

January 2025

## Information for Visa applicants for researcher / PhD

All Bangladeshi nationals who intend to work in the Federal Republic of Germany require a visa prior to their departure.

An application may only be filed at the German Embassy Dhaka under the provision that the applicant has a permanent residence in the area of jurisdiction of this Embassy.

### Application

Please note that visa applicants for all visa applicants have to register an online appointment prior to submitting their application. You can register [here](#).

In addition to that please write an e-mail to [visa@dhak.auswaertiges-amt.de](mailto:visa@dhak.auswaertiges-amt.de).

Admission to the Visa Section of the German Embassy will only be granted at the time of the scheduled appointment. Being late for more than 15 minutes will consequently result in scheduling a new appointment.

The visa application must be supported by all the necessary documents as only applications with complete documentation can be accepted.

Simultaneous applications for a Schengen visa and a National visa cannot be processed.

### Fees

Visa fees are payable in BDT. The fees are fixed in Euro (please refer to the separate information sheet – therefore the equivalent in Bangladeshi currency may vary according to the exchange rate.

The complete fee has to be paid upon application and will not be refunded in case the visa application is rejected.

However, should you have been granted a stipend you might be exempted from paying the visa fee.

### Processing Time

Address	Postal Address	Telephone	E-Mail	Website
11 Madani Avenue Baridhara Diplomatic Enclave Dhaka-1212	POB 6126 Dhaka-1212 Bangladesh	(+880-2) 5566 8650	<a href="mailto:visa@dhak.diplo.de">visa@dhak.diplo.de</a>	<a href="http://www.dhaka.diplo.de">www.dhaka.diplo.de</a>



The minimum time to process your visa is approx. 3 weeks.

Please apply for your visa in due time.

## Checklist

Before submitting your application, please prepare the documents in the following order:

- Valid passport (issued within the last 10 years; passports with observations on the front data page cannot be accepted) with at least two empty pages
- 1 passport photo complying with biometric specifications, not older than 6 months
- [Application form](#) & [declaration](#) duly signed
- Copy of your passport's data page (A4 size copy)
- Signed hosting agreement (Aufnahmevereinbarung; for more information click here) [LINK](#)
- if applicable proof of admission to the relevant University / institution
- if applicable proof of previous studies in relevant area
- Proof of financial means to cover the costs for the time of your studies by one of the following documents:
  - Confirmation of scholarship / stipend / hosting agreement
  - Formal sponsorship letter from a sponsor living in Germany ("Verpflichtungserklärung" according to Art. 68 of the German Residence Act)
  - Blocked account ("Sperrkonto") in Germany in the name of the applicant showing a minimum balance of 11,208/- Euro and the remark that the account holder can dispose of a monthly amount of 934/- Euro (934/- Euro for 12 months including handling fee for the bank)
- Curriculum vitae
- Certificate about compulsory health insurance (gesetzliche oder private Krankenversicherung) from German employer valid from date of employment.

### Address

11 Madani Avenue  
Baridhara Diplomatic  
Enclave  
Dhaka-1212

### Postal Address

POB 6126  
Dhaka-1212  
Bangladesh

### Telephone

(+880-2) 5566 8650

### E-Mail

visa@dhak.diplo.de

### Website

www.dhaka.diplo.de



- Please note: If not already included in the compulsory health insurance, a separate travel health insurance has to be presented for the time from arrival in Germany until beginning of employment.
- Visa fee

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 five-digit file number of the application 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. Deadlines set may be extended after consultation with the officer in charge.**

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.

Please note that the German Missions reserve the right to ask for additional documents or the verification of certificates, for which additional fees would be charged.

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.**

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