

Information sheet: SCHENGEN VISA Short Stay with German Spouse/Parent/Child

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.

These requirements are only valid for visit/tourism purposes for the following applicants:

- Applicant with German spouse / parent (for minors) / child (minor)

If the visa shall ONLY be used for other purposes (e.g. business purposes), German spouse/parent are required to state this upon application and need to apply for another category of visa.

No visa fee will be charged for spouses of German citizens / minor children of German citizens / parents of Germans under 18.

I. Documents to be submitted:

Sl. No.:	Required Documents:	Submitted:
1.	Completely filled out and signed Schengen visa application form. Please use the VIDEX website 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.	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 applicable • 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) 	<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 <ul style="list-style-type: none"> • Valid for the entire duration of the requested visa and for all Schengen countries • Minimum coverage 30.000,- Euro and repatriation. (Medical insurances of credit cards are not accepted) 	<input type="checkbox"/>
6.	Flight reservation or travel itinerary Attention! You do not have to book a flight; you just need to reserve the flight.	<input type="checkbox"/>
7.	Proof of Relationship: <ul style="list-style-type: none"> • Evidence of relationship (e.g. copy of marriage certificate, birth certificate) • Passport copy of German spouse/child/parent 	<input type="checkbox"/>
8.	Tourism purpose <ul style="list-style-type: none"> • Valid (existing) hotel booking/reservation with full address (name, street, city, zip code, contact information, booking ref.), if necessary, letter giving explanations of travel plans; 	<input type="checkbox"/>

Sl. No.:	Required Documents:	Submitted:
	<p>Purpose of visit (e.g. visiting family and friends)</p> <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 in copy sent to the applicant; and/or • Personalized original invitation letter of host in Germany (if not identical with German relative) with full address giving details whether travel expenses of applicant (e.g. meals, travel costs, accommodation) are covered and reflecting the purpose of the visit including travel itinerary; and/or • Personalized letter of German spouse/parent/child with full address giving details where stay is going to take place (address in Germany), who covers travel expenses of applicant (e.g. accommodation, meals, travel costs) and reflecting the purpose of the visit including planned travel itinerary. and • Personal covering letter explaining the purpose and duration of your visit and who will bear the travel. Please include how many children you have, where they are living now and what are their professions. Please provide their birth certificate/passport copy 	
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:</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 • Company's bank statements for the past six months, mentioning overdraft limit (if any overdraft limit) <p>If student:</p> <ul style="list-style-type: none"> • No objection certificate from school / college / university 	□
10.	<ul style="list-style-type: none"> • 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.) • Proof of any other source of income in Bangladesh (i.e. income from any kind of lease, payment of retirement pension, Savings Certificate, DPS, FDR, income from house rent, bank loan etc.). • Please do not submit any buy or sale deeds of your properties. Submit preferably a holding tax payment receipt. • If you are supported by your family members: a declaration letter from the person and their bank statement of the last six months. 	□
11.	<p>Documents related to civil status:</p> <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 	□

Sl. No.:	Required Documents:	Submitted:
12.	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"/>
13.	Additional documents for applications of minor applicants (age of below 18): <ul style="list-style-type: none"> • Application form and declaration of consent both 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: • 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 which passports are not recognized by the German authorities. You might be requested to come personally to the Embassy. The 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. Documents other than in English and in German need to be submitted along with a translation in English or German.

Only complete applications will be accepted; non-submission of necessary documentation may lead to refusal of visa application.

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 be entertained.

During the whole processing time the passport has to remain with the German Embassy. Passports can only be withdrawn if the applicant withdraws their application.

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):

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

IV. 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,

City and Date

.....
(signature of applicant)

Dhaka,

City and Date

.....
(signature of VFS Staff)