

## Information sheet: Courtesy Visa for Official visit with Note Verbal

This information leaflet has been generated by the German Embassy in Dhaka. It is valid for visa applications in Bangladesh if you require an airport transit visa for Germany. 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. till IV.

### I. Documents to be submitted:

| Sl. No.: | Required Documents:                                                                                                                                                                                                                                                                                                                                                                                                        | Submitted:               |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1.       | <p>Completely filled out and signed Schengen visa application form.</p> <p>Please use the <a href="#">VIDEX website</a> to fill out the application online.</p> <p>Please ensure to print and submit all pages of the application form including the barcodes.</p>                                                                                                                                                         | <input type="checkbox"/> |
| 2.       | <a href="#">Declaration of Consent</a>                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| 3.       | <p>Passport</p> <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.       | <p>Note Verbale from the Ministry of Foreign Affairs and Government Order</p> <p>Please note that in the Govt. Order it has to be mentioned, who will be bearing the travel cost of the applicant. In case the travel cost will be borne by the invitee, the invitation letter by the invitee has to state this.)</p>                                                                                                      | <input type="checkbox"/> |
| 6.       | <p>Flight and Hotel Reservation:</p> <ul style="list-style-type: none"> <li>• valid (existing) hotel booking/ reservation with full address (name, street, city, zip code, contact information, booking ref.)</li> <li>• flight reservation</li> </ul> <p>You do not have to book the flight; you only have to reserve it.</p>                                                                                             | <input type="checkbox"/> |
| 7.       | <p>Invitation letter from company / authority in Germany with full address, stating the purpose and duration of the trip</p> <p>(In case of congress you need to also submit congress participation and for trade fairs a ticket and if applicable stall confirmation)</p>                                                                                                                                                 | <input type="checkbox"/> |
| 8.       | <p>Overseas medical insurance: (applicants with diplomatic passports are exempt from insurance)</p> <ul style="list-style-type: none"> <li>- valid for the entire duration of the stay and for all Schengen countries</li> <li>- Minimum coverage 30.000 Euro (Medical insurances from credit cards are not accepted.)</li> </ul>                                                                                          | <input type="checkbox"/> |
| 9.       | Personal covering letter explaining the purpose of your visit and who will bear the travel cost                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> |
| 10.      | Original personal bank statements of at least the last 6 months before application (applicants with diplomatic passport are exempt from bank statement)                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |

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| Sl. No.: | Required Documents:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Submitted:               |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 11.      | If the cost will be borne by a third party, for example a company in Bangladesh, the company has to provide its bank statement for the last 6 months along the consent letter from the company.                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |
| 12.      | Additional photocopies: <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> </ul> Copies of previous Schengen, US, Canada or UK visa, if applicable                                                                                                                                                                                                                                            | <input type="checkbox"/> |
| 13.      | Additional documents for minors below the age of 18 (if applicable) – proving legal parenthood: <ul style="list-style-type: none"> <li>• copy of either birth certificate / proof of adoption / custody decree in case parents are divorced or – if applicable – death certificate of parent (German or English translation is required) “Letter of consent” from legal guardian, including his / her passport copy – legalized by a notary public (only required in cases the legal guardian is not present during the visa appointment)</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 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.

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!

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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)