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# Swiss Confederation

Visa Options for Bangladeshi Nationals

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## **Switzerland: Visa Options for Bangladeshi Nationals**

Switzerland maintains a resident diplomatic mission in Dhaka.

### **Address:**

Embassy of Switzerland  
Bay's Edgewater, 8th Floor, Plot 12, Dhaka, Bangladesh  
Telephone: +8802-55051601  
Website: <https://www.eda.admin.ch/dhaka>

### **Schengen visa for a stay of up to 90 days**

This visa is for persons wishing to enter Switzerland for a short stay of up to 90 days within a 180-day period: for example, in a context of tourism, a visit to relatives or friends, short-term language studies, participating in a conference or in sporting/cultural events, etc.

Bangladeshi nationals need Schengen visa and visa application should be submitted to The Embassy of Switzerland in Bangladesh.

### **Application for Schengen visa and procedure**

Weblink: <https://www.eda.admin.ch/countries/bangladesh/en/home/visa/entry-ch/up-90-days/documents-schengen.html>

### **Visa application form**

Weblink: [https://www.eda.admin.ch/dam/countries/countries-content/bangladesh/en/visa-documents/131.3\\_Visa\\_form\\_2020-en-de.pdf](https://www.eda.admin.ch/dam/countries/countries-content/bangladesh/en/visa-documents/131.3_Visa_form_2020-en-de.pdf)

### **Documentation to submit with a Schengen visa application**

Weblink: [https://www.eda.admin.ch/dam/countries/countries-content/bangladesh/en/visa-documents/C\\_General\\_Information\\_Schengen\\_Visa\\_and\\_requirements.pdf](https://www.eda.admin.ch/dam/countries/countries-content/bangladesh/en/visa-documents/C_General_Information_Schengen_Visa_and_requirements.pdf)

### **General Information on Schengen Visa**

1. Holders of a Bangladeshi passport intending to travel to the Schengen area (incl. Switzerland) for business or tourist purposes can obtain a Schengen visa for a maximum stay of 90 days within a period of 6 months (single or multiple entry).
2. Holders of a foreign passport (living in Bangladesh) who require a visa for travelling to the Schengen area— will need to present their Bangladeshi residence permit (valid for at least 3 months after the expiry date of the Schengen visa).
3. Preferably, application forms for a Schengen visa are completed online, by using the following link: [www.swiss-visa.ch](http://www.swiss-visa.ch). Forms are also available free of charge at the reception of the Embassy of Switzerland.

4. An appointment has to be fixed by phone (+880 255 051 601) or e-mail (dhaka.visa@eda.admin.ch) before the application may be submitted. Opening hours of the Visa Section are Sunday to Wednesday 09:00 – 11:00 am.
5. Visa applications have to be submitted at least 14 days prior to intended journey.
6. All applicants are required to apply at the competent Diplomatic Mission (Schengen member state) according to the duration of stay and travel purpose. If it is not possible to determine in which Schengen country the main destination is situated, the Schengen member state of first entry into the Schengen territory is competent for issuance of the visa. Changing of travel destination and itinerary after obtaining the visa is not allowed.
7. Only complete applications can be accepted. The Embassy reserves the right to ask for additional documents/information not mentioned in the list above upon the application. The presentation of complete documents does not create a legal right for the issuing of a visa.
8. During collection of your passport you are kindly requested to check that the visa applied for was correctly issued. For any questions and complaints, please contact the Visa Officer at the counters immediately.
9. If applicants submit fake/forged or manipulated passports, the document will be seized and sent to the Ministry of Foreign Affairs in Dhaka.
10. 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 only does not necessarily guarantee the entry.
11. The Travel and Health Insurance must comply with the specifications provided on the website of this Embassy.
12. The applicant is obliged to provide true and complete information. Providing false information will result in a visa refusal or the applicant may be deported from Switzerland, should a visa already have been issued.
13. All documents in Bangla have to be translated into English or a Swiss national language
14. Applicants whose biometric data have already been registered within the previous 59 months are exempt from submitting their application in person, in case their biometric data have been registered in a satisfying quality and a photocopy of the biometric visa issued previously is attached to the visa application. Their application and the visa fee may be submitted by a third person. Applicants are informed that the Embassy might invite an applicant, who has not submitted the visa application personally, for an interview at the Embassy, if considered necessary, without indication of any reason for it.

#### **Important additional links for Schengen Visa**

- [Information for hosts in Switzerland](#)
- [Photograph quality](#)
- [Processing time of a visa application](#)
- [Refusal of a visa and appeal](#)

- Biometric data acquisition
- Family members of CH, EU or EEA
- Complaints procedure

### Schengen visa fees

The Ordinance on fees under the Federal Act on Foreign Nationals (SR 142.209) and the Visa Code stipulate the fees to be collected. The amounts are payable in the currency determined by the Swiss representation.

The fee for the visa is due at the time the application is submitted and is not refundable. If you withdraw the application or it is rejected the fee will not be reimbursed.

The Swiss representation reserves the right to adapt the amounts of the fees at any time in relation with exchange rate fluctuations.

Category	Amount in BDT
Adults	8,100
Children aged from 6 to 12	4,050
Children up to 6 years old	free

### General requirements irrespective of the purpose of travel

- Complete visa application form, personally signed by the applicant
- 1 recent passport-size photograph (unstapled and less than 6 months old)
- Current passport (valid for at least 3 months beyond the planned departure from the Schengen area) and all previous passports in original
- Photocopy of current passport (only data page)
- Proof of financial means (personal bank account statements of the past 6 months)
- Documents related to civil status (marriage documents, divorce certificate “talak namah”, death certificate, birth certificate)
- Detailed travel plan and flight itinerary
- If relevant, the entry permit for the next destination of the trip
- For minors: consent of parents or custodian if both parents are not travelling together (letter of consent and photocopy of passport)

### Additional for Business

- Detailed invitation letter from the host company in Switzerland, stating name of the invited person, purpose and duration of visit and the financial cover

- Covering letter/introduction letter from the company or organization in Bangladesh explaining the necessity to travel even if the applicant is the owner of the company and mentioning the financial cover
- Certificate of Incorporation of the company in Bangladesh, Trade license and/or Memorandum and Articles of Association (if applicable)
- Evidence of former and current transactions in Bangladesh and/or abroad (e.g. letter of credit, receipts, contracts)
- TIN Certificate
- Company bank account statement of the past six months
- If employed: salary slips/statements for last 3 months, confirmation of employer about duration and nature of employment
- Hotel reservation/confirmation covering entire trip
- Additional if trade fairs or congress, political, scientific, cultural sports or religious events or other reasons: invitation letter from organizer, proof of registration if applicable and program of the event

#### **Additional for Tourism**

- Hotel booking covering entire trip (incl. other member states if applicable)
- Leave letter of employer in Bangladesh (incl. physical address and telephone number) stating the function/profession of the applicant in the company and the duration of granted leave)
- If self-employed, Certificate of Incorporation of the company in Bangladesh, Trade license, TIN Certificate, company bank account statement of the past 6 months
- If student: proof of enrolment on educational establishment and written confirmation of leave absence if travelling during school year

#### **Additional for Visitor**

Letter of invitation from the host in Switzerland. The invitation letter must contain at minimum the following information:

- Relation between the host and guest
- Reason for stay o Exact duration of the visit
- Who will bear the cost of living, transportation, food and health insurance (if the host is responsible for the coverage of costs, an additional declaration of guarantee may be requested by this Embassy at the visa appointment)
- Address, phone number, and signature of host
- Supporting documents/attachments from host: scan or photocopy of passport and resident permit, proof of family relation with invited person if applicable (birth, marriage certificate)
- Letter of current employment of applicant (if available)
- Personal bank account statement of applicant of the past 6 months, if self-employed also company bank account statement

#### **Additional for medical treatment**

- Written confirmation of appointment of a medical institution in Switzerland affirming the necessity for medical care
- Detailed information regarding the estimated cost and duration of the treatment
- Proof of sufficient funds for payment of medical expenses (advance payment receipt and bank account statement of private bank account of the past 6 months)

### **Information for Medical / Travel & Health Insurance**

Weblink: [https://www.eda.admin.ch/dam/countries/countries\\_content/bangladesh/en/Medical-Insurance-Schengen-Information-Sheet\\_EN.pdf](https://www.eda.admin.ch/dam/countries/countries_content/bangladesh/en/Medical-Insurance-Schengen-Information-Sheet_EN.pdf)

### **National visa (for a stay of more than 90 days):**

Bangladeshi nationals need national visa and visa application should be submitted to The Embassy of Switzerland in Bangladesh.

Weblink: <https://www.eda.admin.ch/countries/bangladesh/en/home/visa/entry-ch/more-90-days.html>

[Visa application form](#)

[Documentation to submit with a national visa application](#)

### **a. Visa for Family Reunion (Marriage in Bangladesh)**

Weblink: [https://www.eda.admin.ch/dam/countries/countries-content/bangladesh/en/visa-documents/D\\_Family-Reunion-Information-Sheet\\_EN.pdf](https://www.eda.admin.ch/dam/countries/countries-content/bangladesh/en/visa-documents/D_Family-Reunion-Information-Sheet_EN.pdf)

### **Procedure**

The application documents have to be submitted in person to the Embassy of Switzerland, which will forward them to the competent authorities in Switzerland. Application forms are available free of charge at the premises of the Embassy or can be downloaded from the website.

### **General Requirements**

- Completed national visa application form (type D) in triplicate, personally signed by the applicant, including passport-size photograph (less than 6 months old) glued on each form
- 1 additional passport-size photograph unstapled and unglued (less than 6 months old)

- Current MRP passport and all previous passports in original (note: both new and old passport need vice-versa connection from the Passport Office with their endorsement stamp) and 3 Photocopies of current passport
- Invitation letter regarding family reunification from person living in Switzerland confirming that applicant will take residence in his/her household in Switzerland (PDF file by email as below mentioned, duly dated, signed and mentioning address, personal details of involved family members & scan of passport and residence permit of person living in Switzerland) and 2 copies

### **Required Documents from the Person living in Bangladesh**

The following original documents must be submitted (1 set in original, 2 set photocopies) in person to this Embassy.

#### **i. Full Birth Certificate or Extract from the Birth Register**

The birth certificate must be issued by the competent local authorities of the place of birth. Date of registration, volume, page, and serial number of the register have to be mentioned on the certificate or extract. The document must be less than six months old and issued on official letterhead paper used by the competent local authority (e.g. Chairman of Union Parishad (Union Council) or Ward Commissioner, or Municipal Committee / Municipal Corporation). The Extract from the Birth Register must be stamped, signed and dated by the competent issuing authority.

#### **ii. Bachelorhood Certificate or Unmarried Certificate**

This document must not be older than six months and must have been issued by the competent local authority (Chairman of Union Parishad, or Ward Commissioner, or Municipal Committee, or Municipal Corporation) of the birthplace or that of the latest residence of the applicant in Bangladesh. The Certificate must be stamped, signed and dated by the competent issuing authority.

An affidavit alone is not sufficient, and will not be accepted by the Embassy.

#### **iii. Nationality and Domicile Certificate**

These two documents have to be obtained from the competent authorities in Bangladesh and must be less than 6 months old.

#### **iv. Marriage Documents**

##### **iv.i. Muslim marriage:**

- Nikah Nama (in Bangla and in English) + Marriage Certificate (in English)
- Proof of change of religion (conversion) issued by a recognized Moulana / Imam (the names and full addresses of at least two witnesses must be mentioned on the document)

- An affidavit of conversion is not sufficient, and will not be accepted by this Embassy.

**iv.ii. Hindu, Buddhist or Christian marriage:**

- Official Certificate issued by the Priest (Christian), Monk (Buddhist) or Purohit (Hindu) or affidavit issued by the “Court for Marriages”
- Bride and groom must inform/confirm the Embassy about their chosen family name after the marriage.

**iv.iii. Divorce Documents** (if a former marriage was divorced): The following papers, issued by the competent authorities, are part of a unilateral divorce procedure-

- Original Nikah Nama of former marriage (in Bangla)
- Original Notice of Divorce (in English)
- Original Arbitration (in Bangla & English)
- Original Talak Nama (in Bangla & English), also called Talak-E-Tofweez
- Divorce Certificate (in English)
- Marital Status Certificate (for the period between divorce and new marriage)

The following papers, issued by the competent authorities, are part of a mutual divorce procedure-

- Original Nikah Nama of former marriage (in Bangla)
- Divorce Certificate (in English)
- Affidavit, signed by ex-husband and ex-wife
- Marital Status Certificate (for the period between divorce and new marriage)

**iv.iv. Additional Documents for widow or widower**

- Death certificate of previous spouse
- Marital Status Certificate (for the period between death and new marriage)

**v. Children from a previous marriage, accompanying applicant**

- Certificates of Birth
- Original passports with photocopies (current and previous passports)
- Nationality and Domicile Certificates
- Court Decree relating to the guardianship of the children

**NEW:** Proof of language skills (A1) or proof of registration for language training to be handed over at the future place of residence in Switzerland (German, French, Italian) Further information available on: <https://www.fide-info.ch/en/sprachnachweise>

**Required documents from the person living in Switzerland**

- Photocopy of passport
- If not a Swiss citizen, photocopy of passport and residence permit
- If previous divorced, copy of the divorce certificate
- 1 recent passport Weblink: -sized photograph (less than 6 months old)



## **Submission of Documents**

- All documents must be submitted in original.
- Photocopies are not accepted.
- The above mentioned documents have to be clipped together (not stapled) in the order as listed above.
- 3 identical sets must be submitted (1 set in original and 2 set photocopies) for each applicant.

## **Optional: Voluntary Verification of Civil Status Documents**

- It is possible to ask the Embassy of Switzerland for a voluntary verification of the submitted civil status and marriage related documents.
- The voluntary verification process must be requested by the applicant during the submission of the documents. A written authorization document, which will be provided at the counter, must be signed by the visa applicant. Please note that a voluntary verification process requires an advance payment in cash by the visa applicant. The exact amount will be calculated as per work involved in the verification and will be around 40'000 – 60'000 BDT. The fees are non-refundable and subject to change without prior notice.

## **Important Notes**

- In general, the submitted civil status documents must be less than 6 months old.
- Only complete applications can be accepted. The Embassy reserves the right to ask for additional documents/information not mentioned in the list above upon the application. The presentation of complete documents does not create a legal right for the issuing of the visa applied for.
- The application file will be forwarded to the competent authorities in Switzerland for decision.
- The applicant will be notified as soon as the decision has been taken. This may last several months. Enquiries over phone or email cannot be entertained by this Embassy

## **b. Student Visa**

Weblink: [https://www.eda.admin.ch/dam/countries/countries-content/bangladesh/en/20190128-Student-Information-Sheet\\_EN.pdf](https://www.eda.admin.ch/dam/countries/countries-content/bangladesh/en/20190128-Student-Information-Sheet_EN.pdf)

In general, foreign nationals can study in Switzerland for a period of up to 3 months without a student/residence permit. Stays exceeding 90 days require a permit from the national authorities in Switzerland.

## **Procedure**

The application documents have to be submitted in person to the Embassy of Switzerland, which will forward them to the competent authorities in Switzerland. Application forms are available free of charge at the premises of the Embassy or can be downloaded from the website.

## **Requirements**

### **General**

- Completed visa application form in triplicate, personally signed by the applicant, including recent passport-size photograph (less than 6 months old) glued on each form
- 1 additional passport-size photograph unglued (less than 6 months old)
- Current MRP passport and all previous passports in original (note: both new and - old passport needs vice-versa connection from the Passport Office with their endorsement stamp)
- Photocopies of current passport for each application form

### **Intention of stay in Switzerland**

- Curriculum vitae and motivation letter explaining the intentions of the applicant in Switzerland and the future plans after the end of the study
- Proof of academic qualification (Certificates, diplomas)
- Acceptance letter/Attestation from the school/college/university in Switzerland
- Written declaration by the applicant stating that he/she will return to Bangladesh on the completion of his/her studies

### **Proof for covering the cost of living during the stay in Switzerland**

- Affidavit/covering letter on business letterhead from the sponsor stating that he/she will bear the expenses during the studies in Switzerland
- Evidence of financial resources of the applicant or the sponsor (bank statements last 12 months/certificates, income tax papers, fixed deposit receipts, etc.)
- Letter from the bank confirming that the loan (if any) has been sanctioned
- Proof of payment regarding tuition fees in Switzerland for at minimum 1 year (or more)

### **Language Knowledge**

- Confirmation of the school/college/university in Switzerland that a language test was passed successfully and enough skills to follow the intended courses/classes exist
- Recent result of the official IELTS language test (see British Council Dhaka)

**Visa Fees:** Visas for students with the purpose of study in Switzerland are free of charge

## Submission of Documents

- All documents must be submitted in original. Photocopies are not accepted. Important documents will be returned after verification (e.g. original diplomas, certificates, etc.).
- The above mentioned documents have to be clipped together (not stapled) in the order as listed above.
- 2 identical sets must be submitted (1 set in original and 1 sets photocopies). Prepare a separate set of photocopies of important documents (e.g. original diplomas, certificates, etc.).

## Important Notes

- Only complete applications can be accepted. The Embassy reserves the right to ask for additional documents and information not mentioned in the list above upon the application. The presentation of complete documents does not create a legal right for the issuing of the visa applied for.
- The application file will be forwarded to the competent authorities in Switzerland for consideration.
- The applicant will be notified as soon as the decision has been taken. This may last several months. Enquiries over phone or email cannot be entertained by this Embassy.
- Weblink for Photograph quality:  
[https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visapolicy/docs/icao\\_photograph\\_guidelines\\_en.pdf](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visapolicy/docs/icao_photograph_guidelines_en.pdf)

## National visa fees

The Ordinance on fees under the Federal Act on Foreign Nationals (SR 142.209) and the Visa Code stipulate the fees to be collected. The amounts are payable in the currency determined by the Swiss representation.

The fee for the visa is due at the time the application is submitted and is not refundable. If you withdraw the application or it is rejected the fee will not be reimbursed.

The Swiss representation reserves the right to adapt the amounts of the fees at any time in relation with exchange rate fluctuations.

Category	Amount in BDT
Adults	8,100
Children aged from 6 to 12	4,050
Children up to 6 years old	free

## **Labour / Work permits**

Weblink: <https://www.sem.admin.ch/sem/en/home/themen/arbeit.html>

Switzerland has one of the world's strongest and most competitive economies. It is world-renowned in fields such as training, research and innovation, as well as for its industrial and service sectors companies. Switzerland's numerous small and medium-sized enterprises, which focus on niche strategies, regularly score top marks in innovation, adding to the country's attraction as an economic hub. Stable economic and political conditions are further factors that contribute to the appeal of the Swiss labour market.

Switzerland has a **dual** system for the admission of foreign workers.

Only a limited number of management level employees, specialists and other qualified employees are admitted from all other countries.

You can also find details on the admission requirements for nationals from **non-EU/EFTA states** or how you can gain valuable experience as a young professional trainee in Switzerland.

If you have applied for asylum in Switzerland, been recognised as a refugee or been granted a temporary residence permit, you can find helpful information on accessing the labour market and becoming integrated in the workforce.

### **Documentation to submit with an entry visa application for work in Switzerland**

Weblink: <https://www.eda.admin.ch/countries/bangladesh/en/home/visa/entry-ch/work-permits/documents-work-permits.html>

The following documents are in general required when applying for an entry visa for work in Switzerland:

- authorisation issued by the cantonal authority (original or copy)
- MRP Passport and photocopy
- all previous passports
- a recent photograph
- visa fees
- 1 completed visa application form (Type D)
- Photocopy of work contract in Switzerland

### **Entry visa fees for work in Switzerland**

Weblink: <https://www.eda.admin.ch/countries/bangladesh/en/home/visa/entry-ch/work-permits/fees-work-permits.html>

The Ordinance on fees under the Federal Act on Foreign Nationals (SR 142.209) and the Visa Code stipulate the fees to be collected. The amounts are payable in the currency determined by the Swiss representation.

The fee for the visa is due at the time the application is submitted and is not refundable. If you withdraw the application or it is rejected the fee will not be reimbursed.

The Swiss representation reserves the right to adapt the amounts of the fees at any time in relation with exchange rate fluctuations.

<b>Category</b>	<b>Amount in BDT</b>
Adults	8,100