



Application for Schengen Visa

This application form is free

PHOTO

1. Surname (Family name) (x)				FOR OFFICIAL USE ONLY	
2. Surname at birth (Former family name(s)) (x)				Date of application:	
3. First name(s) (Given name(s)) (x)				Visa application number:	
4. Date of birth (day-month-year)		5. Place of birth		7. Current nationality	
		6. Country of birth		Nationality at birth, if different:	
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		9. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)		Application lodged at <input type="checkbox"/> Embassy/consulate <input type="checkbox"/> CAC <input type="checkbox"/> Service provider <input type="checkbox"/> Commercial intermediary <input type="checkbox"/> Border	
10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian				Name: <input type="checkbox"/> Other	
11. National identity number, where applicable				File handled by:	
12. Type of travel document <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)				Supporting documents: <input type="checkbox"/> Travel document <input type="checkbox"/> Means of subsistence <input type="checkbox"/> Invitation <input type="checkbox"/> Means of transport <input type="checkbox"/> TMI <input type="checkbox"/> Other:	
13. Number of travel document		14. Date of issue		15. Valid until	
				16. Issued by	
17. Applicant's home address and e-mail address				Telephone number(s)	
18. Residence in a country other than the country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent No. Valid until				Visa decision: <input type="checkbox"/> Refused <input type="checkbox"/> Issued: <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> VTL	
* 19. Current occupation				Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple	
				Number of days:	

* The fields marked with * shall not be filled in by family members of EU, EEA or CH citizens (spouse, child or dependent ascendant) while exercising their right to free movement. Family members of EU, EEA or CH citizens shall present documents to prove this relationship and fill in fields no 34 and 35.

(x) Fields 1-3 shall be filled in in accordance with the data in the travel document.

* 20. Employer and employer's address and telephone number. For students, name and address of educational establishment.		<p>I am aware that once the visa request has been submitted, a copy of the form, sealed with the indication of the date and place of reception, shall be returned to the applicant and that arrangements can be made with the applicant as to the channel to request corrections or the supply of documents or certificates, as well as to serve notice of summons and to notify the decision adopted in due course.</p> <p>Notices and requests shall be served by telephone or fax to the contact number provided by the interested party or his/her legal representative. If they were to prove ineffective, they shall be served in writing to the domicile set out in the application, which must be located within the consular district.</p> <p>Summons and requests served must be complied with within a period not exceeding ten days, unless personal attendance is required in which case the deadline is fifteen days.</p> <p>Once all the possibilities of serving a notice have been exhausted, the notice shall be served by means of an announcement posted at the relevant notice board of the Embassy or Consulate during ten days.</p> <p>If no reply is received to a request or summons, the applicant shall be deemed to have withdrawn his request and the resolution establishing this to be the case shall be notified to him.</p> <p>Applications shall be decided on within 15 calendar days of the date of the lodging of an application. That period may be extended up to a maximum of 30 calendar days in individual cases, notably when further scrutiny of the application is needed or in cases of representation where the authorities of the represented Member State are consulted.</p> <p>Exceptionally, when additional documentation is needed in specific cases, the period may be extended up to a maximum of 60 calendar days.</p> <p>The visa once granted must be collected within a month. If a visa is not collected within the aforesaid period, the applicant shall be deemed to have renounced to the visa granted and the proceedings shall be filed.</p>
21. Main purpose(s) of the journey: <input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Cultural <input type="checkbox"/> Sports <input type="checkbox"/> Official visit <input type="checkbox"/> Medical reasons <input type="checkbox"/> Study <input type="checkbox"/> Transit <input type="checkbox"/> Airport transit <input type="checkbox"/> Other (please specify)		
22. Member State(s) of destination	23. Member State of first entry	
24. Number of entries requested <input type="checkbox"/> Single entry..... <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries	25. Duration of the intended stay or transit Indicate number of days	
26. Schengen visas issued during the past three years <input type="checkbox"/> No <input type="checkbox"/> Yes. Date(s) of validity from to		
27. Fingerprints collected previously for the purpose of applying for a Schengen visa <input type="checkbox"/> No <input type="checkbox"/> Yes. Date, if known:		
28. Entry permit for the final country of destination, where applicable Issued by Valid from until.....		
29. Intended date of arrival in the Schengen area	30. Intended date of departure from the Schengen area	
* 31. Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s) in the Member State(s)		
Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s)	Telephone and telefax	

* The fields marked with * shall not be filled in by family members of EU, EEA or CH citizens (spouse, child or dependent ascendant) while exercising their right to free movement. Family members of EU, EEA or CH citizens shall present documents to prove this relationship and fill in fields no 34 and 35.

*32. Name and address of inviting company/organisation		Telephone and telefax of company/organisation	
Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organisation			
*33. Cost of travelling and living during the applicant's stay is covered			
<input type="checkbox"/> by the applicant himself/herself Means of support <input type="checkbox"/> Cash <input type="checkbox"/> Traveller's cheques <input type="checkbox"/> Credit card <input type="checkbox"/> Pre-paid accommodation <input type="checkbox"/> Pre-paid transport		<input type="checkbox"/> by a sponsor (host, company, organisation), please specify <input type="checkbox"/> referred to in field 31 or 32 <input type="checkbox"/> other (please specify) Means of support <input type="checkbox"/> Cash <input type="checkbox"/> Accommodation provided <input type="checkbox"/> All expenses covered during the stay <input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify)	
34. Personal data of the family member who is an EU, EEA or CH citizen			
Surname		First name(s)	
Date of birth	Nationality	Number of travel document or ID card	
35. Family relationship with an EU, EEA or CH citizen <input type="checkbox"/> spouse <input type="checkbox"/> child <input type="checkbox"/> grandchild <input type="checkbox"/> dependent ascendant			
36. Place and date		37. Signature (for minors, signature of parental authority/legal guardian)	
I am aware that the visa fee is not refunded if the visa is refused.			
Applicable in case a multiple-entry visa is applied for (cf. field no 24): I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.			

* The fields marked with * shall not be filled in by family members of EU, EEA or CH citizens (spouse, child or dependent ascendant) while exercising their right to free movement. Family members of EU, EEA or CH citizens shall present documents to prove this relationship and fill in fields no 34 and 35.

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my visa application.

Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS)¹ for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. In Spain, the authority responsible for processing the data is the consular post at which the visa was applied for.

I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority of that Member State [in the Spanish case, the *Agencia Española de Protección de Datos*; calle Jorge Juan 6, 28001 - Madrid (Spain) – www.agpd.es] will hear claims concerning the protection of personal data.

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.

I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 6(1) of Regulation (EC) No 399/2016 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.

Place and date	Signature (for minors, signature of parental authority/legal guardian):
----------------	---

¹ Insofar as the VIS is operational.

Information leaflet for short term visa for Spain (SCHENGEN VISA)

Nationals of Bangladesh who are travelling to Europe for commercial or tourist purposes can obtain a visa for a maximum stay of 90 days within a period of six months (single entry or multiple entries), valid for all above mentioned countries.

In cases of multiple entries the days of every stay will be added up. In these cases the maximum stay of 90 days within a period of six months may not be exceeded.

1. A visa application does not give the right to actually obtain a visa.
2. In principle, changing of travel destination after obtaining the visa is not allowed. At the moment of issuance of the visa, information about possible extension can be provided.
3. In Bangladesh, travellers can obtain a common visa at the diplomatic missions listed below.
If the **main destination** (according to travel purposes and duration of stay) is **situated in one of the above mentioned countries please apply at the Embassy of that country**. If it is not possible to determine in which country the main destination is situated, the Schengen Member State of first entry into the Schengen territory is competent for issuance of the visa.
4. **Bangladeshi visa applicants have to present the following documents:**
 - One (1) application form (**fill out all headings, front and back, using capital letters with a blue ball-point pen**). Your application shall not be processed in case of error or omission. You have to **date and sign** the application form properly. Please also provide One (1) photocopies of the application form
 - 2 recent colour photographs (full face, no dark glasses, no head covering, plain white background only).
 - Valid passport (the validity of the passport has to exceed the end of the proposed trip by at least three months).
 - Clear photocopy of all the pages of the passport/s, present and previous (even the blank pages).
 - Travel Health Insurance (to cover medical expenses at minimum of 30.000,--Euro) Applicant's are requested to provide health insurance from our recommended Insurance Companies. The list of the Insurance Companies are available at the Embassy's Notice Board.
 - A Copy of Flight Booking and Travel Itinerary.
 - All public documents have to be legalized by Ministry of Foreign Affairs (MOFA) afterwards translated in Spanish language

All documents listed below have to be presented in the original and as a Photocopy!

For business visa:

- Original invitation letter from a company from Spain in Spanish language.
- Proof of sufficient foreign funds (bank certificate and statements for the past three months).
- Certificate of Incorporation of the company in Bangladesh and/or Memorandum and Articles of Association (if applicable).
- Evidence of former and current transactions in Bangladesh and/or abroad particularly Spain (e.g. bills of lading, receipts, contracts, list of order).
- Proof of personal living conditions marriage certificate, birth certificate of children (if applicable)
- Covering letter/introduction letter from the company or organization in Bangladesh explaining necessity to travel even if the applicant is the owner of the company.

For tourist visa:

- Guarantor's form/Formal Obligation signed by the host/ess and duly legalised by the aliens authority in Spain or proof of sufficient foreign funds ("compromiso de invitación").
- Proof of personal living conditions: marriage certificate, birth certificate of children (if applicable)
- Hotel booking (if applicable) - not mail-printout -

Additional, if employed by a company here in Bangladesh:

- Leave letter of employer (with physical address and telephone number) stating the duration of leave and the function/profession of the applicant in the company.
- Pay slips of the last three months. - Statement and Certificate of private bank account of the last three months.

For transit visa:

- Valid visas for all other countries of destination after leaving the Schengen territory.
- Confirmed reservation of flight.
- For first time travellers: Complete business papers (see above).
- For transit traveller no Travel Health Insurance is required.

For medical treatment:

Visa applicants who wish to go to Europe for **medical treatment** have to present:

- A medical certificate issued by treating medical doctor in Bangladesh
- Written confirmation of appointment with a hospital or medical doctor in Spain and information regarding the estimated payment and duration of the treatment
- Proof of sufficient financial means for payment of medical expenses (proof of advance payment)

Minors:

- Minors have to present a written authorization of their parents or the guardian under whose custody they are.
- If parents or guardian are not present at the embassy copies of their passports have to be submitted. If passports are not available a sworn affidavit has to be presented.

Non-Bangladeshi nationals:

Visa applicants who are not Bangladeshi nationals have to present the same documents as listed under 5, and **additionally:**

- Bangladeshi residence permit **and** re-entry visa into Bangladesh valid for at least 3 months after the expiry date of the Schengen visa.

Supplementary information or evidence may be requested in each individual case!

For **other types of visas**, such as long term visas (more than 3 months) or visas in view of employment, studies or family reunion, the national law of the country of destination remains applicable. These visas can be applied for at the diplomatic and consular missions of the country of destination (see point 1).

Any additional information can be obtained at the visa sections of the diplomatic missions mentioned under point 4.

Important notes

- At the **date of appointment** applicants can **submit** their application forms between **09.00 and 12.00 a.m.** After this period of time **the Embassy is closed for presentation of the visa applications**. Please arrange an appointment three or four weeks before travelling.
- During collection of your passport you are kindly requested to check that the visa you applied for was duly issued. If you have any complaints please contact the personnel at the visa counters immediately.
- If applicants submit **fake/forged passports** they will be seized and sent to the Ministry of Foreign Affairs and reported to the competent authorities.
- **Evidence of sufficient financial means** has to be presented not only in the process of applying for a visa, but also when entering the Schengen territory. A visa does not necessarily guarantee entry.
- The administration fee for one Visa is 60,-- Euro, comparable amount in Taka.
- The **Travel Health Insurance** has to cover medical expenses at **minimum of 30.000,--Euro** and **must be valid in all Schengen countries. Travel Health Insurances will only be accepted if issued by Insurance Companies which are either, resident in Schengen Treaty member countries or which cooperate with an Insurance Company resident in the above mentioned countries.**
- Please be informed that **only complete applications will be considered** by this office.
- The applicant is obliged to provide all information to the best of his/her knowledge and belief. Knowingly providing false information may result in the applicant being **denied** a visa or being **deported** from Spain, should a visa already have been issued.

SCHENGEN

Austria - Belgium - Czech Republic - Denmark - Estonia - Finland - France
 - Germany - Greece - Hungary - Iceland - Italy - Latvia - Lithuania -
 Luxembourg - Malta - Netherlands - Norway - Poland - Portugal - Slovakia
 - Slovenia - Spain - Sweden- Switzerland.



<p>For France, Austria & Portugal Embassy of France Road 108, House 18, Gulshan, Dhaka 1212 Tel: (00880) 02-881 3811/14 Fax: (00880) 02-988 3851 E-mail: ambafrance@gononet.com E-mail: webmestre.dacca-amba@diplomatie.gouv.fr Website: www.ambafrance-bd.org</p>	<p>The Embassy of France is also the only competent authority for any applicant who intends to visit the French overseas territory, Monaco and Andorra, even if the main destination of his/her travel may be elsewhere, as well as for the following African countries: Burkina Faso, Central-Africa, Djibouti, Gabon, Ivory Coast, Mauritania, Senegal, Togo.</p> <p>For family & visit visa, persons travelling to Austria & Portugal, should apply at the concerned Embassy in New Delhi, India. <i>Opening hours: Sunday to Thursday between 08:30-12:30 hrs. (please call to make an appointment before hand)</i></p>
<p>For Germany and Estonia Embassy of Federal Republic of Germany House Rose land 178, Gulshan Avenue, Gulshan 2, Dhaka 1212 Tel: (00880) 02-885 3521-24 Fax: (00880) 02-885 3528 E-mail: aadhaka@optimaxbd.net Website: www.dhaka.diplo.de</p>	<p><i>Opening hours:</i> <i>Sunday – Thursday from 08:30 -09:30</i> <i>For applicants with appointment to submit the visa application. (please make an appointment before hand at the Embassy gate)</i> <i>From 01:30 – 02:30 visa collection</i></p>
<p>For Italy, Greece & Malta Embassy of Italy Road 74/79, Plot 2/3, Gulshan 2, Dhaka 1212 Tel: (00880) 02-882 2781/2/3 Fax: (00880) 02-882 3337 E-mail: visti.dhaka@esteri.it Website: www.ambdhaka.esteri.it</p>	<p><i>Opening hours:</i> <i>Submitting applications:</i> <i>Monday and Tuesday from 09:00-13:00</i> <i>Visa Collection: Wednesday from 14:30-15:30</i> <i>(Visa Agency) Open from Saturday to Thursday</i></p>
<p>For The Netherlands, Belgium & Luxembourg Embassy of the Kingdom of the Netherlands Road 90, House 49, Gulshan 2, Dhaka 1212 Tel: (00880) 02-882 2715/18 Fax: (00880) 02-882 3326 E-mail: dha-ca@minbuza.nl Website: www.netherlandsembassydhaka.org</p>	<p>Persons travelling to Belgium, can submit their applications at the Netherlands Embassy; should the visa officer not be in a position to take a decision on your application, the application and visa fee will be returned to the applicant who will then have to apply at the Belgian Embassy in New Delhi, India.</p> <p><i>Opening hours:</i> <i>Sunday-Wednesday between 08:30-10:30 (only on appointment)</i> <i>Telephone inquiries Sunday – Thursday 13:00-15:30</i></p>
<p>For Sweden, Denmark, Iceland, Finland & Norway Embassy of Sweden Road 51, House 1, Gulshan-2, Dhaka 1212 Tel: (00880) 02-883 3148 Fax: (00880) 02-882 3948 E-mail: ambassaden.dhaka@foreign.ministry.se Website: www.swedenabroad.com/dhaka</p>	<p><i>Opening hours:</i> <i>Submitting applications: Sunday-Tuesday 9:00-12:00</i> <i>Receiving endorsed passports: Sunday-Tuesday 13:00-14:00</i> <i>Visa Section telephone inquiries: Sunday-Tuesday 13:00-14:00</i></p>
<p>For Switzerland Embassy of Switzerland Road 18, House 31-B, Banani, Dhaka 1213 Tel: (00880) 02-881 28 74-76 Fax: (00880) 02-882 3872 E-mail: vertretung@dha.rep.admin.ch Website: www.eda.admin.ch/dhaka</p>	<p><i>Opening hours:</i> <i>Submitting applications: Sunday-Wednesday 10:00-12:00</i> <i>Visa Section telephone inquiries: Sunday-Thursday 09:00-16:00</i> <i>(please call to make an appointment before hand)</i></p>
<p>For Spain Embassy of Spain Road 90, House 49, Gulshan 2, Dhaka 1212 Tel: +88 02 8881921-8 E-mail: emb.dhaka.vis@maec.es</p>	<p><i>Opening hours:</i> <i>Submitting applications: Sunday to Wednesday 09.00 to 14.00 hrs</i> <i>Delivering passports: Sunday to Thursday 10.00 to 13.00 hrs & 14.00 to 16.00 hrs</i> <i>Information : Sunday to Thursday 14 :00 to 16 :00 hrs</i> <u>SPAIN VISA APPLICATION CENTRE</u> Saimon Centre, House No 4A Road No 22, Gulshan-01, Dhaka 1212, Bangladesh (Visa Appointment (+880 9606 556656 & +88 02 9898284) BLS Helpline Ph No : +880 9606 556656 & +88 02 9898284 BLS E-mail Address: info.dac@blshelpline.com Webs: www.bgd.blsspainvisa.com</p>