



February 2021

Information sheet: SCHENGEN VISA – Business / Trade Fair / Congress

This information leaflet has been generated by the German Embassy in Dhaka. It is valid for visa applications in Bangladesh (BGD) if Germany, Estonia or Hungary is your main destination. This leaflet stipulates the legal requirements and can be downloaded free of charge. Applicants are requested to read it carefully and observe the regulations as stated below – see I. till IV.

I. Documents to be submitted:

Sl. No.:	Required Documents:	Submitted:
1.	Application form – available also online – free of charge <ul style="list-style-type: none">Fully completed in English or German and signed and dated by the applicant (signed by the legal guardian in case of minors, below the age of 18)	<input type="checkbox"/>
2.	Declaration of Consent	<input type="checkbox"/>
3.	Passport <ul style="list-style-type: none">Validity minimum three months from the date of expiry of the requested visa.At least two free “visa pages”Previous passport(s) if applicableValid Bangladesh residence permit for non-Bangladeshi applicants (valid at least three months from the date of expiry of the requested visa / intended end of journey)	<input type="checkbox"/>
4.	Two recent biometric passport sized photographs (3.5x4.5cm) Requirements: <ul style="list-style-type: none">Should not be older than 6 monthsA frontal view of the face covering 70-80% (32-26mm) of the biometric photoA uniform and white backgroundClear facial featuresHead coverings are only accepted for religious reasons <i>Do not glue or staple the pictures to the application form</i>	<input type="checkbox"/>
5.	Overseas medical insurance (Please check our website for a list of accepted travel health insurances from Bangladesh) Requirements: <ul style="list-style-type: none">Valid for the entire duration of the requested visa and for all Schengen countriesCoverage for potential treatment of COVID-19 (Corona Virus)	<input type="checkbox"/>

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Sl. No.:	Required Documents:	Submitted:
	<p>must be explicitly confirmed</p> <ul style="list-style-type: none">• Minimum coverage 30,000/- Euro and repatriation. (Medical insurances of credit cards are not accepted)• Conditions must be stated either on insurance document or on a separate confirmation letter	
6.	<p>Flight and hotel reservation:</p> <ul style="list-style-type: none">• Valid (existing) hotel booking / reservation with full address (name, street, city, zip code, contact information, booking reference)• Flight reservation or travel itinerary	<input type="checkbox"/>
7.	Personal covering letter explaining the purpose of your visit and who will bear the travel cost	<input type="checkbox"/>
8.	<p>Invitation letter from company / authority in Germany with full address, stating the purpose and duration of the business trip</p> <p>and/or</p> <p>Information on event/congress/trade fair to be participated in Germany with details of organizer/host, with full address in Germany, duration of event and reason to take part (e.g. confirmed congress participation, visitor ticket for trade fair)</p> <p>If fair exhibitor: Information on trade fair by submitting exhibitor ticket/ exhibitor invoice/ confirmation letter reflecting status as trade fair exhibitor. Applicants will be granted a gratis visa if the above documents are submitted and reflect name of applicant and/or employer</p>	<input type="checkbox"/>
9.	<p>If employed by a company in Bangladesh:</p> <ul style="list-style-type: none">• Letter from local employer including name, postal address and telephone number of sponsor/company , with details regarding applicant's working position, starting date of employment, salary and timeframe of work leave (expected date to resume duties) and purpose of travel. <p>If self-employed: (Documents need to be translated into either German or English)</p> <ul style="list-style-type: none">• Trade license issued by City Corporation/Union Parishad and Incorporation Certificate/Memorandum issued by Office of Registrar of Joint Stock Company, if applicable• Income tax return• Company's bank statements for the past six months, mentioning overdraft limit (if any overdraft limit)	<input type="checkbox"/>
10.	Documents reflecting the nature of the business trip and the existence of business relations (if applicable) between the relevant companies in	<input type="checkbox"/>



Sl. No.:	Required Documents:	Submitted:
	Germany and Bangladesh (including information who covers the expenses of the business trip, including accommodation and all occurring costs in Germany) <ul style="list-style-type: none">• Copy of the valid trade license of the Bangladesh company in English (Photocopy)• Article of Memorandum• Original Company's bank statements for the past 6 months, mentioning overdraft limit (if any overdraft limit)• Information reflecting the existence of trade relations or relations for work purposes stating details of company in Germany and in Bangladesh (e.g. L/C Copy, bill of lading)	
11.	Proof of financial means of the applicant in Bangladesh, e.g. original personal bank statements of at least the last 6 months before application, personal property, assets, others...	<input type="checkbox"/>
12.	Documents related to civil status: Documents need to be translated into either German or English <ul style="list-style-type: none">• Marriage Certificate – if married (also “Nikah Nama” both in Bangla and English, for Muslim marriage in A4 size Photocopy)• Divorce certificate (“Talak Nama”) – if divorced• Death Certificate – in case you are a widow or widower• Birth Certificate of your children – if you have children	<input type="checkbox"/>
13.	Additional photocopies: <ul style="list-style-type: none">• Passport copy of pages containing personal data• Copy of valid Bangladesh residence permit / visa (applicable only to non-Bangladeshi applicants)• Copies of previous Schengen, US, Canada or UK visa, if applicable	<input type="checkbox"/>

- ❖ NOTE: Special rules might apply for some nationals which passports are not recognized by the German authorities. You might be requested to come personally to the Embassy. Visa processing will take more time.

II. Information for the applicant on **Terms and Conditions** of the visa process:

- Applications can also be filed using the online VIDEX application www.videx.diplo.de Applicants are requested to thoroughly check all entries in their written application (paper and/or the electronic “VIDEX”) prior to submission. Responsibility for all given information lies within the applicant himself.
- Only complete applications can be accepted; non-submission of necessary documentation may lead to refusal of visa application.
- All visa fees must be paid upon submission of the above in cash (BDT) only.
- The processing time at the Embassy due to necessary and obligatory legal requirements takes up to 15 calendar days. Applicants are requested to apply well in advance, but – due



to legal requirements - not more than 3 months prior to the intended date of journey. Status updates during the regular processing time are not entertained.

- During the whole processing time the passport has to remain with the German Embassy. Passports can only be withdrawn if a written request by the applicant himself is presented to the Embassy. Consequently, the application will be cancelled / withdrawn and the passport returned within 2 working days.
- False or falsified documents, incl. fake bookings, will lead to the refusal of visa and /or further consequences.
- The German Embassy Dhaka reserves the right to ask for additional documents and /or call applicant for an interview.

III. REMARKS to be filled out by VFS staff (please tick, what is relevant):

Applicant has NO Schengen Visa previous Schengen Visa (please attach copies)
 Applicant travels alone with family member/s
 With a group as
 (Please specify e.g. colleague, escort, sponsor)
 Applicants documents are complete NOT complete due to incomplete docs
 Applicant has been informed of option to withdraw application to complement the same to avoid refusal.
 Applicant wishes to submit application.
 Other
 Remarks:

IV. SIGNATURES and AGREEMENT

a) For Visa Applicant:
I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

b) For VFS staff:
APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

Dhaka,
.....
City and Date (signature of applicant)

Dhaka,
.....
City and Date (signature of VFS Staff)