

**EMBASSY OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

**3510, International Dr., NW**

**Washington, DC 20008**

**Tel: (202) 244-0183; Fax: (202) 244-7830/2771**

Visa Application for travel to Bangladesh: Form E

- Please type or print in the space provided after each item.
- Please read the instructions at page 4 carefully before submitting the form.

Please staple 2 (two) recent passport size photographs here

01. FULL NAME (First/Middle/Family) \_\_\_\_\_

02. PLACE OF BIRTH  
(City/State/Country) \_\_\_\_\_

03. DATE OF BIRTH (dd /mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ 04. NATIONALITY \_\_\_\_\_

05. SEX :  Male  Female 06. MARITAL STATUS:  Married  Unmarried  Divorced  Widowed

07. PROFESSION \_\_\_\_\_

08. PASSPORT DETAILS: a) Number \_\_\_\_\_ b). Place of Issue \_\_\_\_\_

c) Date of Expiry (dd / mm / yyyy) \_\_\_\_\_

09. SPOUSE'S NAME : \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

10. FATHER'S NAME : \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

11. MOTHER'S NAME: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

12. CONTACT DETAILS:

Home Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Business/Work Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

13. ADDRESS OF THE EMPLOYER (if different from Above) with contact details:

14. PURPOSE OF VISIT (Tick appropriate box):

- Tourism (incl. tablig/visiting relatives, etc.)  Business/Investment  Seminar/Conference  Defense related  Cultural/Scientific Programme  Missionary  NGO Works  Official
- Expert(s)/Worker(s)/Teacher(s)/Representative(s) in industrial/Education/Training Org./Sports/Artistic activities etc.  Govt. contractual employment  Study / Research  Employment in UN/International Org.
- Journalist / Media (Print & Electronic)  Others (Specify) \_\_\_\_\_

15. TYPE OF ENTRY:  Single  Multiple  Double  Transit

16. NAME AND ADDRESS OF PERSON (S), INSTITUTION OR COMPANY (where you can be contacted in Bangladesh)

17. ADDRESS WHILE IN BANGLADESH with contact details:

18. DATE OF ARRIVAL IN BANGLADESH \_\_\_\_\_ 19. INTENDED DURATION OF STAY \_\_\_\_\_

20. HAVE YOU EVER BEEN TO BANGLADESH  Yes  No

If yes, date and length of last visit

21. NAME OF PERSON (S) TRAVELLING WITH YOU AND RELATIONSHIPS:

22. ADDRESS OF PERSONS IF DIFFERENT FROM YOUR ADDRESS: \_\_\_\_\_

23. DECLARATION:

I declare that the all information above is true, accurate and complete to the best of my knowledge.

NAME \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ SIGNATURE \_\_\_\_\_  
(dd / mm / yyyy)

Please ensure that you have answered items 1 through 23 and signed the declaration. An incomplete form will not be accepted.

**FOR OFICIAL USE ONLY (Do not write in this space)**

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Visa No. \_\_\_\_\_ Classification \_\_\_\_\_

Type: Single / Double/ Multiple / Transit

Date of Issue \_\_\_\_\_ Validity \_\_\_\_\_

Authorized Duration \_\_\_\_\_

Refused on \_\_\_\_\_ Reviewed by \_\_\_\_\_

Comments:

(Name and Designation of the Issuing Authority with seal)

## REQUIREMENTS FOR VISA APPLICATION

1. 2 (Two) copies of duly filled in visa application forms
2. 2 (Two) copies of passport size recent photographs stapled at the place marked on the application form
3. Fees US \$ 131.00 for US citizens. (Money Order/Cashier's check payable to Embassy of Bangladesh). **Cash or personal check is not accepted**
4. Citizens of other countries must submit the proof of residence in USA (Resident Permit/ Work Permit etc) Please check our website [www.bangladoot.org](http://www.bangladoot.org) under visa fees in consular menu to know about visa fees for non-US citizens or call (202) 244-0183.
5. Passport or other valid travel document (must have a validity of minimum 6 months)
6. A self addressed prepaid return envelope, preferably USPS Express/certified mail, UPS (except ground) or FedEx (payment by credit card is not acceptable); and
7. One/more of the following documents depending upon the purpose of visit:
  - **Tourist visa:** Travel itinerary/air ticket reservation.
  - **Work visa:** Letter of employment from the employer in Bangladesh and letter of concurrence from concerned Ministry, Board of Investment (BOI), Bangladesh Export Processing Zone (BEPZA). To work in a non-governmental organization (NGO), the applicant should furnish copy of letter of appointment from the NGO with attestation by the Bangladesh NGO Affairs Bureau, Dhaka.
  - **Student visa:** Letter from the concerned educational institution duly attested by the Bangladesh Ministry of Education, Dhaka and Certificate of financial guarantee
  - **Business visa:** Letter from the employer in the United States and invitation letter from the host company in Bangladesh clearly stating the purpose of the visit.
  - **Investor visa:** Letter of recommendation from the Bangladesh Ministry of Industries or the Board of Investment (BOI) or Bangladesh Export Processing Zones Authority (BEPZA), Dhaka.
  - **Missionary visa:** Letter of appointment from the Church and "No Objection" from the Bangladesh Ministry of Religious Affairs, Dhaka.
  - **Diplomatic and official visa:** Note verbale /letter from the concerned government office/Mission
  - **Media personnel/Journalist visa:** Letter of request from the employer/news agency clearly stating the purpose of the visit. Please note that minimum processing time for this category of visa is 2 weeks. Persons/Network/Organization requesting for shooting/filming in Bangladesh are required to fill in [Form FF-1](#) and [FF-2](#), in addition to the visa application form.
  - **Researchers:** require letter from the Institution, which sponsors his/her research activities and/or invitation letter from the organization/institution to be visited in Bangladesh
  - **Personnel from of US defense services:** including any civilian employee (and their family members visiting Bangladesh) working under Defense Department require filling in additional information form (also available at [www.bangladoot.org](http://www.bangladoot.org)) for such categories.
  - **Please Note:** Any misrepresentation of facts may lead to cancellation of visa at any time.

## ADDITIONAL INFORMATION REGARDING VISA

1. Some categories of visas can be extended after arrival in Bangladesh.
2. Applications are received from **10.00 am to 1:00 pm** and the passports are delivered next business day provided that the documents submitted are correct and necessary clearances are obtained. Delivery time is from **3:30 pm to 5.00 pm**.
3. Rules may be changed from time to time.

**Please note** that after scrutiny of documents, the Consular Officer may request for an interview and / or submission of additional documents. Issuance of visa may be delayed if reference has to be made to Bangladesh for clearance. The Embassy may accept or reject any application for visa.

**Visa on Arrival:** This facility is available for **US citizens** when they travel to Bangladesh for some specific purposes such as

- a) official business
- b) business/trade
- c) potential investors, and
- d) tourists
- e) members of defense and security forces with prior clearance from the Ministry of Home Affairs of the government of Bangladesh

**Duration:** visa on arrival for eligible travelers will be given for a period of not more than 30 days, single entry. The immigration officer at the port of entry (i.e. airports, land ports etc.) will approve this after examining all relevant documents and after his/her full satisfaction.

The travelers who wish to take visa on arrival at a Bangladeshi port of entry must do the following:

- 1) fees has to be submitted cash in US \$/Euro/ Pound sterling
- 2) travelers other than those on govt. duty must have a minimum of US \$ 500 in cash or in credit card with them
- 3) must possess a return ticket if they come for a short time

Also US citizens of above categories are eligible for visa on arrival if they travel to Bangladesh from a country where there is no resident Bangladesh Embassy/Consulate.

As some airlines from US airports may not allow passengers Visitors are hereby advised to check with their airlines to find out if the airlines allow their passengers to get on board without visa.

Wife/husband and children of Bangladeshi origin foreign citizens may also be eligible for visa on arrival upon satisfaction of the immigration officer at the port of entry following submission of proof of that he/she is a Bangladeshi origin (like citizenship certificate, current/expired Bangladesh passport) foreign citizen.

Visa on arrival may be given to officers/staff of foreign Embassies, UN and subsidiary organizations located in Bangladesh after scrutinizing their appointment letters and other related travel documents.

**Please note** that visitors who intend to stay more than 30 days or needs multiple entry visa should apply in the Bangladesh Embassy/consulates prior to their departure for Bangladesh.

- All other visitors/tourists must obtain visa prior to their arrival in Bangladesh from the Bangladesh Mission/Consulate in the country of their residence.
- Foreign investors, exporters and persons attending seminar or symposium organized by the Government of Bangladesh will also be eligible for Visa on Arrival (VOA) after producing valid documents from concerned authorities such as BOI, BEPZA, BGMEA, FBCCI and relevant ministries of the government. Duty-staff from Board of Investment (BOI) are on duty round-the-clock to facilitate foreign investors to get VOAs or LPs on the basis of certification from BOI, BEPZA or Ministry of Industries.