

## Tourist Visa

- **Fully completed application form** signed by the applicant
- **Passport valid for at least three (6) months** beyond the intended duration of stay in the Schengen territory; **must not be older than 10 years**; has to contain **2 empty pages**; **valid residence permit** (if applicable)
- Two recent passport-size **photographs** in colour **according to ICAO norms**
- **Proof of airline reservation** for a round trip e.g. reservation slip
- **Proof of accommodation** e.g. hotel reservation (incl. name and phone numbers of the hotel), guarantee of host company (incl. written invitation and passport copy), etc.
- **Overseas medical insurance** valid for all Schengen-countries with a minimum coverage of EUR 30.000,-. The insurance has to cover all risk e.g. accident, illness, etc. Insurance policies have to be submitted in English or German. The policy must clearly specify the period of validity, has to cover the date of arrival & departure and has to be submitted in its original along with a photocopy.
- **Valid permit to return** e. g. valid resident or return visa for citizens of other countries residing in Bangladesh/Bhutan/India/Maldives/Nepal/Sri Lanka (if applicable)
- **Evidence of occupation / student status / proof of self-employment** e.g. recent letter of employment/school/university
- **Proof of sufficient funds**
- **Original bank statements of the last three (3) months** including address & telephone number of the bank e.g. traveller's cheques, etc.
- *Note: Credit cards and cash are not accepted as proof of financial means but credit card statements can be submitted as supporting document.*
- **Cover letter** explaining the purpose of the trip and a detailed itinerary detailing each location to be visited and duration of stay at each location
- **Proof of employment**
- Employment letter from the current organization stating the position, the tenure and contact details
- Income / salary slip covering the last three (3) months
- No objection certificate from the organization confirming the leave status
- If you are self-employed a letter from your lawyer, chartered accountant / The
- Chamber of Commerce including income statement or income tax return for last three (3) years
- If you are a student a permission letter from school / college, including phone numbers and address, confirming the leave for specified period of travel (if applicable)
- **Minor travelers**
- A no objection certificate attested by a notary should be produced by parents in case a minor is travelling alone
- A minor accompanied by one parent should produce a no objection certificate by the other parent attested by a notary
- **Copy of the entire passport**
- *Note:*
- *Applicants can be asked for additional documents or may be called for an interview if deemed necessary by the Embassy.*
- *The visa fee is non-refundable.*

- *Applications cannot be submitted more than 3 months prior to departure.*
- *Visa applications for short term stays shall be submitted at least 4 weeks prior to travel. If the application is lodged less than 15 calendar days before departure, issuance of the visa before departure cannot be guaranteed.*
- *The application process may take up to 15 calendar days, **inquiries about the status will not be answered earlier.***

**The photographs must be:**

- no more than 6-months old
- 35–40mm in width
- close up of your head and top of your shoulders so that your face takes up 70–80% of the photograph **mat finished.**
- in sharp focus and clear
- of high quality with no ink marks or creases