

1. Passport:

Original Passport with validity of minimum six months after the intended date of departure and minimum two blank pages for visa stamp.

- a. Copy of previous passports and visas issued.
- b. Attach all your old passports (if any).
- c. If any visa request was refused, details of original letter issued by the authorities of that country would be preferred.

2. Germany Visa Application Form:

Visa application form must be filled and signed by the applicant.

3. Photo Specification:

Two recent passport size photographs with matt or semi matt finish, **60-80% face coverage**, white background and without border (**Size: 35mm x 45mm**)

Please Note: Photograph should not be more than 3 months old, scanned/stapled and should not be used in any of the previous visas.

4. Covering-Letter:

Covering Letter from applicant name, designation, Passport Number, purpose and outlining who will be responsible for the full costs of the trip - travel, accommodation, expenses etc. Addressed to - The Visa Officer, Embassy of Germany, Dhaka.

5. Tour plan : (If Any)**6. Forwarding-Letter:**

- a. Forwarding Letter / NOC from the applicant's company authority on the company's letter head stating applicant's name, designation, passport number, purpose and duration of visit.
- b. Visa request letter from the educational institute or student card/evidence of school enrollment (if student)

7. Proof of Occupation:

- a) Company registration certificate (original notarized English translated and photocopy of the original) if the applicant is a first time traveler or a proprietor.
- b) Office ID card copy & Visiting cards.

8. Financials:

- a) Company's or Personal Bank Statement for last six months mentioning the Bank's name, Bank's Telephone Number clearly.
- b) Salary slip for the last six months. (If Any)

9. Ticket Itinerary & Hotel Reservation:

Round trip ticket itinerary & copy of hotel booking.