



অভিবাসী
তথ্য
কেন্দ্র



MIGRANT
RESOURCE
CENTRE

Schengen Visa

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



International Centre for
Migration Policy Development

Schengen Visa Options in General

Weblink:https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/schengen_visa_en

A Schengen visa is a short stay visa allowing its holder to circulate in the Schengen area. The Schengen area covers 26 countries (Schengen States) without border controls between them. These countries are: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

A Schengen visa is an authorisation issued by a Schengen State with a view to:

- an intended stay in the territory of the Schengen States of a duration of no more than 90 days in any 180 days period ("short stay visa"), and
- a transit through the international transit areas of airports of the Schengen States ("airport transit visa").

Who must apply for a Schengen visa

Weblink: https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/how_to_apply_en

Short stays

Citizens of certain countries must hold a short stay visa. The EU has a [common list of countries whose citizens must have a visa when crossing the external borders and those whose nationals are exempt from that requirement](#) (Bangladesh included). There are [national derogations from the visa requirements](#) for certain travellers.

Airport transit

Whether you are required to apply for a Schengen airport transit visa or not depends on your nationality. Citizens of some countries (Bangladesh) must hold an airport transit visa when transiting through the international parts of airports situated in [any of the Schengen States](#).

You may be **exempt from the airport transit visa requirement**, if you:

- hold a valid visa or residence permit issued by a Schengen state;
- hold a visa valid for a Member State of the European Union or the European Economic Area, Canada, Japan or the United States;
- hold a valid residence permit issued by a Member State of the European Union or the European Economic Area ;

- hold a residence permit issued by the Principality of Andorra, Canada, Japan, Republic of San Marino, or the United States, that guarantees unrestricted right of return;
- are a family member of a citizen of the EU, EEA or Switzerland ;
- hold a diplomatic passport; and
- are a flight crew member national of a contracting party to the Chicago Convention on International Civil Aviation

Required documents

Weblink:https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/required_documents_en

In order to apply for a visa, you need:

- a passport with at least two empty pages. The passport should have been issued within the last 10 years. The passport must be valid for at least 3 months beyond the date on which you intend to leave the Schengen territory, or, in the case of multiple journeys, the date on which you intend to leave after the last stay.
- a [visa application form](#) completed and signed.
- Any person appearing in your travel document must complete a separate application form. The visa application form for a child under 18 must be signed by a parent or guardian.
- a recent identity photograph [conforming to ICAO standards](#).
- in the countries where the Visa Information System is operational your fingerprints will be collected when you submit your application (exemptions exist for specific categories of applicants).
- a [visa fee](#) to be paid when you submit your application.
- a service fee to be paid if you are requested to submit your application at the offices of a service provider.
- a travel medical insurance covering emergency medical, hospitalisation and repatriation (including in case of death). The minimum cover should be of 30,000 Euro. This insurance must be valid for the entire Schengen area and throughout the duration of the stay.
- various documents relating to the purpose of your stay, evidence of means of support during your stay and your accommodation.

The complete list of documents can be consulted on the website of the relevant Schengen State diplomatic mission/consulate in Bangladesh where you are submitting the Schengen visa application. During the processing time the relevant office may, in individual cases, ask you to submit additional information or documents or you may be contacted for an interview.

Schengen Visa Types for Short-Term Visits

Weblink: <https://www.schengenvisainfo.com/>

You need to apply for a Schengen Visa if you intend to visit for the following reasons:

- Business purposes.
- Visiting friends and family.
- Tourism and holidays.
- Cultural and sport events.
- Airport transit and transit for seafarers.
- Official visit.
- Medical reasons.
- Short-term study and research purposes.

1. Schengen Business Visa

Weblink: <https://www.schengenvisainfo.com/business-schengen-visa/>

The following documents are required for a Business Schengen visa application:

- **Visa application form.** Fully completed and signed.
- **Two recently taken photos must be attached.** Both photos must be taken within the last three months, according to the Schengen visa photo requirements.
- **A valid passport.** It should valid for at least three more months beyond the date you plan to leave Schengen area. Older passports with visas on them (if you have any).
- Round trip reservation or itinerary It must include dates and flight numbers specifying entry and exit from the Schengen area. You can use the visa consultation services like this one. These guys can handle most of your business visa mandatory requirements such as flight itineraries, hotel reservations along with free consultation over email.
- Travel insurance policy. A document that proves you have travel health insurance for the whole Schengen territory, with a minimum coverage of 30,000 euros in case of any medical emergency as illnesses, accidents and even repatriation in case of death.
- **Proof of accommodation.** A document that shows where you will be accommodated throughout your stay in Schengen. This could be a hotel booking, a rental agreement, or a letter of invitation from a host at whose house you will be staying.
- **Proof of financial means.** Evidence that you have enough money to support yourself financially during your Business trip in Europe. This can be one of the following:
 - Bank account statement – that shows you have enough money in your account for the trip. The statement shall be no older than 3 months.
 - Sponsorship Letter – by another person that confirms they will be financially supporting your trip to the Schengen. In order for this letter to be valid, it must be accompanied by a bank statement of the sponsor, no older than three months.
 - A combination of your bank account statement and a letter of sponsorship.
- **Proof of paid visa fee.**
- Cover letter. Explaining the purpose of the visit to the Schengen country.
- A short profile of the applicants working place.
- **Letter from employer.** Meticulously describing the purpose of the travel as well as the itinerary of the days spend within the Schengen zone.

- **Invitation letter.** Written by the partner company in the Schengen zone, faxed also to the corresponding consulate. This letter has to appear as an invitation to attend meetings or other relevant events matching trade, industry or work.
- It must be stated either in the employer's letter or the partner company's invitation that one of both parties will be covering the applicant's travel expenses during his/her stay in the Schengen Zone.
- If there were previous trade relations between the two companies proof of such an event.
- **For employees:**
 - Employment contract.
 - Current bank statement of the latest 6 months.
 - Leave permission from the employer.
 - Income Tax Return (ITR) form or Certificate of Income Tax deducted at the source of salary.
- **For the self-employed:**
 - A copy of your business license.
 - Company bank statement of the latest 6 months.
 - Income Tax Return (ITR).

2. Schengen Visitor Visa

Weblink: <https://www.schengenvisainfo.com/visiting-friends-relatives/>

The required documents for a Schengen Visa for Visiting Family, Friends or Relatives are as following:

- Schengen visa application form. Filled with all the required information.
- Two identical photos. Taken within the last three months, according to the requirements for Schengen visa photo.
- Valid passport. Which has at least two blank pages, and a validity of three more months from the date you plan to leave Schengen. Passports older than ten years or extended passports will not be accepted.
- Letter of Invitation. By the relative/friend residing in a Schengen country, attached with a copy of their passport. In case that the friend/relative is not a citizen of the Schengen country, the copy of the residency permit will also be required.
- Roundtrip reservation or itinerary. This document should include the dates and flight numbers specifying entry and exit from the Schengen area. You can use visa consultation services like this one to get it.
- Schengen Travel Insurance. A confirmation letter from your health insurance stating coverage for emergency medical treatment with a minimum of €30,000, including repatriation in case of death.
- Travel Itinerary. A detailed description of your trip, the purpose of travelling, the time you will be spending there and all your personal data.
- Means of Subsistence. You will need to prove that you have enough money to financially support yourself during your stay in the Schengen Zone. This could be any of the following:
- Bank account statements.

- Sponsorship Letter. A letter written by another person who is willing to pay all your expenses in the Schengen zone. In order for this letter to be valid it must be accompanied by their bank statements to prove they have the means to do so.
- A combination of both.
- Proof of accommodation. This could be any of the following:
 - House/Flat of your family member, relative or your friend who is inviting you.
 - Hotel / hostel booking. With the name of the place, its complete address and other contact details as phone and e-mail. It should also include the dates you will be staying there.
- Rent contract. If you have rented a room / apartment / house in the country where you will stay.
- Proof of family relationship (for relatives).
- Evidence of employment status.
 - **If employed:**
 - Employment contract,
 - Leave permission from the employer
 - Income Tax Return
 - **If self-employed:**
 - A copy of your business license,
 - Company's bank statement of the latest 6 months
 - Income Tax Return (ITR)
 - **If a student:**
 - Proof of enrolment &
 - No Objection Letter from University
 - **Minor travelers:**
 - Birth certificate
 - A minor accompanied by one parent should provide an original notarized NOC by the other parent, plus copies of parents passports or ID
 - A minor travelling alone shall provide an original notarized NOC by both parents / legal guardians, plus copies of parents passports or ID

3. Schengen Tourist Visa

Weblink: <https://www.schengenvisainfo.com/tourist-schengen-visa/>

When applying for a Tourist Schengen Visa, you must submit the following documents:

- Visa application form. Fully completed with correct information, printed and signed at the end.
- Two recent photos. Taken within the last three months, in compliance with the Schengen visa photo criteria.
- Valid passport. No older than ten years and with a minimum validity of three months beyond your planned stay in Schengen. It must have at least two blank pages in order to be able to affix the visa sticker.
- Roundtrip reservation or itinerary. A document that includes dates and flight numbers specifying entry and exit from the Schengen area. Find out how to get flight reservation for tourist visa application.
- Travel Health Insurance. Evidence that you have purchased health insurance that covers medical emergencies with a minimum of €30,000, for your whole period of

stay. The Insurance policy can easily be purchased online from Europ Assistance or AXA Schengen.

- Proof of accommodation. Evidence that shows where you will be staying throughout your time in Schengen. This could be a:
 - Hotel/hostel booking. With name, complete address, phone and e-mail, for the entire time you will be in the Schengen area.
 - Rent agreement. If you have rented a place, in the country you will be staying.
 - Letter of tour organizer. If you will be traveling with a tour agency.
 - Proof of financial means. Evidence that shows you have enough money to support yourself throughout your stay in Schengen. This could be a:
 - Bank account statement.
 - Sponsorship Letter. When another person will be financially sponsoring your trip to the Schengen Zone. It is also often called as an Affidavit of Support.
 - A combination of both.
 - Evidence of employment status.
 - **If employed:**
 - Employment contract,
 - Leave permission from the employer
 - Income Tax Return
 - **If self-employed:**
 - A copy of your business license,
 - Company's bank statement of the latest 6 months
 - Income Tax Return (ITR)
 - **If a student:**
 - Proof of enrolment &
 - No Objection Letter from University
 - Travel Itinerary. A description of your trip to Europe, your purpose of travelling, which places are you going to visit in Europe, the time frame and all the personal data.
 - **For Minors:**
 - Either birth certificate / proof of adoption / custody decree if parents are divorced / death certificate of parent
 - Letter of consent from parents, including passport copies of both parents/ legal guardian

4. Schengen Visa for Cultural / Sports / Religious Event and Film Crews

Weblink: <https://www.schengenvisainfo.com/cultural-sports-religious-event-film-crews/>

The required documents to get a visa under the purpose of attending a Cultural / Sports / Religious Event and Film Crews are as following:

- Application form. Complete the form with correct answers, print it, and then sign it at the end.
- **Two identical photos.** The photos must be taken recently, within the last 3 months. They should also comply with the Schengen visa photo rules.

- **Valid passport.** Your passport should be valid for another 3 months upon the date you plan to leave the Schengen Area. Passports older than 10 years are not accepted. Make sure it has at least two blank pages for the visa sticker.
- **A copy of your passport's data page (A4 size copy).**
- **Personal Covering Letter.** In this letter you should explain the reason why you need to enter the Schengen Area, and what you will be doing throughout your time there.
- **Flight reservation.** Which specifies flight numbers and your entry and exit dates in the Schengen Zone. Find out how to get a flight reservation for your visa application for Cultural, Sports, Religious Event and Film Crews.
- **Schengen Travel Insurance.** Your Europe insurance should cover the whole Schengen Area and the whole period of your stay, with a minimum of €30,000 for any medical emergencies, including repatriation in case of death.
- **Proof of accommodation.** You will need to show where you will be staying while you are in the Schengen territory. You can do so, by submitting one of the following documents:
 - **Hotel Booking.** A document issued by the hotel specifying its address and other contact details, as well as your period of stay there.
 - **Letter of Invitation.** Written by a person residing in the Schengen country you plan to visit, showing their willingness to make a place for you in their home, for your whole period of stay.
 - **Rent Agreement.** A document showing you will be staying at a rented place in the Schengen country you plan to visit, with details on this place and its owner.
 - **Means of Subsistence.** Proof on how your stay in Schengen will be financed. Any of the following documents could do:
 - **Your bank account statements.** Confirming you have the necessary amount for your period of stay.
 - **Letter of sponsorship by an institution / organization.** A letter issued by the relevant authorities who will be sponsoring your trip to the Schengen Zone, containing information on the purpose of your trip, and all the expenses that will be covered.
 - **Proof of civil status.** Marriage certificate, birth certificate of children, death certificate of spouse, etc.
 - **Documents based on applicant's employment status:**
 - **If employed:**
 - Employment contract
 - Approved Leave letter from your company
 - Pay slips for the last 6 months
 - Income Tax Return
 - **If self-employed:**
 - A copy of your business license,
 - Company's bank statement of the latest 6 months
 - Income Tax Return (ITR)
 - **If a student:**
 - Proof of University enrolment
 - No Objection Letter from University
 - **If retired:**
 - Pension statements of the latest 6 months

Specific Requirements for Schengen Visa for attending Cultural / Sports / Religious events

- **Event Information.** As i.e. invitation letters, entry tickets, enrolment conditions, detailed program and other documents that present relevant information about the event.
- **Evidence of previous performances.** Participation in previous festivals and ceremonies (cultural, religious), sports competitions, winners certificates, proof of world/international ranking (sports).
- Specific Requirements for Film Crew Schengen Visa
- **Letter of the film company.** The letter should specify the name and synopsis of the film as well as the shooting locations.
- **List of Crewmembers.** Complete list of names of travelling crewmembers along with their functions.
- **Letter from the filmmaking agency/producer in Schengen.** The letter should confirm all details on the arrangements for film permits.
- **Candidate's certificate of registration as a filmmaker staff.** The Certificate should be issued from the competent homeland authority to authorize/register local filmmaking staff to pursue their profession (i.e. Specific department in a Ministry of Culture of the respective home country).

5. Schengen Transit Visa

Weblink: <https://www.schengenvisainfo.com/transit-schengen-visa/>

5.a. Schengen Airport Transit Visa

The required documents to apply for an Airport Transit Schengen Visa are as following:

- Visa application form. A regular short-stay visa application form, fully completed, printed and signed at the end.
- Two recent photos. Taken within the last three months and according to the requirements for a Schengen visa photo.
- Valid passport. With at least two blank pages in order to be able to affix the visa sticker in it. It must be no older than ten years and with validity.
- Documents related to the onward journey to the final destination
- Return flight ticket reservation showing the ongoing travel to a third country
- Visa issued by the country of your travel destination in case you need a visa
- Travel insurance policy. That covers any medical emergencies with a minimum of €30,000.
- Proof of paid visa fee (same as a short-stay visa - €60).

5.b. Schengen Transit Visa for Seafarers

A Transit Schengen Visa for Seafarers is a permit for seaman to disembark in one of the Schengen seaports. It enables them to leave their vessel at a Schengen seaport, and remain there for a limited period, until they get their next means of transport to a non-Schengen country.

You will need a Transit Visa for Seafarers if you are the national of a third world country to which visa requirement applies, and you intend to:

- Join a vessel that is (or will be) in a Schengen port
- Transfer from one vessel to another vessel which is (or will be) docked in a Schengen port
- Disembark due to end of contract, sickness, repatriation, urgent family matters, holiday etc.

Required documents

The required documents to apply for a Transit Schengen Visa for Seamen are as following:

- **Visa application form.** Duly filled in and signed by the applicant.
- **Two recent passport-size photos.** According to the criteria for Schengen visa application photos.
- **Valid passport.** Issued within the last ten years, and valid for three more months beyond your planned departure from the Schengen territory.
- **Copies of passport data pages.**
- **Original and photocopy of Seaman's book.**
- **Letter from the inviting Shipping Company.** Issued by the inviting Shipping Company in the Schengen country in which the seafarer will disembark.
- **Travel medical insurance.** Valid for all Schengen-countries with a minimum coverage of €30,000 of all health emergencies, including repatriation in case of death.
- **Flight reservation (if applicable).**
- **Employment contract.** Contract with the navigation company / ship in order to board the ship.
- **Proof of paid visa fee.**

6. Schengen Visa for Official Visits

Weblink: <https://www.schengenvisainfo.com/official-visits/>

The required documents for those applying to obtain a Schengen Visa for Official Visits in any of the member states, are as following:

- Schengen Visa application form. Fully completed and signed by the applicant.
- Two recent photos. Identical and taken within the last three months. Edited photos are not accepted.
- **Valid passport.** Your passport must be valid for another three months, after your departure from the Schengen area. It must have at least two unused pages, and issued within the last 10 years.
- **Copies of passport pages.** Copies of the passport pages containing applicant's information, and copies of all pages with visas and stamps on them, must be submitted.
- **Roundtrip airline ticket.** A document that includes dates and flight numbers specifying entry and exit from the Schengen area.

- Medical Travel Insurance. Your insurance should be valid for all Schengen states and cover the entire period of your intended stay or transit. The minimum coverage shall be 30,000 Euro.
- Proof of financial means. Document that show who and how will cover your expenses during your visit in Europe. This could be one of the following:
 - **Verbal Note.** If you are a representative of your government, a verbal note issued by the respective ministry, confirming they will pay all your expenses, should be submitted.
 - **Bank statements of your bank account.** The statements should be of the last three months, proving you have the necessary means to cover your expenses.
 - Proof of Accommodation. A documents which shows where you will be staying throughout your visit, as i.e. a hotel booking with details regarding the hotel and your period of stay.
 - **Proof of paid fee.** The fee for a Visa for Official Visits is €60. Diplomatic passport holders are exempt from paying the fee.
 - **Letter of Invitation from the organization in Schengen.** An original letter issued by the organization in Schengen, duly signed by the authorized representative, should be submitted alongside with the other documents. It should state:
 - who will cover the expenses for the visit
 - the purpose of travel
 - details of travel schedule (throughout the Schengen areas) including places to visit and dates of visit, together with
 - the list of people travelling, their position and passport number
 - **Official Note of the Consular Department.** Applicable only for Diplomatic and Official passports.
 - Keep in mind that the embassy /consulate / VAC where you lodge your application, reserves the right to require extra documents from you, prior or upon the submission of your application.

7. Schengen Visa for Medical Reasons

Weblink: <https://www.schengenvisainfo.com/schengen-medical-visa/>

The required documents when applying for a Schengen Visa for Medical Treatment are as follows:

- Visa application form. Fulfill all the required information in the short-stay visa application form correctly. Do not forget to sign the form at the end, after you print it.
- Two photos. These photos must be identical and no older than three months, fulfilling the Schengen criteria for visa photos.
- Valid travel document/passport. Make sure your passport has been issued within the last ten years, and had a validity of three more months beyond your planned departure from the Schengen territory.
- A copy of your passport's data page.
- Roundtrip flight reservation. A document that shows details regarding your flight to the Schengen Area and back, including flight numbers and dates.
- Travel Medical Insurance. Covering the whole Schengen Area, with a minimal coverage of €30,000 during your whole period of stay.

- Proof of accommodation. This could be any of the following:
 - Confirmed Accommodation in the Medical Clinic/Hospital.
 - Hotel Booking.
 - Letter of invitation.
 - Rent Contract.
- Proof of civil status: Marriage certificate, birth certificate of children, death certificate of spouse, if applicable.
- Proof of paid fee. Which is €60 for adults, but the fees are lower or reduced for children and some specific categories. Check the list of Schengen visa fees to learn more!
- Proof of financial means. Proof that the applicant has sufficient financial means to pay the medical expenses and other related expenses throughout their treatment. This can be one of the following:
 - Bank statements.
 - Letter of sponsorship + bank statements of the sponsor.
 - Proof of advance payments for the treatment + bank statements for other related expenses.
 - Verbal note from the Ministry of Health of applicant's home country. If the ministry of health in your home country will be covering the costs to your health treatment a letter declaring the readiness of the government to cover your medical treatment costs
- Documents Based on Patient's Employment status:
 - If employed:**
 - Employment contract
 - Approved Leave letter from your company
 - Pay slips for the last 6 months
 - Income Tax Return
 - If self-employed:**
 - A copy of your business license,
 - Company's bank statement of the latest 6 months
 - Income Tax Return (ITR)
 - If a student:**
 - Proof of University enrolment
 - No Objection Letter from University
 - If retired:**
 - Pension statements of the latest 6 months
- Documents Confirming Applicant's Need for Health Treatment, as:
 - A letter from a doctor / clinic / hospital in the home country of the visa candidate, that he or she needs medical treatment in the specific Schengen country.
 - Official confirmation of the treatment/appointment by the receiving medical institution (hospital/clinic) in the EU.
 - Proof of advance payment of the treatment / financial arrangements with the medical doctor in the Schengen Area
 - Correspondence between the sending medical doctor and the receiving medical doctor

- A guarantee letter from the applicant to assure the patient's capacity to cope with the extra medical costs (when expecting unforeseen costs of medical treatment to happen)
 - Confirmed Accommodation in the Medical Clinic
- Additional Requirements for Minors:
 - **Birth Certificate.** Provide this certificate in original, accompanied with a copy.
 - **Letter of Consent.**
 - **From the other parent.** A formal document from the other parent, stating he/she has no objection about their child travelling with you only, if applicable.
 - **From both parents.** A formal document from you and the other parent of your child, stating they have no objection about your child travelling with a third person, if applicable.
 - **Death certificate of parent.** In case, one or both of the parents have passed away.

8. Schengen Student Visa

Weblink: <https://www.schengenvisainfo.com/student-schengen-visa/>

The mandatory documents to apply for a Student Schengen Visa are as following:

- **Two visa application forms.** Fully completed, with correct and honest answers. Print it and sign the form at the end.
- **Two identical photos.** Taken within the last three months according to the Schengen visa photo requirements.
- **Valid passport.** Issued within the last 10 years with validity of at least 3 months after the end of the planned journey.
- **A copy of passport's biometric data.**
- **Previous passports.** Tied together with a rubber band. Do not staple them!
- **Proof of residency.** Some sort of document issued by the country where you are applying from as a proof that you are a citizen or resident of that country.
- **Roundtrip reservation or itinerary.** Specifying the dates and flight numbers of entry and exit from the Schengen area. Here you can learn more about how to book a flight reservation for eu visa application.
- **Travel medical insurance.** A document issued by your Europe health insurer, confirming you have insurance for the whole Schengen territory, throughout your whole stay with coverage of €30,000 for emergency health situations.
- **Proof of accommodation.** Evidence where you will be staying at, during your time in the Schengen zone. This could be one of the following:
 - **Dormitory contract.** Signed between you and an official of a dormitory in the country where you will be staying.
 - **Rent Agreement.** A contract with a property owner in this Schengen state, specifying the address and other information details about the facility and landlord.
- **Letter of Invitation.** A letter written by a resident in the country you are applying to enter, confirming they are willing to take you in their home throughout the period you will be there.

- **Letter of acceptance at an EU University/College/School.** A recent, official and signed letter stating your name/type of studies/length of studies/part of a European program if applicable/number of hours per week.
- **Proof of academic qualifications.** Diploma, academic records, attestation of the application for equivalence or decision / dispatch of equivalence.
- **Proof of financial means.** Documents that show one is able to reside and financially maintain him / herself during their stay in the Schengen zone. This can be one of the following:
 - **Scholarship.** Original attestation of an official scholarship of minimum €631/month.
 - **Bank account statement.** Showing your bank balance for the last three months.
 - **Sponsorship.**
 - **Proof of paid visa fee.**
- **Proof of occupation:-**
 - **If employed:**
 - Employment contract
 - Leave permission from the employer
 - Income Tax Return
 - **If self-employed:**
 - A copy of your business license,
 - Company's bank statement of the latest 6 months
 - Income Tax Return (ITR)
 - **If a student:**
 - Proof of enrolment
 - No Objection Letter from University