

SCHENGEN

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Information leaflet for short term visa
(tourist or commercial purposes)

1) Nationals of Bangladesh who are traveling to Europe for commercial or tourist purposes can obtain a visa for a maximum stay of 90 days within a period of six months (single entry or multiple entries), valid for all above mentioned countries. In cases of multiple entries the days of every stay will be added up. In these cases the maximum stay of 90 days within a period of six months may not be exceeded.

2) Starting December 23,2007, All visa applications will be consulted before the visa is issued. The waiting period for a visa will be a minimum of 7 calendar days.

3) A visa application does not give the right to actually obtain a visa.

4) In principle, changing of travel destination after obtaining the visa is not allowed. At the moment of issuance of the visa, information about possible extension can be provided.

5) In Bangladesh, travelers can obtain a common visa at the diplomatic missions listed below. If the **main destination** (according to travel purposes and duration of stay) **is situated in one of the above mentioned countries please apply at the Embassy of that country.** If it is not possible to determine in which country the main destination is situated, the Schengen Member State of first entry into the Schengen territory is competent for issuance of the visa.

6) Bangladesh visa applicants have to present the following documents:

- One(1) application form (**fill out all headings, front and back, using capital letters.** Your application shall not be processed in case of error or mission. You have to **date and sign** the application)
- 2 recent color photographs (full face, no dark glasses, no head covering, plain white background only)
- Valid passport (the validity of the passport has to exceed the end of the proposed trip by at least three months)
- Clear photocopy of your passport data page (identification page)
- Travel Health Insurance (to cover medical expenses at minimum of 30.000 - Euro)
- All documents have to be accompanied with the original document and one photocopy

All documents listed below have to be presented in the original and as a photocopy.

For business visa:

- Original invitation letter from a company in Italy in Italian or English language
- Proof of sufficient foreign funds (bank statement for the past three months)
- Certificate of Incorporation of the company in Bangladesh and/or Memorandum and Articles of Association (if applicable)
- Evidence of former and current transactions in Bangladesh and/or abroad (e.g. bills of lading, receipts, contracts)
- Proof of personal living conditions marriage certificate, birth certificate of children (if applicable)
- Covering letter/introduction letter from the company or organization in Bangladesh explaining necessity to travel even if the applicant is the owner of the company

For tourist visa:

- Guarantor's form/Formal Obligation signed by the host(ess) and duly legalized by the aliens authority in Italy or proof sufficient foreign funds
- Hotel booking – not mail – printout

Additional, if employed by a company here in Bangladesh:

- Leave letter of employer (with physical address and telephone number) stating the duration of leave and the function/profession of the applicant in the company
- Pay slips of the last three months
- Statement of private bank account of the last three months

For transit visa:

- Valid visas for all other countries of destination after leaving the Schengen territory.
- Confirmed reservation of flight
- For first time travelers: Complete business papers (see above)
- For transit traveler is no Travel Health Insurance required

For medical treatment :

Visa **applicants** who wish to go to Europe for **medical treatment** have to present

- A medical certificate issued by treating medical doctor in Bangladesh plus certificate issued by this Embassies own doctor confirming that the required medical treatment cannot be performed in Bangladesh.
- Written confirmation of appointment with a hospital or medical doctor in Italy and information regarding the estimated payment and duration of the treatment.
- Proof of advanced payment of 30% of the total medical costs
- Proof of sufficient financial means for payment of medical expenses (proof of advance payment)

Minors:

- Minors have to present a written authorization of their parents or the guardian under whose custody they are.
- If parents or guardian are not present at the embassy copies of their passports have to be submitted. If passports are not available a sworn affidavit has to be presented.

Non-Bangladesian nationals:

Visa applicants who are not Bangladesian nationals have to present the same documents as listed under 5), and **additionally:**

- bangladesian residence permit **and** re-entry visa into Bangladesh valid for at least 3 months after the expiry date of the Schengen visa.

Supplementary information or evidence may be requested in each individual case.

For **other types of visas**, such as long term visas (more than 3 months) or visas in view of employment, studies or family reunion, the national law of the country of destination remains applicable. These visas can be applied for at the diplomatic and consular missions of the country of destination (see point 1)

Any additional information can be obtained at the visas sections of the diplomatic missions mentioned under point 4.

Important Notes

- At the **date of appointment** applicants can **submit** their application forms between **09:00 a.m. & 01:00 p.m.** After this period of time **the Embassy is closed for presentation of the visa applications.** Please arrange an appointment three or four weeks before traveling.
- The Italian Embassy will need **7-10 working days to process a visa** application. In case documents presented by the applicant need to be verified (in selected cases) the processing time rises to approximately 4 weeks.
- During collection of your passport you are kindly requested to check that the visa you applied for was duly issued. If you have any complaints please the personnel at the visa counters immediately.
- If applicants submit **fake/forged passports** they will be seized and sent to the Ministry of Foreign Affairs.
- **Evidence of sufficient financial means** has to be presented not only in the process of applying for a visa, but also when entering the Schengen territory. A visa does not necessarily guarantee entry.
- The administration fee for one Visa is 60,-- Euro, comparable amount in Taka.
- The **Travel Health Insurance** has to cover medical expenses at **minimum of 30.000,--Euro** and **must be valid in all Schengen countries. Travel Health Insurances will only be accepted if issued by Insurance Companies which are either, resident in member countries of the European Union, in Switzerland or in Lichtenstein or which cooperate with an Insurance Company resident in the above mentioned countries.**
- Please be informed that **only complete applications will be considered** by this office.
- The applicant is obliged to provide all information to the best of his/her knowledge and belief. Knowingly providing false information may result in the applicant being **denied** a visa or being **deported** from Italy, should a visa already have been issued.