



December 2023

Information sheet: SCHENGEN VISA – Visiting Family/Friends

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 (https://videx.diplo.de/videx/desktop/index.html#start) 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. (https://dhaka.diplo.de/blob/2157316/f09d693ebee056cf648a90d9b0939a26/declaration-of-consent-data.pdf)	<input type="checkbox"/>
3.	<ul style="list-style-type: none">Valid passport with minimum three months validity from the date of expiry of the requested visa and 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.	One recent biometric passport sized photograph (35x45mm, white background, 70%-80% face coverage); Head coverings are only accepted for religious reasons. (<i>Do not glue or staple the picture to the application form</i>)	<input type="checkbox"/>
5.	Overseas medical insurance: (link for the list of accepted travel health insurances from Bangladesh: https://dhaka.diplo.de/blob/2076266/aa3d31f781495ffe0f79762c35e1af81/c-krankenversicherungenliste-data.pdf) <ul style="list-style-type: none">Valid for the entire duration of the requested visa and for all Schengen countriesMinimum coverage 30,000,-- Euro and repatriation. (Medical insurances of credit cards are not accepted)	<input type="checkbox"/>
6.	Proof of accommodation (if you want to stay in hotel/guest house) <ul style="list-style-type: none">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	<input type="checkbox"/>

Address

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visa@dhak.diplo.de

Website

www.dhaka.diplo.de



Embassy
of the Federal Republic of Germany
Dhaka

Sl. No.	Required Documents	Submitted
	accommodation from the host). Your accommodation has to be identical with your flight reservation.	
7.	Flight reservation or travel itinerary	<input type="checkbox"/>
8.	Personal covering letter explaining the purpose and duration of your visit and who will bear the travel cost	
9.	Covering letter by host explaining the purpose and duration of your visit and who will bear the travel cost	
10.	Proof of purpose of visit: <ul style="list-style-type: none">• Formal obligation letter by the host in Germany giving the guarantee to cover all costs, also in accordance with §§66-68 of the Law of Residence, original (no older than 6 months) and a copy of it.and/or• Personalized original invitation letter of the host in Germany with full address giving details whether travel expenses of applicant (e.g. accommodation, meals and travel costs) are covered and showing the purpose of the intended visit, including travel itinerary and a copy of passport and residence permit of the host	<input type="checkbox"/>
11.	Proof of relationship with host; if invited by a relative: <ul style="list-style-type: none">• 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"/>
12.	If employed by a company in Bangladesh: <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. If self-employed: <ul style="list-style-type: none">• Copy of your trade license• Copy of Certificate of Incorporation with Memorandum of article (only the pages with the name of the shareholders of the company), if applicable• Your last personal tax return certificate• Company's bank statements for the past six months, mentioning overdraft limit (if any overdraft limit) If you are retired: <ul style="list-style-type: none">• pension statements for the last 6 months If student: <ul style="list-style-type: none">• No Objection Certificate from school/College/university	<input type="checkbox"/>
13.	Your 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"/>

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Sl. No.	Required Documents	Submitted
14.	Documents related to civil status: <ul style="list-style-type: none">• Copy of Marriage Certificate – if married (also “Nikah Nama” both in Bangla and English, for Muslim marriage)• Copy of Divorce Certificate (“Taluk Nama”) – if divorced• Copy of Death Certificate – in case you are a widow or widower• Copy of Birth Certificate of your children – if you have children	<input type="checkbox"/>
15.	Copy of your last personal tax return certificate with annual tax payment confirmation with paid amount.	<input type="checkbox"/>
16.	Additional photocopies: <ul style="list-style-type: none">• Passport copy of pages containing personal data• Copy of valid Bangladesh residence permit (applicable only to non-Bangladeshi applicants)• Copies of previous Schengen, US, Canada or UK visa, if applicable	<input type="checkbox"/>
17.	Additional documents for applications of minor applicants(age of under 18): <ul style="list-style-type: none">• Application form and both declarations have to be signed by father and mother or legal guardian• Passport copy (biometric and address page) of the applicants father and mother/legal guardian If anyone other than father and mother/legal guardian submits the application: <ul style="list-style-type: none">• Proof of custody/legal guardianship either by submitting custody order from family court or• Power of Attorney from father and mother/legal guardian (if father and mother/legal guardian is abroad then it must be authenticated by competent authority in abroad)	<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:

- 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.

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- 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.

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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