



SCHENGEN

Information leaflet for short term visa (tourist or commercial purposes)

1) Nationals of Bangladesh who are travelling to Europe for commercial or tourist purposes can obtain a visa for a maximum stay of 90 days within a period of six months (single entry or multiple entries), valid for all above mentioned countries.

In cases of multiple entries the days of every stay will be added up. In these cases the maximum stay of 90 days within a period of six months may not be exceeded.

2) A visa application does not give the right to actually obtain a visa.

3) In principle, changing of travel destination after obtaining the visa is not allowed. At the moment of issuance of the visa, information about possible extension can be provided.

4) In Bangladesh, travellers can obtain a common visa at the diplomatic missions listed below. If the **main destination** (according to travel purposes and duration of stay) **is situated in one of the above mentioned countries please apply at the Embassy of that country.**

If it is not possible to determine in which country the main destination is situated, the Schengen Member State of first entry into the Schengen territory is competent for issuance of the visa.

5) **Bangladeshi visa applicants have to present the following documents:**

- o One (1) application form (**fill out all headings, front and back, using capital letters.** Your application shall not be processed in case of error or omission. You have to **date and sign** the application.)
- o 2 recent colour photographs (full face, no dark glasses, no head covering, plain white background only)
- o Valid passport (the validity of the passport has to exceed the end of the proposed trip by at least three months)
- o Clear photocopy of your passport data page (identification page)
- o Travel Health Insurance (to cover medical expenses at minimum of 30.000,--Euro)
- o All documents have to be accompanied with the original document and one photocopy

All documents listed below have to be presented in the original and as a Photocopy

Road 18, House 31-B
Dhaka 1213

Banani P.O. Box 9100
Dhaka 1213

Phone: +880-2-881-2874-76, Fax: +880-2-882-3872
Vertretung@dha.rep.admin.ch, www.eda.admin.ch/dhaka

For business visa:

- Original invitation letter from a company in Switzerland
- Proof of sufficient foreign funds (bank statements for the past three months)
- Certificate of Incorporation of the company in Bangladesh and/or Memorandum and Articles of Association (if applicable)
- Evidence of former and current transactions in Bangladesh and/or abroad (e.g. bills of lading, receipts, contracts)
- Proof of personal living conditions marriage certificate, birth certificate of children (if applicable)
- Covering letter/introduction letter from the company or organization in Bangladesh explaining necessity to travel even if the applicant is the owner of the company

For tourist visa:

- Guarantor's form/Formal Obligation signed by the host/ess and duly legalised by the aliens authority in Switzerland or proof of sufficient foreign funds
- Proof of personal living conditions: marriage certificate, birth certificate of children (if applicable)
- Hotel booking (if applicable) - not mail-printout -

Additional, if employed by a company here in Bangladesh:

- Leave letter of employer (with physical address and telephone number) stating the duration of leave and the function/profession of the applicant in the company
- Pay slips of the last three months
- Statement of private bank account of the last three months

For transit visa:

- Valid visas for all other countries of destination after leaving the Schengen territory.
- Confirmed reservation of flight
- For first time travellers: Complete business papers (see above)
- For transit traveller is no Travel Health Insurance required

For medical treatment:

Visa **applicants** who wish to go to Europe for **medical treatment** have to present:

- A medical certificate issued by treating medical doctor in Bangladesh
- Written confirmation of appointment with a hospital or medical doctor in Switzerland and information regarding the estimated payment and duration of the treatment
- Proof of sufficient financial means for payment of medical expenses (proof of advance payment)

Minors:

- Minors have to present a written authorization of their parents or the guardian under whose custody they are.
- If parents or guardian are not present at the embassy copies of their passports have to be submitted. If passports are not available a sworn affidavit has to be presented.

Non-Bangladeshi nationals:

Visa applicants who are not Bangladeshi nationals have to present the same documents as listed under 5), and **additionally:**

- Bangladeshi residence permit **and** re-entry visa into Bangladesh valid for at least 3 months after the expiry date of the Schengen visa.

Supplementary information or evidence may be requested in each individual case.

For **other types of visas**, such as long term visas (more than 3 months) or visas in view of employment, studies or family reunion, the national law of the country of destination remains applicable. These visas can be applied for at the diplomatic and consular missions of the country of destination (see point 1).

Any additional information can be obtained at the visa sections of the diplomatic missions mentioned under point 4.

Important notes

- At the **date of appointment** applicants can **submit** their application forms between **10.00 and 12.00 a.m.** After this period of time **the Embassy is closed for presentation of the visa applications.** Please arrange an appointment three or four weeks before travelling.
- The Swiss Embassy **usually needs 8 calendar days to process a visa** application.
In selected cases the processing time may rise to approximately 4 weeks.
- During collection of your passport you are kindly requested to check that the visa you applied for was duly issued. If you have any complaints please contact the personnel at the visa counters immediately.
- If applicants submit **fake/forged passports** they will be seized and sent to the Ministry of Foreign Affairs.
- **Evidence of sufficient financial means** has to be presented not only in the process of applying for a visa, but also when entering the Schengen territory. A visa does not necessarily guarantee entry.
- The administration fee for one Visa is 60,-- Euro, comparable amount in Taka.
- The **Travel Health Insurance** has to cover medical expenses at **minimum of 30.000,--Euro** and **must be valid in all Schengen countries.** **Travel Health Insurances will only be accepted if issued by Insurance Companies which are either, resident in member countries of the European Union, in Switzerland or in Lichtenstein or which cooperate with an Insurance Company resident in the above mentioned countries.**
- Please be informed that **only complete applications will be considered** by this office.
- The applicant is obliged to provide all information to the best of his/her knowledge and belief. Knowingly providing false information may result in the applicant being **denied** a visa or being **deported** from Switzerland, should a visa already have been issued.

SCHENGEN

Austria - Belgium - Czech Republic - Denmark - Estonia - Finland
 - France - Germany - Greece - Hungary - Iceland - Italy - Latvia -
 Lithuania - Luxembourg - Malta - Netherlands - Norway - Poland -
 Portugal - Slovakia - Slovenia - Spain - Sweden- Switzerland



<p>For France, Austria, Portugal & Spain Embassy of France Road 108, House 18, Gulshan, Dhaka 1212 Tel: (00880) 02-881 3811/14 Fax: (00880) 02-988 3851 E-mail: ambafrance@gononet.com E-mail: webmestre.dacca-amba@diplomatie.gouv.fr Website: www.ambafrance-bd.org</p>	<p>The Embassy of France is also the only competent authority for any applicant who intends to visit the French overseas territory, Monaco and Andorra, even if the main destination of his/her travel may be elsewhere, as well as for the following African countries : Burkina Faso, Central-Africa, Djibouti, Gabon, Ivory Coast, Mauritania, Senegal, Togo. For family & visit visa, persons travelling to Austria, Portugal & Spain, should apply at the concerned Embassy in New Delhi, India. <i>Opening hours: Sunday to Thursday between 08:30-12:30 hrs. (please call to make an appointment before hand)</i></p>
<p>For Germany and Estonia Embassy of Federal Republic of Germany House Rose land 178, Gulshan Avenue, Gulshan 2, Dhaka 1212 Tel: (00880) 02-885 3521-24 Fax: (00880) 02-885 3528 E-mail: aadhaka@optimaxbd.net Website: www.dhaka.diplo.de</p>	<p><i>Opening hours:</i> Sunday – Thursday from 08:30 -09:30 <i>For applicants with appointment to submit the visa application. (please make an appointment before hand at the Embassy gate)</i> From 01:30 – 02:30 visa collection</p>
<p>For Italy, Greece & Malta Embassy of Italy Road 74/79, Plot 2/3, Gulshan 2, Dhaka 1212 Tel: (00880) 02-882 2781/2/3 Fax: (00880) 02-882 3337 E-mail: visti.dhaka@esteri.it Website: www.ambdhaka.esteri.it</p>	<p><i>Opening hours:</i> <i>Submitting applications:</i> Monday and Tuesday from 09:00-13:00 <i>Visa Collection: Wednesday from 14:30-15:30</i> (Visa Agency) Open from Saturday to Thursday</p>
<p>For The Netherlands, Belgium & Luxembourg Embassy of the Kingdom of the Netherlands Road 90, House 49, Gulshan 2, Dhaka 1212 Tel: (00880) 02-882 2715/18 Fax: (00880) 02-882 3326 E-mail: dha-ca@minbuza.nl Website: www.netherlandsembassydhaka.org</p>	<p>Persons travelling to Belgium, can submit their applications at the Netherlands Embassy; should the visa officer not be in a position to take a decision on your application, the application and visa fee will be returned to the applicant who will then have to apply at the Belgian Embassy in New Delhi, India. <i>Opening hours:</i> Sunday - Wednesday between 08:30-10:30 (only on appointment) Telephone inquiries Sunday – Thursday 13:00-15:30</p>
<p>For Sweden, Denmark, Iceland, Finland & Norway Embassy of Sweden Road 51, House 1, Gulshan-2, Dhaka 1212 Tel: (00880) 02-883 3148 Fax: (00880) 02-882 3948 E-mail: ambassaden.dhaka@foreign.ministry.se Website: www.swedenabroad.com/dhaka</p>	<p><i>Opening hours:</i> <i>Submitting applications: Sunday-Tuesday 9:00-12:00</i> <i>Receiving endorsed passports: Sunday-Tuesday 13:00-14:00</i> <i>Visa Section telephone inquiries: Sunday-Tuesday 13:00-14:00</i></p>
<p>For Switzerland Embassy of Switzerland Road 18, House 31-B, Banani, Dhaka 1213 Tel: (00880) 02-881 28 74-76 Fax: (00880) 02-882 3872 E-mail: vertretung@dha.rep.admin.ch Website: www.eda.admin.ch/dhaka</p>	<p><i>Opening hours:</i> <i>Submitting applications: Sunday-Wednesday 10:00-12:00.</i> (please call to make an appointment before hand) <i>Visa Section telephone inquiries: Sunday-Thursday 09:00-16:00</i></p>