SCHENGEN VISA CHECKLIST

DOCUMENTS TO BE PROVIDED BY THE APPLICANT

01. Passport **(Minimum 06 months validity, with all old passports)**
02. Photo **(02 recent copies, 35mm x 45mm, white background)**
03. Travel Health Insurance **(minimum EUR 30,000 coverage)**
04. Original Bank Statement **(Last 06 months – Personal & Business) with Solvency Certificate**
05. Income Tax Return Certificate & TIN Certificate
06. IRC / ERC Certificate **(If Importer or Exporter)**
07. Asset valuation documents in Bangladesh

FAMILY DOCUMENTS (REQUIRED)

- National ID Card copy – Self & all family members
- Nikah Nama & Marriage Certificate (English translated & notarized)
- Children's Birth Certificate (English version)

OCCUPATION-WISE DOCUMENTS

- **For Businessman**
  - Trade Licence (English translated & notarized)
  - Business Pad / Company Letterhead
  - Company Bank Statement (last 06 months)
  - Memorandum & Articles of Association (for limited company)
- **For Job Holder**
  - NOC / Leave Granting Letter from employer
  - Office ID Card
  - Salary Certificate / Pay Slip
- **For Govt. Job Holder**
  - G.O. (Government Order)
  - Office ID Card & NOC
- **For Student**
  - Student ID Card
  - NOC / Testimonial from School, College or University
  - Sponsor (Parent's) documents & bank statement
- **For Housewife**
  - Husband's professional documents & bank statement
  - Marriage Certificate (English translated & notarized)
- **For Retired Person**
  - Retirement / PRL Letter
  - Pension Book / Pension Statement
- **For Minor (Under 18)**
  - Birth Certificate (English version)
  - Parents' Passport copy & Consent / Authorization Letter
  - School ID Card

(Processing Time: 15 – 30 Working Days (as per Embassy / VFS))

NOTE: For a limited company, Memorandum & Articles of Association are mandatory.

NOTE: If the applicant has any Bangla document, it must be translated into English and notarized.

NOTE: Documents may vary case to case. Visa approval is at the sole discretion of the Embassy / Immigration Authority.