



**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.

## COURTESY VISA

**Documents required:**

1. Filled in Spanish Schengen visa application form, duly signed by the applicant. All questions must be answered; otherwise your application will not be accepted. A recent color passport size photo with white background (gents with uncovered head) has to be glued to the application form.

Please note that both parents (legal guardians if applicable) must sign the application for minors.

2. Original and photocopy of passport or official travel document (personal data page, previous visas and other relevant pages). All non- Bangladeshi applicants must have a Bangladeshi residence visa. Only **diplomatic and official** passport holders are entitled to apply for this kind of 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.

3. *Note Verbale* from the Ministry of Foreign Affairs explaining the purpose of the visit to Spain, dates of the visit (must match with the original invitation letter from the Spanish company) and any other relevant information regarding with the travel. Please state the name of the person who is signing the Note Verbale.

3.1. Government Order (GO) confirming the purpose and length of the official visit and that the applicant has been given authorization to leave Bangladesh for the mentioned purpose.

3.2. Documents that proves the working relationship between the applicant and the Govt. of Bangladesh.

4. Original invitation letter from the Spanish company (in Spanish language), stating the contact details of the Spanish company (name of contact person, telephone, e-mail), the kind of link between both companies, program of the visit, the purpose of the visit and any other relevant information. Please state the name and identification of the person who will be responsible of the applicant once in Schengen territory.

If the inviting Organization is an official Spanish Organization then the invitation letter can be in English language together with a mere translation into Spanish.

5. Hotel confirmation or hotel voucher for the whole stay or other documents proving accommodation.

6. Photocopy (full page) of your booking of return ticket.

7. 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.

## FOR SUBMISSION OF APPLICATIONS:

### BLS

Saimon Centre, House No 4A, Road No 22,  
Gulshan-01, Dhaka 1212, Bangladesh

([Visa Appointment](tel:+8809606556656): +880 9606 556656 & +88 02 9898284)

BLS Helpline Phone No: +880 9606 556656 & +88 02 9898284

BLS E-mail Address: [info.dac@blshelpline.com](mailto: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 applicant at the Embassy of Spain in Dhaka FROM 3 MONTHS TO 15 DAYS PRIOR TO TRAVEL.**