>Embassy of Spain</b>                  House 49, Road 90, Gulshan 2, Dhaka 1212                  Tel.: +88 (0)28881921-8, Fax: (00880) 02 8837252                  Email: <a href="mailto:emb.dhaka.vis@maec.es">emb.dhaka.vis@maec.es</a>                  Website: <a href="http://www.exteriores.gob.es/Embajadas/Dhaka/es/Paginas/inicio.aspx">http://www.exteriores.gob.es/Embajadas/Dhaka/es/Paginas/inicio.aspx</a></p>	<p><u>Opening hours:</u>  <i>Sunday-Wednesday between 08:30-17:30</i>  <i>Thursday between 09:00-13:00</i></p>