

## Information sheet: Courtesy Visa for Official Passport holders

This information leaflet has been generated by the German Embassy in Dhaka. It is valid for visa applications in Bangladesh if you require an airport transit visa for Germany. This leaflet stipulates the legal requirements and can be downloaded free of charge. Applicants are requested to read it carefully and observe the regulations as stated below – see I. till IV.

### I. Documents to be submitted:

Sl. No.:	Required Documents:	Submitted:
1.	Completely filled out and signed Schengen visa application form.  Please use the <a href="#">VIDEX website</a> to fill out the application online.  Please ensure to print and submit all pages of the application form including the barcodes.	<input type="checkbox"/>
2.	<a href="#">Declaration of Consent</a>	<input type="checkbox"/>
3.	Passport <ul style="list-style-type: none"> <li>• Validity minimum three months from the date of expiry of the requested visa.</li> <li>• At least two free “visa pages”</li> <li>• Previous passport(s) if applicable</li> <li>• Valid Bangladesh residence permit for non-Bangladeshi applicants (valid at least three months from the date of expiry of the requested visa / intended end of journey)</li> </ul>	<input type="checkbox"/>
4.	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 the application form)	<input type="checkbox"/>
5.	Valid visas for all countries of destination after departure from / arrival in the Schengen area	<input type="checkbox"/>
6.	Flight and Hotel Reservation: <ul style="list-style-type: none"> <li>• valid (existing) hotel booking / reservation with full address (name, street, city, zip code, contact information, booking ref.)</li> <li>• flight reservation</li> </ul>	<input type="checkbox"/>
7.	Personal covering letter explaining the purpose of your visit and who will bear the travel cost	<input type="checkbox"/>
8.	Note Verbale from the Ministry of Foreign Affairs <ul style="list-style-type: none"> <li>• explaining the purpose of your visit to Germany, confirmation of travelling dates</li> </ul>	
9.	Government Order (GO) <ul style="list-style-type: none"> <li>• containing information on the purpose and duration of the official visit as well as regarding the financing of your trip</li> </ul>	
10.	Additional photocopies: <ul style="list-style-type: none"> <li>• Passport copy of pages containing personal data</li> </ul>	

Sl. No.:	Required Documents:	Submitted:
	<ul style="list-style-type: none"> <li>Copy of valid Bangladesh residence permit / visa (applicable only to non-Bangladeshi applicants)</li> </ul> Copies of previous Schengen, US, Canada or UK visa, if applicable	
11.	Additional documents for minors below the age of 18 (if applicable) – proving legal parenthood: <ul style="list-style-type: none"> <li>copy of either birth certificate / proof of adoption / custody decree in case parents are divorced or – if applicable – death certificate of parent (German or English translation is required) “Letter of consent” from legal guardian, including his / her passport copy – legalized by a notary public (only required in cases the legal guardian is not present during the visa appointment)</li> </ul>	<input type="checkbox"/>

NOTE: Special rules might apply for some nationals which passports are not recognized by the German authorities. You might be requested to come personally to the Embassy. Visa processing will take more time.

## II. Information for the applicant on Terms and Conditions of the visa process:

All photocopies should be in A4 size.

Only complete applications will be accepted; non-submission of necessary documentation may lead to refusal of visa application.

The processing time at the Embassy due to necessary and obligatory legal requirements takes up to 15 calendar days. Applicants are requested to apply well in advance, but – due to legal requirements - not more than six months prior to the intended date of journey. Status updates during the regular processing time will not entertained.

During the whole processing time the passport has to remain with the German Embassy. Passports can only be withdrawn if a written request by the applicant himself/herself is presented to the Embassy. Consequently, the application will be cancelled/withdrawn and the passport returned within 3 working days.

False or falsified documents, including fake bookings, will lead to the refusal of visa and/or further consequences.

The German Embassy Dhaka reserves the right to ask for additional documents and/or call applicant for an interview.

## III. REMARKS to be filled out by VFS staff (please tick, what is relevant):

Applicant travels  alone  with family member/s  
 With a group as .....  
 (Please specify e.g. colleague, escort, sponsor)

## IV. SIGNATURES and AGREEMENT

For Visa Applicant:

Address  
11 Madani Avenue  
Baridhara Diplomatic  
Enclave  
Dhaka-1212

Postal Address  
POB 6126  
Dhaka-1212  
Bangladesh

Telephone  
(+880-2) 5566 8650

E-Mail  
visa@dhak.diplo.de

Website  
www.dhaka.diplo.de

October 2024

I have taken note of all the regulations and remarks as mentioned from I. to III. on the checklist. I have been informed that VFS Global does not have any influence on the decision about a visa application!

I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the German Embassy Dhaka. I am aware that original documents not submitted with a copy will be kept by the visa section.

For VFS staff:

I confirm that above checklist has been filled out together with and signed in front of me by the applicant

Dhaka, .....

City and Date

.....  
(signature of applicant)

Dhaka, .....

City and Date

.....  
(signature of VFS Staff)