



December 2023

## 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 or Estonia 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. through IV.

I. Documents to be submitted (documents other than in English and in German need to be translated into English or German):

Sl.No.	Required Documents	Submitted
1.	Completely filled out and signed Schengen visa application form. Please use the VIDEX website ( <a href="https://videx.diplo.de/videx/desktop/index.html#start">https://videx.diplo.de/videx/desktop/index.html#start</a> ) to fill out the application online. Please ensure to print and submit all pages of the application form including the barcodes.	<input type="checkbox"/>
2.	Filled out and signed Declaration of Consent. ( <a href="https://dhaka.diplo.de/blob/2157316/f09d693ebec056cf648a90d9b0939a26/declaration-of-consent-data.pdf">https://dhaka.diplo.de/blob/2157316/f09d693ebec056cf648a90d9b0939a26/declaration-of-consent-data.pdf</a> )	<input type="checkbox"/>
3.	<ul style="list-style-type: none"><li>Valid passport with minimum three months validity from the date of expiry of the requested visa and at least two free “visa pages”</li><li>Previous passport(s) if applicable</li><li>Valid 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)</li></ul>	<input type="checkbox"/>
4.	One recent biometric passport sized photograph (35x45mm, white background, 70%-80% face coverage); Head coverings are only accepted for religious reasons. (Do not glue or staple the picture to the application form)	<input type="checkbox"/>
5.	Overseas medical insurance: (link for the list of accepted travel health insurances from Bangladesh: <a href="https://dhaka.diplo.de/blob/2076266/aa3d31f781495ffe0f79762c35e1af81/c-krankenversicherungenliste-data.pdf">https://dhaka.diplo.de/blob/2076266/aa3d31f781495ffe0f79762c35e1af81/c-krankenversicherungenliste-data.pdf</a> ) <ul style="list-style-type: none"><li>Valid for the entire duration of the requested visa and for all Schengen countries</li><li>Minimum coverage 30,000,-- Euro and repatriation. (Medical insurances of credit cards are not accepted)</li></ul>	<input type="checkbox"/>
6.	Proof of accommodation: <ul style="list-style-type: none"><li>Valid hotel/guesthouse reservation for the entire travel with full address, contact information, booking reference (if the applicant intends to stay with a family member or a friend: proof of sponsorship and/or private accommodation from the host.) Your accommodation has to be identical with your flight reservation.</li></ul>	<input type="checkbox"/>
7.	Flight reservation or travel itinerary	<input type="checkbox"/>

**Address**

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Dhaka-1212

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visa@dhak.diplo.de

**Website**

www.dhaka.diplo.de



Sl.No.	Required Documents	Submitted
8.	Personal covering letter explaining the purpose of your visit and who will bear the travel cost	
9.	Invitation letter from company/authority in Germany or Estonia with full address, stating the purpose and duration of the business trip. (In case of congress you need to also submit a congress participation confirmation and for trade fairs a visitor card or an exhibitor card along with fair details)	<input type="checkbox"/>
10.	If employed by a company in Bangladesh: <ul style="list-style-type: none"><li>Letter from local employer including name, 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), purpose of travel, including information who covers the expenses of the business trip, including accommodation and all occurring costs in Germany and in Schengen countries.</li></ul>	<input type="checkbox"/>
11.	<ul style="list-style-type: none"><li>Copy of the valid trade license of your own company/employer's company in Bangladesh</li><li>Copy of Certificate of Incorporation with Memorandum of article(only the pages with the name of the shareholders of the company), if applicable</li><li>Original company's bank statements for the past 6 months, mentioning overdraft limit (if any overdraft limit); if travel cost will be borne by your company.</li><li>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)</li></ul>	<input type="checkbox"/>
12.	Original personal bank statements of at least the last 6 months before application and proof of other financial means and assets (e.g. DPS, FDR, holding tax payment receipt etc.).	<input type="checkbox"/>
13.	Copy of your last personal tax return certificate with annual tax payment confirmation with paid amount.	<input type="checkbox"/>
14.	If the travel cost will be borne by a third party, for example any company or any person in Bangladesh, the company/the person has to provide its bank statement for the last 6 months along with a consent letter from the company/the person.	<input type="checkbox"/>
15.	a) If you are retired: <ul style="list-style-type: none"><li>pension statements for the last 6 months</li></ul> b) if you are a student: <ul style="list-style-type: none"><li>No Objection Certificate from School /College/ University</li></ul>	<input type="checkbox"/>
16.	Documents related to civil status: <ul style="list-style-type: none"><li>Copy of Marriage Certificate – if married (also “Nikah Nama” both in Bangla and English, for Muslim marriage)</li><li>Copy of Divorce Certificate (“Talak Nama”) – if divorced</li><li>Copy of Death Certificate – in case you are a widow or widower</li><li>Copy of Birth Certificate of your children – if you have children</li></ul>	<input type="checkbox"/>
17.	Additional documents for applications of minor applicants (age of below 18):	<input type="checkbox"/>

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Sl.No.	Required Documents	Submitted
	<ul style="list-style-type: none"><li>• Application form and declaration of consent both have to be signed by father and mother or legal guardian</li><li>• Passport copy (biometric and address page) of the applicants father and mother/legal guardian</li></ul> <p>If anyone other than father and mother/legal guardian submits the application:</p> <ul style="list-style-type: none"><li>• Proof of custody/legal guardianship either by submitting custody order from family court or</li><li>• Power of Attorney from father and mother/legal guardian (if father or mother/legal guardian is abroad then it must be authenticated by competent authority in abroad)</li></ul>	
18.	<p>Additional photocopies:</p> <ul style="list-style-type: none"><li>• Passport copy of pages containing personal data</li><li>• Copy of valid Bangladesh residence permit (applicable only to non-Bangladeshi applicants)</li><li>• Copies of previous Schengen, US, Canada or UK visa, if applicable</li></ul>	<input type="checkbox"/>

- ❖ NOTE: Special rules might apply for some nationals whose passports are not recognized by the German authorities. You might be required to come to the Embassy in person. In this case visa processing will take more time.

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

- All photocopies should be in A4 size
- Only complete applications will 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 six months prior to the intended date of journey. Status updates during the regular processing time will 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/herself is presented to the Embassy. Consequently, the application will be cancelled/withdrawn and the passport returned within 3 working days.
- False or falsified documents, including 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.

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Embassy  
of the Federal Republic of Germany  
Dhaka

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

√ Applicant travels ☐ alone ☐ with family member/s  
☐ With a group as .....  
(please specify e.g. colleague, escort, sponsor)

IV. Signatures and agreement:

a) For visa applicant:

I have taken note of all the regulations and remarks as mentioned from I. to III. on the checklist. I have been informed that VFS Global does not have any influence on the decision about a visa application!

I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the German Embassy Dhaka. I am aware that original documents not submitted with a copy will be kept by the visa section.

b) For VFS staff:

I confirm that above checklist has been filled out together with and signed in front of me by the applicant.

Dhaka, .....

Name of the applicant: .....

City and Date

Signature of the applicant:.....

Dhaka, .....

Name of the VFS Staff:.....

City and Date

Signature of VFS Staff:.....

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