



অভিবাসী  
তথ্য  
কেন্দ্র



MIGRANT  
RESOURCE  
CENTRE

## Kingdom of Denmark

Visa Options for Bangladeshi Nationals

December 2020

Supported by



European Union

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Confederation

Federal Department of Justice and Police FDJP  
State Secretariat for Migration SEM



Federal Foreign Office

Implemented by



ICMPD

International Centre for  
Migration Policy Development

## **Denmark: Visa Options for Bangladeshi Nationals**

Denmark maintains a resident diplomatic mission in Dhaka, Bangladesh.

### **Address:**

Embassy of Sweden

BAY's Edgewater, 6th floor, Plot No. NE(N) 12, North Avenue, Gulshan 2, Dhaka 1212.

Telephone: +880 2-55668900

Weblink: <https://bangladesh.um.dk/>

VFS Global is a commercial company, working as a privately-run service company, authorized by the Embassy of Sweden to provide the users with complete information on procedure and requirements for visa and to collect the visa application.

### **1. Short Time Visa**

Weblink: <https://www.vfsglobal.com/denmark/bangladesh/>

Short Stay visa entitles an applicant, who does not hold a residence permit, to stay in Denmark for an uninterrupted period or a total of successive periods of stays that does not exceed 90 days in every 180 days since the date of first entry. Denmark is one of the 26 European countries forming the Schengen Area which have no border controls between them.

You have to apply for your Schengen Visa at the Embassy of your main destination. If the main destination cannot be determined, responsibility for issuance of the visa lies with the Schengen State of first entry.

The Embassy of Denmark in Dhaka is also representing Norway Schengen Visa Cases. The process and required documents for Norway are the same as when applying for a visa to visit Denmark.

### **EU-Regulations**

- Application can be submitted only Six (06) months prior to the intended entry into the Schengen area and Nine (09) months advance for Seafarers.
- From 1 May 2010 only passports issued within the previous ten (10) years will be accepted.
- Passport must have at least two blank pages.
- Passport should be valid for at least three months longer than intended stay.

#### **a. Checklist for Visiting Family/Friends/Tourism - Visa Application**

Weblink: <https://www.vfsglobal.com/Denmark/Bangladesh/pdf/Checklist-tourism.pdf>

- To acknowledge the visa regulations.

- Completed and signed application form for Schengen Visa.
- Completed and signed VU2 online form (downloaded from DK Immigration Homepage). Alternatively written invitation.
- Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory.
- All previous passports (photocopy of bio page and of all Schengen visas).
- One passport size color photographs (35 mm x 45 mm) full face, light background, no older than six months.
- Cover letter from the applicant, explaining in details the purpose of the visit, addressed to the Embassy of Denmark.
- Letter from present employer/owner.
- Original personal bank statement for the last six months, and also of the company if self-employed (original and photocopy).
- Documents showing establishment in Bangladesh, (e.g. financial documents, partnerships, ownership of real estates, marriage certificate, birth certificate of children) (encircle which and/or write others).
- Health and Travel Insurance for Schengen (original & photocopy). 12 Proof of accommodation or hotel reservation/s at destination/s.
- A copy of booking/s for travel (flight, train, boat etc.) for the entire period of travel.
- Travel programme, draft programme of a tour, when appropriate. 15 Proof of /family/ ties with the host/inviting person (if visiting family or friends).
- Copy of document showing inviting person's identity (if visiting family or friends) copy of valid residence permit or DK passport. 17 Family registration certificate/others.

#### **b. Checklist for Business Visa Application**

Weblink:<https://www.vfsglobal.com/Denmark/Bangladesh/pdf/Business-visaChecklist.pdf>

- To acknowledge the visa regulations.
- A completed and signed application form, 'Application for Schengen Visa'.
- Filled in VU1 online form (downloaded from DK Immigration Homepage) or explanatory invitation letter from company.

- Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory.
- All previous passports (copy of bio page and of all Schengen, UK, Australian or US visas).
- One passport size color photographs (35 mm x 45 mm) full face, light background, no older than six months.
- Cover letter from the applicant addressed to the Embassy of Denmark, explaining in details the purpose of the visit.
- Letter from present employer/owner, stating purpose of the visit.
- Original bank statement for the last six months, both company and personal (original and photocopy).
- Documents showing establishment in Bangladesh, (e.g. financial documents, partnerships, ownership of real estate, marriage certificate, birth certificate of children) (encircle which and/or write others).
- Health and Travel Insurance for Schengen (original and photocopy).
- Proof of accommodation or hotel reservation at destination.
- Copy of booking/s for travel (flight, train, boat etc.) for the entire period of travel.
- Travel programme, if any
- Personalized invitation letter from the company in the Member state.
- Proof of the existence of trade relationship (e.g. contracts, payment of invoices, list of orders).
- Documents proving the business activities of the company. Examples: Annual business register, extract of commerce register, annual report.
- Documents proving the applicant's employment status in the company; work contract; employer's letter granting leave etc.
- Documents proving payment of entrance to exhibitions, trade fairs etc, if and when appropriate.

**c. Checklist for Official purpose - E.g. invitation from government, parliament, authority, UN body**

Weblink:<https://www.vfsglobal.com/Denmark/Bangladesh/pdf/Official-visit-visa-Checklist.pdf>

- The printed and signed Schengen Visa Application Cover Letter from ApplyVisa.
- The printed receipt for online payment of the visa fee.
- Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory.
- Note Verbal from Ministry of Foreign Affairs stating the purpose of the visit and length of stay and if the cost of the travel will be covered by official funds.
- If possible, Government order stating the purpose of the visit and length of stay and if the cost of the travel will be covered by official funds.
- Health and Travel Insurance for Schengen (original and photocopy) is required for official passport holders and valid for the duration of stay in Schengen. – Note: Diplomatic passport holders are exempted from the requirement of holding such Insurance.
- Proof of accommodation or hotel reservation/s at destination/s.
- Copy of booking/s for travel (flight, train, boat etc.) for the entire period of travel.
- Travel programme, draft programme of a tour, when appropriate.
- Proof of family and/or other ties with the host/inviting person (if visiting family or friends).
- Copy of document showing inviting person's identity (if visiting family or friends) (passport, ID-card, residency card etc.).

**Notes:** For applicants with previously recorded and valid Schengen biometrics: Name and contact details of person who submits the application, if not done by the official him/herself. Power of attorney from the official person

#### **d. Checklist for Medical treatment**

Weblink:[https://www.vfsglobal.com/denmark/pdf/medical-visa-checklist-new\\_aecfdcb8a6b98b6edb100128bacd0a00151ff30dfe1de80ada3ef5623bde0515.pdf](https://www.vfsglobal.com/denmark/pdf/medical-visa-checklist-new_aecfdcb8a6b98b6edb100128bacd0a00151ff30dfe1de80ada3ef5623bde0515.pdf)

- To acknowledge the visa regulations.
- Completed and signed application form, 'Application for Schengen Visa'.

- Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory.
- All previous passports (photocopy of biopage and of all Schengen visas)
- One passport size color photograph (35 mm x 45 mm) full face, light background, no older than six months.
- Cover letter from the applicant, explaining in details the purpose of the visit, addressed to the Embassy of Denmark.
- Letter from present employer/owner, stating purpose of the visit.
- Health and Travel Insurance for Schengen (original & photocopy).
- Proof of financial means in the country of residence.
- Personal bank statements, credit card statements or balance covering the last six months complemented by any other proof of financial solvency.
- Documents related to the itinerary: (i) copy of the 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; (ii) in the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey.
- Documents related to civil status: (i) marriage certificate (married applicants). (ii) divorce certificate "talak namah" (divorced applicants). (iii) death certificate, (widows or widowers). (iv) birth certificate (children).
- If minor: (i) consent of parents or custodian if both parents are not travelling together. (ii) photocopy of passport of parents or legal guardian; (iii) proof of economic means of parents or legal guardian (refer to point 1.). (iv) original birth certificate of the minor issued by responsible authority.
- An official document of the medical institution confirming necessity for medical care in that institution.
- Written confirmation of appointment with a hospital or medical doctor in the Member State.
- Information regarding the estimated duration of the treatment.
- Proof of sufficient financial means to pay for the medical treatment and proof of prepayment if applicable.

**e. Checklist for Cultural and other: journeys undertaken for political, scientific, cultural, sports or religious events or other reasons**

Weblink:[https://www.vfsglobal.com/denmark/pdf/cultural-and-other-checklist-new\\_5f8f3768fb34b8b14e93da7d41836053797f6550aee0e46d33c4ebccd3330f43.pdf](https://www.vfsglobal.com/denmark/pdf/cultural-and-other-checklist-new_5f8f3768fb34b8b14e93da7d41836053797f6550aee0e46d33c4ebccd3330f43.pdf)

- To acknowledge the visa regulations.
- Completed and signed application form 'Application for Schengen Visa'.
- Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory.
- All previous passports. (photocopy of biopage and of all Schengen visas)
- One passport size color photograph (35 mm x 45 mm) full face, light background, no older than six months.
- Cover letter from the applicant, explaining in details the purpose of the visit, addressed to the Embassy of Denmark.
- Letter from present employer/owner, stating purpose of the visit.
- Health and Travel Insurance for Schengen (Original & Photocopy).
- Proof of financial means in the country of residence.
- Personal bank statements, credit card statements or balance covering the last six months complemented by any other proof of financial solvency.
- Documents related to the itinerary: (i) copy of the 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; (ii) in the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey.
- Documents related to civil status: (i) marriage certificate (married applicants); (ii) divorce certificate "talak namah" (divorced applicants); (iii) death certificate, (widows or widowers); (iv) birth certificate (children).
- If minor: (i) consent of parents or custodian if both parents are not travelling together. (ii) photocopy of passport of parents or legal guardian; (iii) proof of economic means of parents or legal guardian (refer to point 1.). (iv) original birth certificate of the minor issued by responsible authority. Please note: If necessary, the Embassy of Denmark might call the applicant for an interview
- Invitation letter from the organizer that should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit.
- Entry ticket or pass for events for which these are normally issued.

- Enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey.
- Hotel confirmation or hotel voucher for the whole duration of the stay or other documents proving accommodation.
- Payment of the registration fees when applicable.
- Sponsorship letter when applicable.
- If available any information confirming that the applicant has a specific background for undertaking the travel for these reasons.
- Where relevant, proof of enrolment for a (short) course in the Member State of destination.
- Please note: If necessary, the Embassy of Denmark might call the applicant for an interview.

#### **f. Checklist for the purpose of Airport Transit**

Weblink:<https://www.vfsglobal.com/DENMARK/BANGLADESH/pdf/Airport-Transit-visa-Checklis-New.pdf>

- To acknowledge the visa regulations.
- Completed and signed application form no. 119031, 'Application for Schengen Visa'.
- Passport with at least two blank pages, valid for at least three months after leaving the Schengen territory.
- All previous passports (photocopy of bio page and of previous Schengen visas, if any).
- One passport size color photograph (35 mm x 45 mm), full face, light background, no older than six months.
- Valid visa for the country of next or final destination.
- Proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation.

#### **g. Checklist for Seafarers**

Weblink:



<https://www.vfsglobal.com/Denmark/Bangladesh/pdf/Seaman-Transit-Visa-Document.pdf>

- To acknowledge the visa regulations.
- A completed and signed application form, 'Application for Schengen Visa'
- Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory.
- One passport size color photograph (35 mm x 45 mm) full face, light background, no older than six months.
- Seaman's book valid for the entire stay.
- Copy of employment contract with details of length of duty, when and where to board the vessel and other relevant information.
- If relevant, invitation from the maritime agency of the Schengen State where the sailor will board the vessel.

## **2. Long Term Visa**

If you wish to stay in Denmark longer than 90 days or want to work in Denmark, you must apply for a residence and work permit. You also need to apply for a work permit if you will be doing unpaid work or seek sideline employment.

### **How to apply for a residence or work permit**

#### **Documentation:**

Weblink: <https://bangladesh.um.dk/en/travel-and-residence/how-to-apply-for-a-residence-permit/>

Once you have submitted your application and paid the fee to either the Danish Immigration Service or the Danish Agency for International Recruitment and Integration (SIRI), you will receive a case order ID. Make sure to hand in the case order ID along with the required documentation and your biometrics.

The **fee** to either the Danish Immigration Service or the Danish Agency for International Recruitment and Integration does not include the services provided by the Danish mission. When you apply for a residence or work permit for Denmark, you will have to supply documentation and biometrics for your application. If you live outside Denmark, and will have to supply documentation and biometrics abroad, you will have to pay a fee to the Danish mission handling your application. You can read more about payment for services provided by the Danish Foreign Service [here](#).

You pay the embassy fee through the [webshop](#).

If you choose to hand in your application for a residence permit at a location where Norway represents Denmark, please be aware that the Norwegian fee is higher than the Danish fee. You can find the Norwegian fees listed [here](#). Furthermore, please note that payment of the Norwegian fee should not be done at the webshop.

---

### **Handing in your documentation and biometrics**

After you have applied via the Danish Immigration Service or Danish Agency for International Recruitment and Integration (SIRI) and paid the embassy fee online, you should hand in your documentation, case order ID, passport and biometrics.

Please note that you must hand in your original passport with your application. Your passport must be valid for three months longer than your intended stay. Your passport will be returned to you after it has been processed at VFS.

For more information on biometric features, please click [here](#).

### **Biometric features**

Weblink: <https://www.nyidanmark.dk/en-GB/Words-and-concepts/F%C3%A6lles/Biometric>

### **If you submit your application in person:**

You must have your biometric features and your signature recorded when submitting your application, if you submit it in person at a **Danish diplomatic mission** (embassy or consulate general) or at a visa application centre which receives applications on behalf of a Danish diplomatic mission, or in the **Citizen Service** of the Danish Immigration Service or in one of **the branch offices of the Danish Agency for International Recruitment and Integration**. If you refuse to have your biometric features and your signature recorded, your application will be rejected by the Danish Immigration Service or the Danish Agency for International Recruitment and Integration, that is, your application will not be processed.

You must always bring your passport or other travel documents when submitting an application for a residence permit. If you submit your application at a visa application centre which receives applications on behalf of a Danish diplomatic mission, you must hand in your passport (or other travel documents), so the visa application centre can have them verified at the Danish diplomatic mission. Furthermore, you should bring copies of all pages of your passport. If you do not, the visa application centre will charge a fee for copying your passport.

If you submit an application to the **Danish Agency for International Recruitment and Integration** you must have your biometric features recorded in one of the branch offices of the Danish Agency for International Recruitment and Integration. You must book an appointment before you appear in person.

If you submit an application to the **Danish Immigration Service** you must have your biometric features recorded at the Immigration Service's Citizen Service which has branch offices in cities around the country.

**If you do not submit your application in person:**

Instead of submitting your application in person you can submit it through the online form, by email, by post, by fax or through a third-person (such as, a lawyer). In these cases, you must appear in person to have your biometric features recorded or to submit your facial photos **no later than 14 days** from the day you submitted your application. When you appear in person, you must be able to identify yourself.

If you are residing in Denmark or in a country with a Danish diplomatic mission or a visa application centre, you must appear in person at the Danish diplomatic mission or visa application centre, at the Citizen Service of the Danish Immigration Service or in one of the branch offices of the Danish Agency for International Recruitment and Integration to have your biometric features and signature recorded. You must do this **no later than 14 days** from the day you submitted your application. If you fail to have your biometric features recorded before the deadline, your application will be rejected by the Danish Immigration Service or the Danish Agency for International Recruitment and Integration, that is, your application will not be processed.

You must always bring your passport or other travel documents when having your biometric features recorded or when submitting your facial photos. If you submit your application at a visa application center which receives applications on behalf of a Danish diplomatic mission, you should bring copies of all pages of your passport. If you do not, the visa application center will charge a fee for copying your passport.

If you submit your application through an **online form**, in addition to bringing your passport, you must also bring a print of the receipt showing that your application has been submitted digitally. This is needed in order to correctly match your application and your biometric features/facial photos.

If you submit your application by **email**, by **post**, by **fax** or through a **third-person**, in addition to bringing your passport, you must also bring a copy of the first three pages of your completed application form.

If you submit an application to the **Danish Agency for International Recruitment and Integration** you must have your biometric features recorded in one of the branch offices of the Danish Agency for International Recruitment and Integration. You must book an appointment before appearing in person.

If you submit an application to the **Danish Immigration Service** you must have your biometric features recorded at the Immigration Service's Citizen Service which has branch offices in cities around the country.

**Visa fees for Tourism/Business/Airport Transit/Visiting Family and Friends:**

VISA CATEGORY	VISA FEE IN EURO	VFS SERVICE FEE IN BDT
---------------	------------------	------------------------

Adult (age from 12 to above)	80	1,218
Children (age between 6-11 years old)	40	1,218

**Note:** From the 01 July 2019, you must fill in your visa application and pay the visa application fee online using ApplyVisa.um.dk

Please Note:

- The applicable VFS service fee is as per the current exchange rate. It is subject to change.
- The service fee is inclusive VAT and is non-refundable.
- Visa Application Centre offers an optional service at a nominal additional cost. Please see more detail from Additional Services tab.

The service fee and additional services at The Visa Application Centre are to be paid only in Bangladeshi Taka.

**Visa fees for Airport Transit**

VISA CATEGORY	VISA FEE IN EURO	VFS SERVICE FEE IN BDT
Adult (age from 12 to above)	0 (gratis)	1,218

**Visa fees for Seafarers**

VISA CATEGORY	VISA FEE IN EURO	VFS SERVICE FEE IN BDT
Adult (age from 12 to above)	80	1,218