



October 24

## Information for visa applicants for voluntary visa

All Bangladeshi nationals who intend to go to the Federal Republic of Germany require a visa prior to their departure.

An application may only be filed at the German Embassy Dhaka under the provision that the applicant has a permanent residence in the area of jurisdiction of this Embassy.

### Application

Please note that visa applicants for all visa applicants have to register an online appointment prior to submitting their application. You can register [here](#).

In addition to that please write an e-mail to [visa@dhak.auswaertiges-amt.de](mailto:visa@dhak.auswaertiges-amt.de).

Admission to the Visa Section of the German Embassy will only be granted at the time of the scheduled appointment. Being late for more than 15 minutes will consequently result in scheduling a new appointment.

The visa application must be supported by all the necessary documents as only applications with complete documentation can be accepted.

Simultaneous applications for a Schengen visa and a National visa cannot be processed.

### Fees

Visa fees are payable in BDT. The fees are fixed in Euro (please refer to the separate information sheet – therefore the equivalent in Bangladeshi currency may vary according to the exchange rate. The complete fee has to be paid upon application and will not be refunded in case the visa application is rejected.

### Processing Time

The minimum time to process your visa is approx. 4 weeks, since your application has to be forwarded to the competent immigration authorities in Germany for final approval.

Please apply for your visa in due time.

Address	Postal Address	Telephone	E-Mail	Webseite
11 Madani Avenue	POB 6126 Dhaka-1212	(+880-2) 5566 8650	visa@dhak.diplo.de	www.dhaka.diplo.de
Baridhara Diplomatic Enclave	Bangladesh			
Dhaka-1212				



## Checklist

Before submitting your application, please prepare the documents in the following order:

- Valid passport (issued within the last 10 years; passports with observations on the front data page cannot be accepted) with at least two empty pages
- 1 passport photo complying with biometric specifications, not older than 6 months
- [Application form](#) & [declaration](#) (in accordance with Section 54 of the Residence Act) duly signed
- Copy of your passport's data page (A4 size copy)
- Contract/Agreement for your voluntary service in Germany detailing the contract parties, contract duration, type of voluntary service, concrete activity/project, place of work and remuneration

**Please note** that voluntary service applicants generally need to receive 812 Euros per month (cash and non-cash benefits) excluding insurance, as of 2023. If free accommodation is provided, a remuneration of 452 Euros is sufficient. If both accommodation and board are free, a remuneration of 302 Euros is sufficient. If applicable, please provide a confirmation stating explicitly that accommodation and / or board are free of cost.

- If applicable (only BFD, weltwärts, FSJ and FÖJ): proof of basic knowledge of the German language or written confirmation by the assignment location/the provider stating that you are not required to have German language skills or that you will attend German classes during the voluntary service
- Letter of motivation detailing expectations, German language skills, anticipated career and personal benefits and plans for the future
- Curriculum vitae
- Travel health insurance valid on arrival in Germany to the start of the voluntary service
- Visa fee

Important information about the agreements:

- **Bundesfreiwilligendienst**, including weltwärts: contract/agreement signed by you, the German Federal Office of Family Affairs and Civil Society Functions (Bundesamt für Familie und zivilgesellschaftliche Aufgaben), the assignment location, their central office and – if applicable – the provider organising the voluntary service (Träger)

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- **Youth Voluntary Services, including Voluntary Social Service Year** (Freiwilliges Soziales Jahr, FSJ) and Voluntary Ecological Service Year (Freiwilliges Ökologisches Jahr, FÖJ): contract/agreement signed by you, the provider organising the voluntary service and – if applicable – the assignment location
- **European Voluntary Service (EVS/EPD)**: contract signed by you, one of the national Erasmus+ Jugend in Aktion agencies and the coordinating organisation + agreement on tasks and planned outcome signed by you and the coordinating organization

Missing documents may be handed in after the application has been filed with the Embassy. They are to be sent by e-mail, mail or handed in in person at the Embassy's gate. The five-digit file number of the application must be indicated on the envelope.

**Failure to produce any of the documents above or further documents required within a set period of time is likely to lead to refusal of the application. Deadlines set may be extended after consultation with the officer in charge.**

All photocopies must be fully legible and will be refused in case they are not.

**It is expected that an applicant is reachable through the cell phone number and email address provided on the application form.**

All documents in Bengali (or other language) have to be supported by an English or German translation.

Please do not submit documents in both English and German. Preferable submit the German version of the document.

Please note that the German Missions reserve the right to ask for additional documents or the verification of certificates, for which additional fees would be charged.

Submission of the above-mentioned documents does not guarantee that a visa is granted.

**The regulations have been issued by the Embassy of the Federal Republic of Germany and are subject to change without prior notice.**

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Avenue  
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