



Information sheet for family reunion

The visa application has to be submitted to the Swiss Embassy which will forward it to the competent authorities, in Switzerland. Application forms are available free of charge at the Embassy of Switzerland as well as on the website.

Requirements:

General

- Completion of the visa application form in **triplicate**, personally signed by the applicant. Three passport-size photographs must be **pasted** on the forms (no staples please)
- Machine Readable Passport
- 3 copies of passport
- 1 extra passport-size photograph, unstapled and unglued
- Both new and old passport need vice-versa connection from the Passport Office with their endorsement stamp.

Marriage in Bangladesh / Husband or Wife living in Switzerland

The following documents must be submitted (1 original, 2 photocopies) to the Embassy together with the visa application form.

Please note that all the Bangladeshi documents have to be legalized by the Ministry of Foreign Affairs, Consular Section, Dhaka, before submitting to the Embassy.

▲ **From the person living in Bangladesh**

- Full Birth Certificate or Extract from the Birth Register**
The birth certificate must be issued by the competent local authorities of the place of birth. Date of registration, volume, page, and serial number of the register have to be mentioned on the certificate or extract. The document must not be older than six months and issued on official letterhead paper normally used by the competent local authority i.e. Chairman of Union Parishad (Union Council) or Ward Commissioner, or Municipal Committee / Municipal Corporation. The birth certificate has to be legalized by the 1st class Magistrate. Seal and rubber stamp bearing the name of the Magistrate must be clearly legible.

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Dhaka 1213

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Dhaka 1213

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dha.vertretung@eda.admin.ch, www.eda.admin.ch/dhaka

- **Bachelorhood Certificate or Unmarried Certificate**
This document must not be older than six months, and must have been issued by the competent local authority (Chairman of Union Parishad, or Ward Commissioner, or Municipal Committee, or Municipal Corporation) of the birthplace or that of the latest residence of the applicant in Bangladesh. Again, this document must be legalized by the 1st class Magistrate. Seal and rubber stamp bearing the name of the Magistrate must be clearly legible. The name of the declaring Magistrate has also to be given besides his signature and seal.
An affidavit alone is not sufficient, and will not be accepted by the Embassy.

- **Nationality Certificate and Domicile Certificate**
These documents have to be obtained from the competent authorities in Bangladesh. A valid passport can replace a Nationality Certificate.

- **Marriage-Certificate**

Muslim marriage:

- Proof of Change of Religion (Conversion) issued by a recognized Moulana / Imam (the names and full addresses of at least two witnesses must be mentioned on the document) → **no affidavit of conversion can be accepted.**
- Nikah Nama (in Bangla **and** in English) + Marriage Certificate (in English)

Hindu or Buddhist marriage:

- in case of a **Hindu** or **Buddhist** marriage, Affidavit issued by the “Court for Marriages”.

Bride and groom must inform/confirm the Embassy about their chosen family name after the marriage.

- **Additional if a former marriage was divorced**

- Divorce Decree related to the previous marriage, issued by the competent local authorities.
 - The following papers are part of a divorce procedure:
 - Original Notice of Divorce (in English)
 - Original Nikah Nama
 - Original Arbitration (in English)
 - Original Talak Nama (in English), → **also called Talak-E-Tofweez**
 - Divorce Certificate (in English).

- **Additional if widow or widower**

- Death certificate of previous spouse

- **Children from a previous marriage, accompanying applicant**

- Certificates of Birth
- Original passports
- Nationality Certificates
- Court Decree relating to the guardianship of the children

- ▶ **From the person living in Switzerland**

- Photocopy of passport & one recent passport size photograph
- If not a Swiss citizen, photocopy of residence permit
- If divorced, copy of the divorce certificate
- 1 passport-sized photograph

The above mentioned documents have to be **clipped together (not stapled)** in order as mentioned above.

Fees

- Administration fee (non refundable) EUR 60.-, comparable amount in Taka 6,500.00 and
Postage Taka 420.00

Important notice

Only complete applications will be accepted. Incomplete applications will be returned, indicating what is missing. There must be no further discussion.

The Embassy reserves the right to ask for additional documents/information not mentioned in the list above.

The presentation of complete documents does not create a legal right for the issuing of the visa applied for.

The application file will be forwarded to the authorities in Switzerland for consideration. The applicant will be notified as soon as a decision has been taken.

No enquiries on telephone / e-mail will be entertained.

Embassy of Switzerland
Visa section

05/2011