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Germany



Checklist for GERMAN Visa

Schengen Visa Application Form

- Complete and sign the Schengen visa application form using the VIDEX website. Ensure all pages of the application form, including the barcodes, are printed and submitted.

Declaration of Consent

- Submit a fully completed and signed Declaration of Consent form.

Passport Requirements

- Provide a valid passport with at least three months of validity from the requested visa's expiry date and a minimum of two blank "visa pages."
- Submit any previous passports if applicable.
- Non-Bangladeshi applicants must provide a valid Bangladesh residence permit with a minimum validity of three months beyond the requested visa's expiry date or the end of the intended journey.

Photograph

- Submit 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



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- The insurance must have a minimum coverage of 30,000 euros, including repatriation. Credit card medical insurance is not accepted.

Proof of Accommodation

- Submit a valid hotel/guesthouse reservation with the full address, contact information, and booking reference for the entire trip.
- If staying with a family member or friend, provide proof of sponsorship and/or private accommodation from the host.
- Accommodation details must match the flight reservation.

Flight Reservation/Travel Itinerary

- Provide a confirmed flight reservation or travel itinerary.

Personal Covering Letter

- Write a covering letter explaining the purpose of your visit and who will bear the travel costs.

Invitation Letter

- Submit an invitation letter from the company/authority in Germany or Estonia with their full address, stating the purpose and duration of the business trip.
- For congress participation, provide a congress participation confirmation, and for trade fairs, submit a visitor or exhibitor card along with fair details.

Employment Documents (for Bangladeshi Employees)

- Submit a letter from your local employer, including the company's name, address, and contact number, detailing your position, salary, start date, work leave timeframe, and purpose of travel.
- Indicate who will cover the travel expenses, accommodation, and other costs for Germany and Schengen countries.

Company Trade Documents



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company in Germany or Bangladesh (e.g., L/C Copy, Bill of Lading).

Personal Financial Documents

- Provide original personal bank statements for the last six months.
- Submit proof of other financial assets, such as DPS, FDR, or holding tax payment receipts.

Tax Documents

- Submit a copy of your last personal tax return certificate and confirmation of the annual tax payment, including the paid amount.

Third-Party Sponsorship (if applicable)

- If the travel costs will be borne by a third party (company or individual), submit the bank statement of the sponsor for the last six months along with a consent letter.

Special Circumstances

- a) **For Retirees:** Submit pension statements for the last six months.
- b) **For Students:** Submit a No Objection Certificate from your school, college, or university.

Civil Status Documents

- Submit relevant documents based on your marital status:
 - Marriage Certificate ("Nikah Nama" in both Bangla and English for Muslims), if married.
 - Divorce Certificate ("Talak Nama"), if divorced.
 - Death Certificate, if widowed.
 - Birth Certificate(s) of your child(ren), if applicable.

Additional Documents for Minors (under 18)

- Submit the application form and Declaration of Consent signed by both parents or the legal guardian.
- Provide passport copies (biometric and address page) of both parents or the legal guardian.



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- Copy of valid Bangladesh residence permit (for non-Bangladeshi applicants).
- Copies of previous Schengen, US, Canada, or UK visas (if applicable).

Please ensure all documents are presented in their original form and meet the required notarization and translation standards, where applicable. Complying with the specific visa application requirements of the Singaporean authorities is crucial to facilitate a smooth and successful application process.

VISA Inquiry

(+88) 0 192 669 4568 (Md Aslam Hossain)

(+88) 0 193 095 6395 (Mahamud Alam)

Time: 20 – 21 Working Days



Banani Office Address

Park Plaza, Flat # N-6,
Road # 17, 31 Banani, Dhaka 1213.

Contact Number:
01926694560, 01926694563

Motijheel Office Address

Rahman Chamber (Ground Floor),
12-13 Motijheel, Dhaka 1000.

Contact Number:
01941818109



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