



## Information sheet: SCHENGEN VISA – Official visit with Note Verbale

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/visum-erfassung/videx-kurzfristiger-aufenthalt">https://videx.diplo.de/videx/visum-erfassung/videx-kurzfristiger-aufenthalt</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. ( <i>Do not glue or staple the picture to the application form</i> )	<input type="checkbox"/>
5.	Note Verbal from Ministry of Foreign Affairs and Government Order. (Please note that in Govt. Order it has to be mentioned, who will be bearing the travel cost of the applicant. In case the travel cost will be borne by the invitee, the invitation letter by the invitee has to state this)	
6.	Overseas medical insurance: ( <b><u>applicants with diplomatic passports are exempt from insurance</u></b> ): <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"/>
7.	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</li></ul>	<input type="checkbox"/>

**Address**

11 Madani Avenue  
Baridhara  
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**Postal Address**

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(+880) (2) 5566 8690  
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**E-Mail**

visa@dhak.diplo.de

**Website**

www.dhaka.diplo.de



Sl. No.	Required Documents	Submitted
	member or a friend: proof of sponsorship and/or private accommodation from the host.) Your accommodation has to be identical with your flight reservation.	
8.	Flight reservation or travel itinerary	
9.	Invitation letter from company/authority in Germany with full address, stating the purpose and duration of the business trip (In case of congress you need to <b>also</b> submit congress participation confirmation and for trade fairs a visitor card or an exhibitor card along with fair details)	<input type="checkbox"/>
10.	Original personal bank statements of at least the last 6 months before application. <b>(applicants with diplomatic passports are exempt from bank statement)</b>	<input type="checkbox"/>
11.	If the cost will be borne by a third party, for example any company in Bangladesh, the company has to provide its bank statement for the last 6 months along with consent letter from the company	
12.	Additional photocopies: <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"/>

## 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.

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

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### Website

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√ 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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