

CHECKLIST FOR SCHENGEN VISA – BUSINESS, TRAINING, WORKSHOP AND CONFERENCE/SEMINAR

Admissibility Criteria

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

- 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 this checklist and mark the appropriate box on the right-hand side.
- No copies are made on your behalf.
- All documents 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.	☐	☐
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. Foreign nationals residing in Bangladesh: • Resident permit/visa with validity of at least 3 months beyond the planned stay.	☐	☐
7. Payment of visa fee: • For adults: Euro 90.00 / BDT 12500.00 • For children 6 to 12 years: Euro 45.00 / BDT 6200.00 • For children below 6 years: free of charge Please prepare the exact amount in Bangladeshi taka, which must be paid in cash at the time of lodging the application in the counter. No card payment is possible. In case the visa is refused or the application withdrawn, the visa application fee will not be refunded.	☐	☐

Required Supporting Documents for all categories of applicants

	✓	✗	n/a
1. Original visa cover letter: - Mentioning the travel plan with self-introduction. - If travelling with family members, the letter must contain their names and relationship, a copy of covering letter must be included in each application.	☐	☐	☐
2. Minor traveling alone or only with one parent: Consent of parental authority or legal guardian and birth certificate and copies of parents' passports or District Court appointment decree.	☐	☐	☐
3. Proof of family ties: Civil status document (if married: marriage doc., if divorced: divorce certificate, if widow: death certificate of spouse, if single: marital status certificate -For individuals who were never married prior, the text should state 'was never married before (date of issuance of certificate).			
4. Proof of financial situation: (Original and stamped bank statement) - Personal TIN Certificate and tax return acknowledgement receipt of the last 3 years Self-employed: Last 6 months' personal and business bank statements and balance confirmation certificate. Employed: Last 3 months' salary slips <u>and</u> 6 months' salary bank statements. Last 6 months' personal bank statements. Student and unemployed: Last 6 months' bank statements of parents or legal guardian. Retired: Personal pension bank statements for the last 6 months. Proof of regular income generated by ownership of property or business.	☐	☐	☐
5. Proof of professional status: If you are self-employed: Cover letter on company's letter head, Certificate of Incorporation, Trade license (current and old), Memorandum and Articles of Association, BIN, company TIN. If you are employed: Work contract, letter from the employer (no-objection) confirming leave period and returning to work, copy of staff ID (if any). If you are a student: Letter from the school/college/university confirming your studies, holiday or leave given to you, copy of student ID (If available). If you are retired: Proof of retirement/Pension book.	☐	☐	☐
6. Travel Itinerary & 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. - Detailed day-to-day itinerary / travel plan / schedule of activities.	☐	☐	☐
7. Proof of accommodation in Switzerland and Schengen member states - Confirmation of hotel/apartment reservation containing the complete name, contact information of the hotel and booking reference - Confirmation of package tour and if applicable, advance payments	☐	☐	☐
8. Travel health insurance: - 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.	☐	☐	☐

Additional Required Supporting Documents

	✓	✗	n/a
9. Invitation letter from the host organization: - A letter from the company in the country of destination detailing the purpose and duration of your visit. Confirming expenses are covered by the inviting company. If an applicant is attending a conference, confirmation letter of your participation and payment receipt of the registration. - This letter must also be sent by the host organization to the Embassy by email to dhaka.visa@eda.admin.ch	☐	☐	☐
10. Existence of a business relationship: Documents which show the existence of trade relations or relations for work purposes (contract or agreement, invoice, letter of credit and payment confirmation).	☐	☐	☐
11. Letter from company or employer in Bangladesh indicating purpose and duration of stay as well as who is to cover the costs.	☐	☐	☐

Important Information

The Embassy of Switzerland explicitly reserves the right to

- request more information or additional documents.
- verify the contents and authenticity of the documents presented.
- send the application to the Swiss Federal Authority for decision.
- refuse a visa based on incorrect/false/incomplete declarations or on forged 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.**

Incomplete Application Submission (To be filled out by the applicant)

The following required supporting documents have not been provided:

Document(s)	Comment(s)
1.	
2.	
3.	
4.	
5.	

I understand that any incomplete file may lead to inadmissibility or refusal of my visa application by the Embassy of Switzerland in Bangladesh.

Full Name :

Passport number:.....

Date:

Signature :

Dhaka, 20.11.2025