



**Schengen Visas are valid for the following 26 countries:**

Austria, Belgium, 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, Switzerland.

A Schengen Visa is not appropriate if you wish to remain in a Schengen member state longer than 3 months or take up employment or establish a business or practice a profession.

**Where to apply for a Schengen visa:**

If you are not a resident of Bangladesh you should apply to the Embassy or Consulate in your country of residence. You have to apply at the Visa Services of the European country of your main destination (normally it is the country of the longest visit). Under no circumstances a country where you wish to make transit can be considered the country of main destination. If a main destination cannot be determined you have to apply at the Embassy of the country of first entry.

**CONFERENCE, CONGRESS / SYMPOSIUM VISA**

**Documents required:**

1. Schengen visa application form, duly filled in and signed by the applicant. All questions must be answered; otherwise your application will not be accepted. Both parents (legal guardians if applicable) must sign the application of minors.
  2. One recent color passport-size photo with white background (gents with uncovered head) has to be glued to the application form.
  3. Original and photocopy of passport or official travel document:
    - 3.1. Bangladeshi nationals: photocopy of page with the personal data (and other relevant pages) and previous visas.
    - 3.2. Non- Bangladeshi nationals: photocopy of pages with the personal data (and other relevant pages), previous visas and the Bangladeshi residence visa which it has to be valid at least three months after the expiry date of the Schengen visa.
- All passports have to have been issued during the previous 10 years and should be valid for at least 3 months longer than the validity of the visa applied for.
4. Visa fee.
  5. Medical insurance (covering **30.000,00 €**) **including repatriation** from any Schengen State in case of emergency. The medical insurance **has to cover all your stay in all Schengen States**.
  6. Photocopy (full page) of your booking of return ticket.
  7. Hotel confirmation or hotel voucher for the whole stay or other documents proving accommodation.
  8. Economic means: Original Bank Statement (Personal and company) and credit card statements for the last 6 months which should be updated. The statements should be signed by the bank / branch manager and should be bear seal / stamp of the bank / branch manager.
  9. Original Conference / Symposium admittance letter and payment of the registration fees when applicable, must be in Spanish language. This letter can be in English language if the organizer is an Official Spanish Organization together with a mere translation into Spanish language.
  10. Letter of the local institution/company/centre identifying the applicant and explaining the purpose of his visit (translated into Spanish language)

11. Certificate of incorporation of the company or organization in Bangladesh and / or Memorandum and articles of association and / or Trade License legalized by Ministry of Foreign Affairs (MOFA) and afterwards translated in Spanish language.

12. Income Tax Returns (translated into Spanish) for the last one year/ TIN Certificate

13. Documents related to civil status:

- (i) Marriage certificate (married applicants);
- (ii) Divorce certificate "talak namah" (divorced applicants);
- (iii) Death certificate, (widows or widowers);

14. The whole file must be one side photocopied in A4 format in order to be properly scanned so a full set of photocopies must accompany the application.

**IMPORTANT NOTE:**

Once the visa form has been filled in and signed, and the complete set of documents (listed above) are ready for submission

Please, note that during the examination of a visa application, some additional documents may be requested in order to determine that all requirements to obtain the visa are met.

Applications with false or untrue documents will be refused.

A **Spanish translation** of all submitted documents is required in accordance to the provisions of Article 15 of the Act 39/2015, 01<sup>st</sup> October, that regulates Spanish Common Administrative Procedures of Public Administration. Translation from English into Spanish is to be done by an authorised Translator (*Traductor autorizado*).

Please, note that compliance of the above-mentioned conditions does not automatically guarantee the visa issuance.

In some cases, a personal interview with the applicant may also be requested.

Also note that after receipt of the visa the Authorities may refuse entry into Schengen Area upon arrival. In such cases, the Embassy of Spain accepts no liability.

**FOR SUBMISSION OF APPLICATIONS:**

**BLS**

Saimon Centre, House No 4A, Road No 22,  
Gulshan-01, Dhaka 1212, Bangladesh  
(Visa Appointment: +880 9606 556656 & +88 02 9898284)  
BLS Helpline Phone No: +880 9606 556656 & +88 02 9898284  
BLS E-mail Address: info.dac@blshelpline.com  
Webs: <https://bgd.blsspainvisa.com>

**OPENING HOURS OF BLS:**

Passport Collection Time 10:00 to 13:00 and 14:00 to 16:00 hrs (Sunday - Thursday)

Flexi Hours : 09:00 to 13:00 and 16:00 to 17:00 hrs

Submission Time 9:00 to 14:00 hrs (Sunday - Wednesday)

Prime Time : 14:00 to 17:00 hrs Information 14:00 to 16:00 hrs (Sunday to Thursday)

**APPLICATIONS MUST BE SUBMITTED PERSONALLY BY THE APPLICANTS FROM 3 MONTHS TO 15 DAYS PRIOR TO TRAVEL.**