

## VFS Information sheet: NATIONAL VISA Study (Master)

This information leaflet has been generated by the German Embassy in Dhaka. 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:

Sl. No.:	Required Documents:	Submitted:
1.	<p>Completely filled out and signed National visa application form.  Please use the <a href="#">VIDEX website</a> to fill out the application online.  Please ensure to print and submit all pages of the application form including the barcodes.</p>	<input type="checkbox"/>
2.	<p><u>Declaration of Consent</u></p>	<input type="checkbox"/>
3.	<p>Passport</p> <ul style="list-style-type: none"><li>• with at least two empty pages</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.	<p>Copy of the data page of the passport (A4)</p>	<input type="checkbox"/>
5.	<p>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)</p>	<input type="checkbox"/>
6.	<p>Proof of admission to the relevant University or Institution (scholarship certificate if applicable) (Zulassungsbescheid)</p> <p><b>Only Masters admissions will be accepted!</b></p>	<input type="checkbox"/>
7.	<p>For English-speaking programs unless you have completed a Bachelor Degree in Australia, UK or US: Proof of knowledge of English language (TOEFL, IELTS or any other ALTE certified language certificate)</p>	<input type="checkbox"/>
8.	<p>For German-speaking programs: Proof of knowledge of the German language ("Zertifikat B1" with a 'good' result or higher is recommended)</p>	<input type="checkbox"/>
9.	<p>Higher Secondary Education Board Certificate and mark-sheets</p>	<input type="checkbox"/>
10.	<p>Proof of previous studies in the relevant area (e.g. Bachelor Degree, transcripts)</p>	<input type="checkbox"/>
11.	<p>Letter of motivation (Please answer the following questions)</p> <ul style="list-style-type: none"><li>▪ What did you study beforehand and why?</li><li>▪ Please give a short description of the content of your former studies.</li><li>▪ What do you want to study now and why?</li></ul>	

Sl. No.:	Required Documents:	Submitted:
	<ul style="list-style-type: none"> <li>▪ Please give a short description of the content of your planned studies.</li> <li>▪ Why do you want to go to Germany and not another foreign country to study abroad?</li> <li>▪ What do you want to do after you finished your degree in Germany?</li> </ul>	
12.	Curriculum vitae (including jobs)	<input type="checkbox"/>
13.	Travel health insurance valid on arrival in Germany to the date of enrolment at the University (minimum 3 months)	<input type="checkbox"/>
14.	<p>Proof of financial means to cover the costs for the time of your studies by one of the following documents:</p> <ul style="list-style-type: none"> <li>○ Confirmation of scholarship / stipend</li> <li>○ formal sponsorship letter from a sponsor living in Germany ("Verpflichtungserklärung"; according to Art. 68 of the German Residence Act)</li> <li>○ Blocked account ("Sperrkonto") in Germany in the name of the applicant showing a minimum balance of 11,904/- Euro and the remark that the account holder can dispose of a monthly amount of 992/- Euro (992/- Euro for 12 months including handling fee for the bank)</li> </ul>	<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:**

Missing documents may be handed in after the application has been filed with the Embassy. They are to be sent by e-mail, mail or handed in in person at the Embassy's gate. The passport number of the applicant must be indicated on the envelope.

**Failure to produce any of the documents above or further documents required within a set period of time is likely to lead to refusal of the application.**

All photocopies must be fully legible and will be refused in case they are not.

**It is expected that an applicant is reachable through the cell phone number and email address provided on the application form.**

All documents in Bengali (or other language) have to be supported by an English or German translation.

Please do not submit documents in both English and German. Preferable submit the German version of the document.

Submission of the above-mentioned documents does not guarantee that a visa is granted.

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

The German Embassy Dhaka reserves the right to ask for additional documents and/or call applicant for an interview.

### **III. SIGNATURES and AGREEMENT**

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.

For VFS staff:

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

Dhaka, .....

.....  
(signature of applicant)

Dhaka, .....

.....  
(signature of VFS Staff)