



CHECKLIST FOR SCHENGEN VISA – DIPLOMATIC/OFFICIAL PASSPORT HOLDERS

Admissibility Criteria

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. Arrange supporting documents **as per the checklist order**.

- Keep all the originals of the supporting documents separately. Original documents have to be shown at the counter but will be returned to the applicant after the interview.
- All the photocopies of the documents should be in **size A4**. These photocopies are part of the application and will not be returned to the applicant.
- Incomplete applications will not be accepted
- Do not staple the documents together.
- Applicants must print the checklist and mark the appropriate boxes on the right-hand side.
- No copies are made on your behalf.
- **Payment of visa fee: free of charge.**
- All documents in Bengali must be translated into English or a Swiss national language.

	✓	✗
1. Admissible submission period: Applications shall be lodged no more than six months, and for seafarers in the performance of their duties no more than nine months, before the start of the intended visit, and, as a rule, no later than 15 calendar days before the start of the intended visit.	☐	☐
2. Duly filled out and signed application form: All applicants for a Schengen visa must fill in the online Schengen visa application form AND book their appointment through this link: https://www.swiss-visa.ch	☐	☐
3. Travel Document: • Its validity shall extend at least three months (3) after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States. • It shall contain at least two blank pages. • It shall have been issued within the previous 10 years. • Clear photocopy of personal data. • Copy of previous Schengen visas, valid US and UK visas, (if any). • All previous passports of the last 20 years bound together (if any). • A General Diary, in case of missing/stolen passport/s.	☐	☐
4. Photograph: • One recent (taken within the last 6 months) ICAO-compliant photo. • White or light background, in colour, with no shadows. • Size: 35mm x 45mm (standard ICAO dimensions).	☐	☐
5. Biometric data (fingerprints): • Biometric data have to be collected for first time travellers or travellers whose biometric data was collected more than 59 months ago. However, due to occasional technical limitations, this retrieval process can sometimes fail. • Applicants must attend their scheduled appointment in person.	☐	☐
6. Original Note verbale (NV) and Government Order (GO): • NV: Issued by the Ministry of Foreign Affairs (Bangladesh) mentioning the names of concerned persons, dates, duration of stay and purpose of travel • GO: Copy of Government Order in English or a Swiss National Language	☐	☐

Required Supporting Documents for all categories of applicants

		✓	✗	n/a
1.	Letter of invitation from the host organization: - A letter from the company/organization in Switzerland or 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	☐	☐	☐
2.	Travel health insurance: (for ordinary passport holders) - The insurance must cover the entire period of the stay in the Schengen area. Medical and hospital coverage must be at least Euro 30'000 and must include repatriation in case of emergency or for medical reasons. - Applicants who wish to apply for a multiple entry visa with a long duration are not obliged to provide 365 (180) day coverage. It will be sufficient to submit an insurance policy covering the first journey.	☐	☐	☐
3.	Flight reservation: - 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. - If applicable proof of intra-Schengen flight, train/bus itinerary or car rental.	☐	☐	☐

Important Information:

The Embassy of Switzerland explicitly reserves the right to request more information or additional documents.

Passing the border:

The border authorities are obliged to examine whether the conditions for the traveller's entry still apply. If the prerequisites for entry no longer apply or if you are unable to provide the relevant evidence, you may be refused entry although you are in possession of a valid visa. **It is therefore strongly recommended that you carry copies of the documents which you supplied with your visa application.**