



## Checklist for Schengen Visa - Visit to family or friends

If you are a resident (national/foreigner) of Bangladesh planning to visit your family or friends in Switzerland, Liechtenstein or Hungary, you can apply for a short stay visa at the Embassy of Switzerland in Dhaka.

### Online application form and appointment

An appointment is required for submission of application.

All applicants for a Schengen visa have to fill in the online Schengen visa application form AND book their appointment through this link: <https://www.swiss-visa.ch>.

A printed hard copy of the form has to be submitted at the time of application.

Submit the documents in the following order:

<p><b>Visa application form</b></p> <ul style="list-style-type: none"> <li>○ Duly completed and signed by the applicant</li> </ul> <p><b>In case of minors</b> (under 18 years of age):</p> <ul style="list-style-type: none"> <li>○ Both parents must sign the application form and add a copy of their passports/National Identity Card NID. If travelling unaccompanied or with only one parent/legal guardian, a letter of consent from both parents must be submitted. A birth certificate and minor identity card must be provided.</li> </ul>	<input type="checkbox"/>
<p><b>Valid passport</b></p> <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Clear photocopy of personal data</li> <li>○ Copy of previous Schengen visas, valid US and UK visas, if any</li> <li>○ All previous passports of the last 20 years bound together (if any)</li> <li>○ A General Diary, in case of missing/stolen passport</li> </ul>	<input type="checkbox"/>
<p><b>2 passport size pictures</b></p> <ul style="list-style-type: none"> <li>○ Not older than 6 months, 35-40mm in width, white background (for more details please refer to the <a href="#">Photograph Guidelines</a>)</li> </ul>	<input type="checkbox"/>
<p><b>Foreign nationals residing in Bangladesh</b></p> <ul style="list-style-type: none"> <li>○ Resident permit/visa with validity of at least 3 months beyond the planned stay</li> </ul>	<input type="checkbox"/>
<p><b>Invitation letter from the host</b></p> <ul style="list-style-type: none"> <li>○ Signed invitation letter (if host is married, signed by both) with the following information:</li> <li>○ Hosts full names, address, phone numbers, name of invited person, duration of stay, relationship between hosts and invited person, purpose of the invitation, who will bear the cost of living, transportation, food and health insurance (if the host is responsible for the coverage of costs, an additional declaration of guarantee may be requested by this Embassy at the visa appointment). If the host is married, the signature and details of the husband/wife is also requested.</li> <li>○ 1 copy of the letter should also be <b>directly sent to <a href="mailto:dhaka.visa@eda.admin.ch">dhaka.visa@eda.admin.ch</a> by the host/inviting person.</b></li> <li>○ Copy of passport/ID and valid residence permit of the inviting person(s) if not a Swiss citizen. For Swiss citizen a copy of the passport to be sent to directly to <a href="mailto:dhaka.visa@eda.admin.ch">dhaka.visa@eda.admin.ch</a></li> <li>○ proof of family relation with invited person if applicable 1 copy should be directly sent to <a href="mailto:dhaka.visa@eda.admin.ch">dhaka.visa@eda.admin.ch</a> by the host/inviting person</li> </ul>	<input type="checkbox"/>
<p><b>Original visa cover letter</b></p> <ul style="list-style-type: none"> <li>○ Mentioning the travel plan with self-introduction</li> <li>○ If travelling with family members, letter must contain their names and relationship, a copy of covering letter must be included in each application</li> <li>○ Civil status document (if married: marriage doc., if divorced: divorce certificate, If widow: death certificate of spouse, if single: birth certificate)</li> </ul> <p style="text-align: right;"><b><i>Original and 1 photocopy</i></b></p>	<input type="checkbox"/>

<p><b>Proof of occupation</b></p> <ul style="list-style-type: none"> <li>○ <b>If you are self-employed:</b> Cover letter on company's letter head, Certificate of Incorporation, Trade license (current and old), Memorandum and Articles of Association, BIN, company TIN</li> <li>○ <b>If you are employed:</b> Work contract, letter from the employer (no-objection) confirming leave period and returning back to work, copy of staff ID (if any)</li> <li>○ <b>If you are a student:</b> Letter from the school/college/university confirming your studies, holiday or leave given to you, copy of student ID (If available)</li> <li>○ <b>If you are retired:</b> Proof of retirement/Pension book (if any)</li> </ul> <p style="text-align: right;"><b><i>Original and 1 photocopy</i></b></p>	<input type="checkbox"/>
<p><b>Evidence of financial status - Original and stamped bank statement</b></p> <ul style="list-style-type: none"> <li>○ <b>Self employed</b> <ul style="list-style-type: none"> <li>Last 6 months personal and business bank statements</li> <li>Personal TIN Certificate</li> </ul> </li> <li>○ <b>Employed</b> <ul style="list-style-type: none"> <li>Last 3 months salary slips <u>and</u> 6 month's salary bank statement</li> <li>Last 6 months personal bank statement</li> <li>Personal TIN Certificate</li> </ul> </li> <li>○ <b>Student and unemployed</b> <ul style="list-style-type: none"> <li>Last 6 months bank statements of parents or legal guardian</li> </ul> </li> <li>○ <b>Retired</b> <ul style="list-style-type: none"> <li>Personal pension bank statement for last 6 months (if any). Proof of regular income generated by ownership of property or business</li> <li>Personal TIN Certificate</li> </ul> </li> </ul> <p style="text-align: right;"><b><i>Original and 1 photocopy</i></b></p>	<input type="checkbox"/>
<p><b>Proof of accommodation in Switzerland / Schengen member states</b></p> <ul style="list-style-type: none"> <li>○ Confirmation of hotel/apartment reservation containing the complete name, contact information of the hotel and booking reference (if applicable)</li> </ul>	<input type="checkbox"/>
<p><b>Flight reservation</b></p> <ul style="list-style-type: none"> <li>○ Booking of a round-trip airline ticket reservation to Switzerland/Schengen member state and back to Bangladesh with names of all travelers. If different destination, valid visa/residence permit for the country to be visited after Switzerland/Schengen member state</li> <li>○ If applicable proof of intra-Schengen flight, train itinerary or car rental</li> </ul>	<input type="checkbox"/>
<p><b>Schengen Travel Medical Insurance</b></p> <ul style="list-style-type: none"> <li>○ 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</li> <li>○ 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</li> <li>○ Applicants who wish to apply for a multiple entry visa with a long duration are not obliged to provide a 365 (180) day coverage. It will be sufficient to submit an insurance policy covering the first journey</li> </ul>	<input type="checkbox"/>
<p><b>Visa application fee</b></p> <p>Visa application fee is subject to change, based on the current exchange rate and is available for consultation here: <a href="https://www.eda.admin.ch/countries/bangladesh/en/home/visa/entry-ch/up-90-days/fees-schengen.html">https://www.eda.admin.ch/countries/bangladesh/en/home/visa/entry-ch/up-90-days/fees-schengen.html</a></p> <p>The fee has to be paid in cash at the Embassy against a receipt. In case the visa is refused or the application withdrawn, the visa application fee will not be refunded.</p>	<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
- Two set of supporting documents should be submitted. 1 set of the original documents and 1 set of the copies.
- No copies are made on your behalf.
- Incomplete applications will not be accepted
  - All documents have to be translated into English or a Swiss national language

March 2024