



Schengen-Visa

Courtesy Visa for Official Passport holders

This information form has been generated by the [German Embassy in Dhaka](#).

It is valid for visa applications in case **Germany, Estonia or Hungary** is the applicant's **main destination**.

This form provides information on the legal requirements and can be downloaded free of charge from the Embassy's website.

You are requested to read it carefully and follow the regulations as mentioned below –please refer to - I. - IV.

Please note: Official passport holders have to apply for their visa with VFS

I. DOCUMENTS TO BE SUBMITTED (A4 SIZE ONLY)

		Submitted
1.	Application Form – available online and free of charge <ul style="list-style-type: none"> • fully completed in English or German language, bearing your signature and date 	
2.	Declaration of Consent	
3.	Official Passport <ul style="list-style-type: none"> • minimum validity of three months from the date of expiry of the requested visa • at least two free “visa pages” 	
4.	Two recent biometric Passport sized Photographs (3.5x4.5cm) Requirements: <ul style="list-style-type: none"> • should n o t be older than 6 months • a frontal view of the face covering 70-80% (32-26mm) of the biometric photo • a uniform and white background • clear facial features • head coverings are only accepted for religious reasons <p style="text-align: center;">- do not glue or staple the pictures to the application form -</p>	
5.	Overseas Medical Insurance (please check our website for a list of accepted travel health insurances in Bangladesh) Requirements: <ul style="list-style-type: none"> • valid for the entire duration of the requested visa and for all Schengen countries • minimum coverage 30,000/- € and guarantee of return transport to Bangladesh. (Medical insurances of credit cards are <u>not</u> accepted) • conditions must be stated either on insurance document or on a separate confirmation letter 	
6.	Flight and Hotel Reservation: <ul style="list-style-type: none"> • <u>valid</u> (existing) hotel booking / reservation with full address (name, street, city, zip code, contact information, booking ref.) • flight reservation 	
7.	Note Verbale from the Ministry of Foreign Affairs <ul style="list-style-type: none"> • explaining the purpose of your visit to Germany, confirmation of travelling dates 	
8.	Government Order (GO) <ul style="list-style-type: none"> • containing information on the purpose and duration of the official visit as well as regarding the financing of your trip 	
9.	Additional photocopies: <ul style="list-style-type: none"> • copies of all passport pages containing personal data • copies of previous Schengen, US, Canada or UK visa, if applicable 	

II. INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- Applications can also be filed using the online VIDEX application www.videx.diplo.de. Applicants are requested to thoroughly check all entries in their written application (paper and/or the electronic “VIDEX”) prior to submission. Responsibility for all given information lies within the applicant himself.
- Only complete applications can be accepted; **non-submission or incomplete submission of supporting documents may result in a refusal of your visa application.**
- The service fee has to be paid to VFS Global.
- The processing time at the Embassy due to necessary and obligatory legal requirements **takes up to 15 calendar days**. Applicants are therefore requested to apply well in advance, but – due to legal requirements - not more than 6 months prior to the intended date of journey.
- Status updates during the regular processing time are not entertained.

- During the whole processing time the passport has to remain with the German Embassy. Passports can only be withdrawn in case a written request by the applicant is presented to the Embassy. Consequently your visa application will be cancelled / withdrawn and the passport returned via VFS Global within 2 working days.
- False or falsified documents, incl. fake bookings, will result in a refusal of your visa application and /or further consequences.
- **The German Embassy Dhaka reserves the right to ask for additional documents and /or call the applicant for a personal interview to the Embassy.**

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

- ✓ Applicant has **NO Schengen Visa** **previous Schengen Visa (please attach copies)**
- ✓ Applicant travels alone
 with family member/s
 with a group as(please specify e.g. colleague, escort, sponsor)
- ✓ Applicants documents are complete **NOT** complete
Due to incomplete docs, applicant has been informed of option to withdraw application to complement the same to avoid refusal.
 applicant wishes to submit application.

Other Remarks:

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IV. SIGNATURES and AGREEMENT

a) for Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

b) for VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

Dhaka,
City and Date (signature of applicant)

Dhaka,
City and Date (signature VFS staff)