



Schengen checklist business or official visit Bangladesh

- The applicant and front office employee must sign this checklist. The front office employee then needs to upload the checklist to the CSO together with all documents.
- If the applicant insists on submitting documents that are not mentioned on this checklist, these documents must be accepted and uploaded to the CSO.
- All copies submitted must be in colour.

Original or copy required	For the front office: Mark all relevant checkboxes below to indicate if all documents and their requirements are included or not.
Original	☐ An online completed and signed application form for a Schengen visa.
Original	☐ A valid travel document. Please note the following: • The travel document may not be older than 10 years. • There must be at least 2 empty (visa) pages. • The travel document must be valid for at least 3 months after the applicant's departure from the Schengen area. • The applicant's signature is included in the travel document.
Original	☐ A photo that meets Dutch requirements (<i>Not required when the applicant will have their live photo taken at VAC</i>): • Colour photo. • No more than 6 months old. • 3.5cm by 4.5cm. • White or light-coloured background.
Original needs to be shown. Copy must be submitted.	Valid proof of legal residence in the country where the applicant is applying for the visa. The applicant must prove that they are legally residing in the country where they are submitting this visa application. Mark one or more of the below: ☐ A passport or other travel document. ☐ A residence permit. This must be valid for at least 3 months after you leave the Schengen area. ☐ A visa. ☐ A work permit. ☐ If the applicant is not a resident of the country where they are submitting this application, an explanation why the applicant cannot apply in their country of residence. (<i>Not required when there is no Dutch representation in the country where the applicant resides and the applicant needs to apply in a neighboring country</i>)
Copy	Proof of social or economic ties to the country where the applicant lives. Mark one or more of the below: If the applicant is employed ☐ Letters of the company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc. ☐ Trade licence of the Company in Bangladesh and/or Memorandum of Articles of Association (if applicable).

List of supporting documents to be submitted by applicants for short stay visas in Bangladesh according to the commission implementing decision of 30.08.2017 by the EU commission.

	If the applicant is self-employed ☐ Trade licence issued by City Corporation and Incorporation Certificate issued by Office of Registrar of Joint Stock Company, if applicable. ☐ Income tax return. ☐ Company bank statement for six months. If the applicant is a student ☐ Proof of enrolment in educational establishment in Bangladesh. ☐ Certificate of leave absence if travelling during school year. The certificate should mention full address, telephone number, permission of absence; name and function of the person granting permission. ☐ If school trips, letter of the school mentioning the purpose, the duration and the destination. Other ☐ A document proving that the applicant is a caregiver in their country of residence. ☐ A document showing that the applicant has a home or other immovable property in their country of residence. ☐ A document showing that the applicant's children attend school in their country of residence.
Original needs to be shown. Copy must be submitted.	Documents related to the civil status. Mark one of the below. ☐ For married applicants a marriage certificate. ☐ For divorced applicants "talak namah" ☐ For widow(er)s a death certificate
Copy	☐ An invitation from the company to be visited. The letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Netherlands. ☐ Evidence of former and current transactions in Bangladesh and/or abroad (eg: bill of lading, receipts, contracts, correspondence). Commercial fair or congress ☐ Proof of attendance through either letters of invitation from the organiser of the event, or payment of the registration fee. ☐ Programme of the event. Members of official delegations ☐ A letter issued by an authority in Bangladesh confirming that the applicant is a member of the official delegation travelling to the Netherlands. ☐ Note Verbale from the Ministry of Foreign Affairs confirming the purpose and length of the official visit. ☐ Government Order (GO) confirming the purpose and length of the official visit and that the applicant has been given authorization to leave Bangladesh for the mentioned purpose.
Copy	☐ Hotel confirmation or hotel voucher for the whole stay or other documents proving accommodation.

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Copy	☐ Proof of financial means in the country of residence such as personal bank statements, credit card statements or balance covering the last six months complemented by any other proof of financial solvency.
Copy	☐ Roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary. ☐ If relevant, the entry permits for the next destination(s) of the trip.
Copy	☐ Proof of travel medical insurance in the applicant's name. (<i>Not required when the applicant has a diplomatic passport</i>) The document must state that: • The insurance provides cover in all Schengen area countries for the entire duration of the applicant's stay. • The insurance covers at least €30,000 in medical expenses. This includes the costs of a hospital stay and treatment, emergency care, prescription medication and repatriation to the applicant's country of residence (including in the event of death).
Extract: Original needs to be shown. Copy must be submitted. Consent form: Original needs to be shown. Copy must be submitted. Travel document parent/guardian: Copy	Is the visa application for a minor child (under 18) who will be travelling without 1 or both of their parents or guardians? Then the following documents are required: ☐ A recent extract of the child's birth certificate. ☐ A consent form signed by the parents or guardians not travelling with the minor. ☐ A signed valid travel document (such as a passport) of the parents or guardians not travelling with the child. ☐ Proof of economic means of parents or legal guardian such as personal bank statements, credit card statements or balance covering the last six months complemented by any other proof of financial solvency. ☐ If 1 of the parents or guardians has a valid Schengen visa: a colour photocopy of the biographical data page of their passport and of their valid Schengen visa. The biographical data page contains the passport holder's details and photo. ☐ If 1 of the parents or guardians has died: a photocopy of the death certificate of the deceased parent or guardian. ☐ If a guardian has been appointed: a photocopy of official proof of guardianship. ☐ If there is a court order in place: a photocopy of permission from the court for the minor to travel.

For the applicant to read and sign

By signing this checklist, I understand that I (or my authorized representative) must submit all of the above documents for the processing of my visa application.

I accept that my visa application may be denied and I will not receive a refund of the visa fee if I do not submit all the requested documents.

While submitting my application, I was informed that if any documents from the checklist are missing, I may return within 2 business days without an appointment to submit a complete set of documents. I understand that I must make a new appointment online if I cannot bring the missing documents within 2 business days.

Applicant's signature:

Signature of visa intake site employee:

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