



Checklist for Schengen Visa - Diplomatic/Official passport holders

If you are holder of a Bangladeshi Diplomatic/Official passport planning to visit Switzerland, Liechtenstein or Hungary for official purpose you can apply for a short stay visa at the Embassy of Switzerland in Dhaka.

An appointment is required for submission of application.

Please book your appointment by writing an email to dhaka.visa@eda.admin.ch.

All applicants for a Schengen visa have to fill in the online Schengen visa application form through this link: <https://www.swiss-visa.ch>. A printed copy of the form has to be submitted at the time of application.

Submit the documents in the following order:

<p>Visa application form</p> <ul style="list-style-type: none"> ○ Duly completed, dated and signed by the applicant <p>In case of minors (under 18 years of age)</p> <ul style="list-style-type: none"> ○ Both parents must sign the application form and add a copy of their passports. If travelling unaccompanied or with only one parent/legal guardian, a letter of consent from the parents must be submitted. A birth certificate must be provided and minor identity card. 	<input type="checkbox"/>
<p>Two passport size pictures</p> <ul style="list-style-type: none"> ○ Not older than 6 months, 35-40mm in width, white background (for more details please refer to https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf) 	<input type="checkbox"/>
<p>Valid passport</p> <ul style="list-style-type: none"> ○ Issued within the last 10 years and with at least three months validity beyond the planned stay in the Schengen territory, with at least 2 blank pages ○ Clear photocopy of personal data 	<input type="checkbox"/>
<p>Original <i>Note verbale</i> and Government Order GO</p> <ul style="list-style-type: none"> ○ NV: Issued by the Ministry of Foreign Affairs (Bangladesh) mentioning the names of concerned persons, dates and purpose of travel ○ GO: Copy of Government Order 	<input type="checkbox"/>
<p>Letter of invitation from the host organization</p> <ul style="list-style-type: none"> ○ A letter from the company/organization in Switzerland or the in the represented Schengen member state, detailing the purpose and duration of the visit. This letter must be also sent by the host organization directly to the Embassy by email to dhaka.visa@eda.admin.ch 	<input type="checkbox"/>
<p>Flight ticket reservation</p> <ul style="list-style-type: none"> ○ Booking of a round-trip airline ticket reservation to Switzerland and back to Bangladesh. With names of all travelers 	<input type="checkbox"/>
<p>Schengen Travel Medical Insurance (for ordinary passport holders)</p> <ul style="list-style-type: none"> ○ Minimum coverage of 30'000 Euro / 50'000 USD / 50'000 CHF per person, through approved insurance company in a Schengen state or in Bangladesh ○ The insurance has to cover the entire stay in the Schengen territory, coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment 	<input type="checkbox"/>

Additional information

- The Embassy of Switzerland reserves the right to request additional documents
- Visa can be applied minimum 15 days and maximum 180 days before the planned stay, depending on the availability of the consular calendar
- No copies are made on your behalf
- Incomplete applications will not be accepted

September 2023