



Checklist for Schengen Visa - Business

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.

Online application form and appointment

An appointment is required for submission of application.

All applicants for a Schengen visa have to fill in the online Schengen visa application form AND book their appointment through this link: <https://www.swiss-visa.ch>.

A printed hard copy of the form has to be submitted at the time of application.

Submit the documents in the following order:

<p>Visa application form</p> <ul style="list-style-type: none"> o Duly completed and signed by the applicant <p>In case of minors (under 18 years of age):</p> <ul style="list-style-type: none"> o Both parents must sign the application form and add a copy of their passports/National Identity Card NID. If travelling unaccompanied or with only one parent/legal guardian, a letter of consent from both parents must be submitted. A birth certificate and minor identity card must be provided. 	<input type="checkbox"/>
<p>Valid passport</p> <ul style="list-style-type: none"> o Issued within the last 10 years and with at least three months validity beyond the planned stay in the Schengen territory, with at least 2 blank pages o Clear photocopy of personal data o Copy of previous Schengen visas, valid US and UK visas, if any o All previous passports of the last 20 years bound together (if any) o A General Diary, in case of missing/stolen passport 	<input type="checkbox"/>
<p>2 passport size pictures</p> <ul style="list-style-type: none"> o Not older than 6 months, 35-40mm in width, white background (for more details please refer to the Photograph Guidelines) 	<input type="checkbox"/>
<p>Foreign nationals residing in Bangladesh</p> <ul style="list-style-type: none"> o Resident permit/visa with validity of at least 3 months beyond the planned stay 	<input type="checkbox"/>
<p>Invitation letter from the host organization</p> <p>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 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.</p>	<input type="checkbox"/>
<p>Original visa cover letter</p> <ul style="list-style-type: none"> o Mentioning the travel plan with self-introduction o If travelling with family members, letter must contain their names and relationship, a copy of covering letter must be included in each application o Civil status document (if married: marriage doc., if divorced: divorce certificate, If widow: death certificate of spouse, if single: birth certificate) <p style="text-align: right;"><i>Original and 1 photocopy</i></p>	<input type="checkbox"/>
<p>Proof of occupation</p> <ul style="list-style-type: none"> o 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 o If you are employed: Work contract, letter from the employer (no-objection) confirming leave period and returning back to work, copy of staff ID (if any) o 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) o If you are retired: Proof of retirement/Pension book (if any) <p style="text-align: right;"><i>Original and 1 photocopy</i></p>	<input type="checkbox"/>

<p>Evidence of financial status - Original and stamped bank statement</p> <ul style="list-style-type: none"> ○ Self employed <ul style="list-style-type: none"> Last 6 months personal and business bank statements Personal TIN Certificate ○ Employed <ul style="list-style-type: none"> Last 3 months salary slips and 6 month's salary bank statement Last 6 months personal bank statement Personal TIN Certificate ○ Student and unemployed <ul style="list-style-type: none"> Last 6 months bank statements of parents or legal guardian ○ Retired <ul style="list-style-type: none"> Personal pension bank statement for last 6 months (if any). Proof of regular income generated by ownership of property or business Personal TIN Certificate <p style="text-align: right;"><u>Original and 1 photocopy</u></p>	<input type="checkbox"/>
<p>Itinerary</p> <ul style="list-style-type: none"> ○ Detailed day-to-day itinerary / travel plan / schedule of activities 	<input type="checkbox"/>
<p>Proof of accommodation in Switzerland / Schengen member states</p> <ul style="list-style-type: none"> ○ 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 	<input type="checkbox"/>
<p>Flight reservation</p> <ul style="list-style-type: none"> ○ 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 itinerary or car rental 	<input type="checkbox"/>
<p>Schengen Travel Medical Insurance</p> <ul style="list-style-type: none"> ○ Minimum coverage of 30'000 Euro / 50'000 USD / 50'000 CHF per person, through approved insurance company in a Schengen state or in Bangladesh ○ The insurance has to cover the entire stay in the Schengen territory, coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment ○ Applicants who wish to apply for a multiple entry visa with a long duration are not obliged to provide a 365 (180) day coverage. It will be sufficient to submit an insurance policy covering the first journey. 	<input type="checkbox"/>
<p>Visa application fee</p> <p>Visa application fee is subject to change, based on the current exchange rate and is available for consultation here: https://www.eda.admin.ch/countries/bangladesh/en/home/visa/entry-ch/up-90-days/fees-schengen.html</p> <p>The fee has to be paid in cash at the Embassy against a receipt.</p> <p>In case the visa is refused or the application withdrawn, the visa application fee will not be refunded.</p>	<input type="checkbox"/>

Additional information

- The Embassy of Switzerland reserves the right to request additional documents
- Visa can be applied minimum 15 days and maximum 180 days before the planned stay, depending on the availability of the consular calendar
- Two set of supporting documents should be submitted. 1 set of the original documents and 1 set of the copies.
- No copies are made on your behalf.
- Incomplete applications will not be accepted
- All documents have to be translated into English or a Swiss national language.