

**Bangladesh Visa Application Form**

<b>Please type or print your answers in the space provided below each item</b>					
01. Full name (First/Middle/Family Name)		2 x copies photo (35 mm x 45 mm)			
02. Place of birth (City/State/Country)				03. Date of birth (dd/mm/yyyy)	
04. Nationality	05. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			06. Marital status <input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
07. Profession				08. No. of entries required <input type="checkbox"/> single <input type="checkbox"/> double <input type="checkbox"/> multiple	
09. Passport number	10. Place of issue			11. Date of expiry	
12. Spouse's name		Nationality			
13. Father's name		Nationality			
14. Mother's name		Nationality			
15. Home address					
16. Telephone		17. Fax	18. E-mail		
19. Business / Work address / Name of employer					
20. Telephone		21. Fax	22. E-mail		
23. Purpose of visit (Tick appropriate box) <input type="checkbox"/> Tourism (incl. tablig / visiting relatives, etc.) <input type="checkbox"/> Business / Investment <input type="checkbox"/> Seminar / Conference / Govt. delegation <input type="checkbox"/> Cultural / Scientific programme <input type="checkbox"/> Missionary <input type="checkbox"/> NGO works <input type="checkbox"/> Official <input type="checkbox"/> Expert(s) / Worker(s) / Teacher(s) / Representative(s) in Industrial /Educational/Trading Org./Sports/Artistic activities etc. <input type="checkbox"/> Govt. contractual employment <input type="checkbox"/> Study / Research <input type="checkbox"/> Employment in UN / International Organisations <input type="checkbox"/> Journalist / Media (Print & Electronic) <input type="checkbox"/> Others (Specify)					
24. Name and address of person (s), institution or company where you can be contacted (in Bangladesh)					
25. Address while in Bangladesh			26. Telephone		
27. Place and probable date of arrival			28. Intended duration of each stay		
29. Have you ever been to Bangladesh? <input type="checkbox"/> Yes <input type="checkbox"/> No		30. If yes, date and length of last visit			
31. Name and relationship of person(s) traveling with you					
32. Declaration I declare that the above information is true and accurate Name _____ Date (dd / mm / yyyy) _____ Signature _____					
<b>Please ensure that you have answered items 1 to 32 and signed the declaration. Incomplete forms will be returned.</b>					

### Visa Instructions

1. **Application:** please submit your passport together with the photocopies of its pages from 1 to 3 and two duly filled in application forms along with two recent passport size similar photographs (no print out will be accepted).
2. An invitation letter from Bangladesh and a letter from the local concerned firm/organization are required for business/work visas.
3. Personal interviews may be required.
4. Visa applications will be received between 0930 and 1230 hours on all working days. Appearances for personal interviews in required cases can also be made during the same hours. Passports may be collected between 1430 and 1630 hours. *Please check website for possible change of timing.*
5. Five working days are required for processing of visa, provided all necessary papers are submitted.
6. If the applicant wants his passport to be returned to him/her by the Embassy by post after issuance of visa, the applicant is required to:
  - i. Submit a letter of authorization to the Embassy along with the visa application, stating that the Embassy bears no responsibility if the passport is lost or damaged in the mail. The address to which the passport should be sent should also be mentioned in the letter of authorization.
  - ii. A stamped (preferably registered) self-addressed envelope should be sent with the visa application in which the passport will be returned to the applicant.
  - iii. If the passport/documents are to be returned to applicants in countries other than Germany, then appropriate postal fee (preferably registered) should also be transferred to Embassy's account.
7. Fees should be paid preferably by bank cheque or by bank transfer to the Embassy bank account No: 233 2773, held in Deutsche Bank. For payments from outside Germany, please also quote the following: **“IBAN: DE80 1007 0000 0233 2773 00, BIC (Swift-Code): DEUTDEBBXXX”** for safe transfer to the Bangladesh Embassy account.
8. Proof of payment of visa fees by bank transfer or by bank cheque (original bank/post office receipts only) has to be provided with the application except in cases of diplomatic/official visas and visas of nationals of countries for which fees have been exempted as per government rules.
9. If passport/documents are to be returned by courier service, the applicant will have to make arrangement with the courier company. The applicant will have to inform the Embassy in a signed, self explanatory letter of the particulars of the courier company that will collect his/her passport from the Embassy. Only upon receipt of such a letter, will the Embassy handover the passport/document to the authorized courier company's representative. The courier company should be informed by the applicant about the delivery address. In case of loss or damage of the passport/documents by the courier company, the applicant will not hold the Embassy responsible.
10. In cases where visa processing is handled through visa agencies, the applicant must submit an authorization letter stating that the visa agency is authorized to submit the passport and visa application as well as to collect his/her passport and that the applicant will not hold the Embassy responsible for loss/ damage of his/her documents/passport by the visa agencies or by the courier company.

For further queries regarding visa, the consular section of the Embassy can be contacted by:

E-mail at [info.berlin@mofa.gov.bd](mailto:info.berlin@mofa.gov.bd) or by phone at +49-(0)30-398975-31