



## Information sheet: SCHENGEN VISA Visiting Family and Friends

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:

| Sl. No.: | Required Documents:                                                                                                                                                                                                                                                                                                                                                                                            | Submitted:               |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1.       | Completely filled out and signed Schengen visa application form.<br><br>Please use the <a href="#">VIDEX website</a> to fill out the application online.<br><br>Please ensure to print and submit all pages of the application form including the barcodes.                                                                                                                                                    | <input type="checkbox"/> |
| 2.       | <a href="#">Declaration of Consent</a>                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| 3.       | Passport <ul style="list-style-type: none"><li>• Validity minimum three months from the date of expiry of the requested visa.</li><li>• 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. (Do not glue or staple the picture to the application form)                                                                                                                                                                                       | <input type="checkbox"/> |
| 5.       | Overseas medical insurance <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.<br/>(Medical insurances of credit cards are not accepted)</li></ul>                                                                                                                           | <input type="checkbox"/> |
| 6.       | Flight reservation or travel itinerary<br><br>You do not have to book a flight, you just need to reserve the flight.                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> |
| 7.       | Personal covering letter explaining the purpose of your visit and who will bear the travel cost                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> |
| 8.       | <ul style="list-style-type: none"><li>• Personalized original invitation letter of host in Germany with full address giving details reflecting the purpose of the visit including travel itinerary;</li><li>• Copy of the passport of the host as well as their residence permit</li></ul>                                                                                                                     | <input type="checkbox"/> |
| 9.       | If invited by a relative, proof of relationship with host<br><br>Example: If your sister invites you from Germany, you need to submit your and your sister's birth certificates. If in both birth certificates the parents' names match, your relationship with the host as your sibling is confirmed.                                                                                                         | <input type="checkbox"/> |
| 10.      | <b>If employed by a company in Bangladesh:</b> <ul style="list-style-type: none"><li>• Letter from local employer including name, postal address and telephone number of company, with details regarding applicant's working position, starting date of employment, salary and timeframe of work leave (expected date to resume duties) and payslips of the last three months.</li></ul>                       | <input type="checkbox"/> |



| Sl. No.: | Required Documents:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Submitted:               |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|          | <p><b>If self-employed:</b></p> <ul style="list-style-type: none"> <li>Trade license issued by City Corporation/Union Parishad and Incorporation Certificate/Memorandum issued by Office of Registrar of Joint Stock Company, if applicable</li> <li>Company's bank statements for the past six months, mentioning overdraft limit (if any overdraft limit)</li> </ul> <p><b>If student:</b></p> <ul style="list-style-type: none"> <li>No objection certificate from school / college / university</li> </ul>                                                                                                                                                                                                              |                          |
| 11.      | <p>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 (page 1 and 2 incl. the amount of paid taxes etc.)</p> <p>Please do not submit any buy or sale deeds of your properties. Preferably, you may submit a holding tax payment receipt.</p>                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |
| 12.      | <p><b>If your visit is sponsored by the host:</b></p> <p>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| 13.      | <p>Documents related to civil status:</p> <ul style="list-style-type: none"> <li>Marriage Certificate – if married (also “Nikah Nama” both in Bangla and English, for Muslim marriage in A4 size Photocopy)</li> <li>Divorce certificate (“Talak Nama”) – if divorced</li> <li>Death Certificate – in case you are a widow or widower</li> <li>Birth Certificate of your children – if you have children</li> </ul>                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| 14.      | <p>Additional photocopies:</p> <ul style="list-style-type: none"> <li>Passport copy of pages containing personal data</li> <li>Copy of valid Bangladesh residence permit / visa (applicable only to non-Bangladeshi applicants)</li> <li>Copies of previous Schengen, US, Canada or UK visa, if applicable</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
| 15.      | <p>Additional documents for applications of minor applicants (age of below 18):</p> <ul style="list-style-type: none"> <li>Application form and declaration of consent both have to be signed by father and mother or legal guardian</li> <li>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:</li> <li>Proof of custody/legal guardianship either by submitting custody order from family court or</li> <li>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)</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:

All photocopies should be in A4 size. Documents other than in English and in German need to be submitted along with the 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 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)