



May 2023

## Information sheet: Visa for students (Section 16b Residence Act)

### Basic information

All Bangladeshi nationals who intend to study in the Federal Republic of Germany require a visa prior to their departure, for further information please refer to: [www.dhaka.diplo.de](http://www.dhaka.diplo.de)

An application may only be filed at the German Embassy Dhaka under the provision that the applicant has a permanent residence in the area of jurisdiction of this Embassy.

### Application

Please note that visa applicants for a Study Visa have to register an online appointment prior to submitting their application.

Admission to the Visa Section of the German Embassy will only be granted at the time of the scheduled appointment. Being late for more than 15 minutes will consequently result in scheduling a new appointment.

The visa application must be supported by all the necessary documents as only applications with complete documentation can be accepted. All documents in Bengali language have to be supported by an English or German certified translation.

At the time of your application you have to prove, that you have successfully opened a Block Account. Please refer to the checklist. The proof of money transfer is mandatory to issue your visa.

Simultaneous applications for a Schengen visa and a student visa cannot be processed.

### Fees

Visa fees are payable in BDT. The fees are fixed in Euro (please refer to the separate information sheet); therefore, the equivalent in Bangladeshi currency may vary according to the exchange rate.

The complete fee has to be paid upon application and will not be refunded in case the visa application is rejected.

However, should you have been granted a scholarship you are exempt from paying the visa fee. Certificates, diplomas, etc. must be presented in the original with apostille/legalization.

Your original documents will be returned to you once your application has been processed. As a rule, visa applications must be approved by the relevant alien's office (Ausländerbehörde) in Germany. The visa can only be issued once this approval has been received.

Address	Postal Address	Telephone	Telefax	E-Mail
11 Madani Avenue	POB 6126	(+880-2) 5566 8650	(+880-2) 5566 8690	visa@dhak.diplo.de
Baridhara Diplomatic Enclave	Dhaka-1212		+49 30 1817 67202	Webseite
Dhaka-1212	Bangladesh			<a href="http://www.dhaka.diplo.de">www.dhaka.diplo.de</a>



Embassy  
of the Federal Republic of Germany  
Dhaka

Visa processing time is about four weeks but can take longer in individual cases.

Flight reservations are not required to apply for a visa – please only book when received your visa.

The German Embassy in Dhaka reserves the right to request further documents.

Missing documentation delays the procedure and can result in your application being rejected. Please do not contact the German Embassy in Dhaka to check the status of your application during the normal processing period. Such inquiries are extremely time-consuming for the visa section and can thus not be answered.

The regulations have been issued by the Embassy of the Federal Republic of Germany are subject to change without prior notice.

Please apply for your visa in due time!

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## Checklist

Please prepare two identical sets of applications with the below mentioned documents and bring your original documents along.

Please prepare the documentation for your visa in the following order:

Check	Required documents
<input type="checkbox"/>	Valid passport (personally signed and with at least two (2) completely empty pages, with a validity of at least 12 months)
<input type="checkbox"/>	2 Visa application forms (make sure that both forms are filled out and signed mentioning especially the address of your future residence in Germany (question 15) and your complete home address, including Mobile number and e-mail address in Bangladesh)
<input type="checkbox"/>	2 biometrical passport photographs (see specimen photos)
<input type="checkbox"/>	one (1) uncertified copy of the data page of your valid passport
<input type="checkbox"/>	Proof of admittance to the study course/preparatory college with original and two (2) copies, including information on the language of instruction
<input type="checkbox"/>	Where available: Certificates of other / previous academic qualifications
<input type="checkbox"/>	Higher Secondary Education Board Certificate with marks
<input type="checkbox"/>	Letter of motivation with one (1) extra copy
<input type="checkbox"/>	Your Curriculum Vitae (CV) with one (1) extra copy
<input type="checkbox"/>	Where not confirmed by the university in the admittance notification (original and two (2) copies): Proof of the language skills in the language of instruction for the study course or the preparatory course (without a preparatory language course as a rule at least B2 in the language of instruction) English-speaking program: unless completed a Bachelor Degree in Australia, UK or US: proof of English language skills (TOEFL, IELTS: score of minimum 5.5 points) German-speaking program: Proof of German language skills (certificate B1 with a good or higher result)
<input type="checkbox"/>	Financing: Blocked account to stay in Germany the applicant must have at your disposal (from 01 October 2022) at least 934 € per month. Proof must be submitted with the application of financial means for at least one year, that is at least <b>11.208 €</b> per year Open the blocked account in good time BEFORE you apply for a visa. When applying for a visa, only the official confirmation of the opening of the account including information on the amount paid in and the amount available per month will be accepted. A confirmation which does not include this information is not sufficient. Or formal undertaking by a third person to cover all costs: "Verpflichtungserklärung" - formal sponsorship certificate according to Art. 68 German



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Check	Required documents
	Residence Act for studies from a sponsor living in Germany
<input type="checkbox"/>	Proof of adequate health insurance cover Incoming medical insurance or proof public / private insurance has to be provided at the time of visa approval. More information to be provided during the interview
<input type="checkbox"/>	Processing fee of 75/- Euro payable in cash

**Completeness of application declaration when applications are not complete:**

The application is complete:  Yes  No, the information/documents indicated above are lacking.

*I have been informed that my application is not complete. I am aware that submitting an incomplete application can lead to the application being rejected. I would like to submit my application nevertheless.*

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Signature with date

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