

# Documents Checklist for Student Visa Application

Australia  Canada  UK  USA 

| Academic                                                                              | Personal & Traveling documents                        |
|---------------------------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> All Transcripts & Certificates (Including Current)           | <input type="checkbox"/> All Passports                |
| <input type="checkbox"/> Offer letter / Letter of Acceptance / I-20 / DLI / LOA / CAS | <input type="checkbox"/> National ID (NID)            |
| <input type="checkbox"/> English Proficiency Test (TOEFL / IELTS / PTE / DUOLINGO)    | <input type="checkbox"/> Birth Certificate            |
| <input type="checkbox"/> Statement of Purpose                                         | <input type="checkbox"/> Marriage Certificate         |
| <input type="checkbox"/> Certificate of Extra Curricular Activities                   | <input type="checkbox"/> Police Clearance Certificate |

## Recent Photo Lab Print

| Country                              | Description                                | Quantity |
|--------------------------------------|--------------------------------------------|----------|
| Canada, Australia and United Kingdom | 35mm x 45mm<br>White Back Ground No border | 4 Pcs    |
| United States of America             | 2" x 2"<br>White Back Ground               | 4 Pcs    |

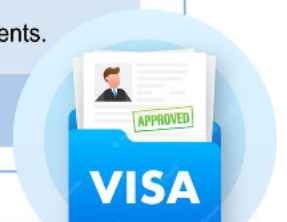


## Embassy and other visa related fees

|           |                                                                         |                                  |
|-----------|-------------------------------------------------------------------------|----------------------------------|
| USA       | SEVIS fee: USD350   Student Visa fee: USD160   Form Fill-up: 5,035 Taka |                                  |
| Canada    | Student Visa fee: CAD150+CAD85                                          | Visitor Visa fee: CAD100+CAD85   |
| Australia | Student Visa fee: AUD650+BDT3272                                        | Visitor Visa fee: AUD152+BDT3272 |
| UK        | Student Visa fee: GBP363                                                | Visitor Visa fee: GBP100         |

## Documents for Sponsor

|                     |                                                                                                                                                                                                                                                                                                                     |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank documents      | <p><u>Savings A/C</u>: Solvency Certificate and statement of last one year<br/> <u>FDR</u>: Solvency Certificate and statement of last one year along with FDR copy<br/> <u>Current/Business A/C</u>: Solvency Certificate and statement of last one year.</p> <p>NB. For UK statement will be only for 28 days</p> |
| Source of Income    | <p>Employment / Business or other profession Related Papers<br/>                     Notary and affidavit documents<br/>                     Tenant related Documents</p>                                                                                                                                           |
| Income tax related  | <p>E-TIN<br/>                     Income Tax and return certificate for last 3 years</p>                                                                                                                                                                                                                            |
| Assets & Properties | <p>Property ownership documents with evaluation Rental or liege agreements.</p>                                                                                                                                                                                                                                     |
| Photo               | <p>35mm x 45mm, White Back Ground, No border – 1 Copy</p>                                                                                                                                                                                                                                                           |



## **Germany Student Visa**

1. Two Application forms with original and 2 sets of photocopy.
2. A Valid Passport.
3. 4 copies photographs (with white background) according to instruction.
4. a) Proof that you have registered for an intensive language course with a minimum of 20 Hours per week (e-g certificate of registration, receipt for course fees.)  
b) A letter of admission from a university or an institute for higher education in Germany.  
c) Confirmation of Accommodation.
5. All educational Certificates, Mark sheets, Admit Cards and Registration Cards.
6. If running student: running study certificate + ID card (Original + 1 set copy) + Previous Transcript + Registration Card.
7. If you have break of study and you are doing job: please provide job certificate and ID card.
8. If you are married: Nikah Nama in English + Nikah Nama in Bengali + Marriage certificate by Kazi Office.
9. If you have children, then birth certificate of children.
8. Proof that you will be covered by health insurance for the duration of your stay in Germany (Specific Company)
9. Proof that you are able to finance the course and your living expenses.
10. Bank Certificate and Bank statement regarding Block Account (If you are self finance in your home country then you have to open a Block Account with any bank which has Online banking facilities in the amount of 10,236.00 Euro or Comparable Taka.) The bank account must have the following conditions:
  - a) To transfer the amount to a bank account in Germany, if the student get visa.
  - b) To be paid back to the student if he shows his refusal letter from the embassy.
11. If you are financed by sponsor in Germany that person must submit a formal obligation according to 66-68 of the German Residence Act.
12. If you received a scholarship you must produce a letter of conformation to this effect.
13. The visa fee 60 Euro has to be paid while submitting the application from.
14. Documents verification by the German Embassy Dhaka, Fee: Bachelor-BDT 15,000.00 and Masters-BDT 20,000.00.
15. The application form should be submitted at least 8 weeks prior to departure.
16. As a student in Germany you may work for a maximum of 3 months per year and during recess periods.
17. In general students are not entitled to a family reunion with spouses and children.
18. Exceptional for scholarship holders or on a post graduate course. In these cases you must prove that you have sufficient accommodation for your family and yourself and be registered at an Institute for higher education in Germany.
19. Motivation Letter / Purpose of study.

### For Relatives Visit

1. Application form
2. Valid Passport and Photocopy
3. Old Passports (if any) and Photocopy
4. One Photo (2 inch X 1.4 inch)
5. Airline Booking Slip (two ways)
6. Hotel Booking during stay in Japan/ Residence Letter from Guarantor
7. Invitation letter (English Japanese)
8. Documents certifying or explaining relation to guarantor (if any)
9. Applicant's Tax-Income certificate (if any) and Tax payment receipt
10. Applicant's Bank Statement 6 months Latest
11. Guarantee letter

12. guarantor's Tax certificate, Bank statement or Income certificate
13. Citizen registration certificate (Jyumin-hyo) (if any)
14. Certificate of foreigner registration and passport copy (If guarantor is a foreinger only)
15. Family Registration (Koseki-Tohon) (If guarantor is a Japanese only) (If any)
16. Passport copy of Relative in Japan including all visa pages (If relative is a foreigner)
17. Zairyu Card Copy of guarantor/ Invitor
18. Visit Schedule in Japan

#### For Sight-seeing

1. Application form
2. Valid Passport and Photocopy
3. Old Passport (if any) and Photocopy
4. One Photo (2 inch X 1.4 inch)
5. Airline Booking Slip (two ways)
6. Hotel Booking document during stay in Japan
7. Visit Schedule in Japan
8. Invitation letter (if you have a guarantor)
9. Document certifying or explaining relations to the guarantor (if you have a guarantor)
10. Tax-Income certificate and payment receipt (Latest 3 years) (if any)
11. Bank Statement 6 months Latest
- If the travel expenses are borne by a guarantor living in Japan
12. Guarantee letter
13. Tax certificate, Bank statement or Income certificate (any one)
14. Citizen registration or certificate of foreigner registration and passport copy

## **New Zealand -Student visa:**

### **From Students:**

1. Student **Visa Application Form** Student Visa Application (**INZ 1012**).
2. Valid **Passport** with available visa page (Old Passport if available). Must valid three months beyond intended date of departure.
3. Two recent 4:3 size **Photographs**.
4. **Letter of Acceptance** from any university / Institute in New Zealand.
5. Completed Full Medical and X-ray. (From **Dr. M A Wahab's Medical Center**, House # 3, Road # 12, Baridhara, Dhaka -1212, Bangladesh. Phone: (880-2) 9847553, (880-2) 984 3439. Documents Needed: Passport, 5 copies passport Size Photo and **BDT 7,000.00**)
6. All **Academic Papers**.
7. If you are **Running Student**: Running study certificate + ID card (Original + 1 set copy).
8. **IELTS result** (If any).
9. The Visa Application Fee. (Visa Fee **NZ\$ 270**)
10. Original **Police Clearance**.
11. Parent Declaration (If under 18). + Accommodation arrange by Institute.
12. **Purpose of study + A Covering Letter**
13. **CV** (Explanation if any Break of Study)
14. Return **Air Ticket Booking**.
15. Any other paper relating to the student.
16. If you are **married**:
  - a. Kabin Nama (English + Bengali).
  - b. Marriage certificate.
  - c. Invitation Card.
  - d. Marriage function pictures + related pictures.
  - e. Spouse Passport copy.
17. If you have **Child**:
  - a. Birth certificate.

- b. Passport Copy (if available).
  - c. Study certificate from the running school.
18. If you are doing **Job**:
- a. Job Certificate.
  - b. Salary Certificate.
  - c. Salary Statement.
  - d. Study leave certificate.
  - e. Statement where the salary is transferred.

**For Sponsor:**

\* Bank:

1. FDR / Sanchoy Patra
  - a. FDR? Chanchoy Patra Copy notarized
  - b. Solvency by Bank
  - c. Interest Transaction
2. Savings Account
  - a. Last 6 Months Transaction
  - b. Solvency by Bank
3. Current Account
  - a. Last 6 Months Transaction
  - b. Solvency by Bank

Student required **NZD 15,000.00** year as living expenses out of his Tuition Fee.

❖ \* **Source of Income:**

**1. If Business-**

**a. Sole Proprietor**

1. Trade License
2. TIN Certificate
3. Tax Assessment (IT 11GA & IT 10B)
4. Audit Reports
5. Cash Memo
6. Proof of Business Transactions
7. Blank Pad
8. Export- Import License, Work Order, LC copy Import
9. Chamber of membership Certificate
10. Visiting Card
11. + Business related as more papers as you can add (As Challan, Money receipt, Etc.)

**b. Limited Company**

1. Trade License
2. Proprietary/ Partnership/ Pvt. Ltd./ Memorandum
3. Balance Sheet for 2 years
4. Current Account Statement
5. Audit Reports
6. Tax related all papers (TIN, Tax receipt, Tax assessment...)
7. Company Profile
8. Cash Memo
9. Proof of Business Transactions
10. Export- Import License, Work Order, LC copy Import
11. Chamber of membership Certificate
12. Visiting Card
13. + Business related as more papers as you can add (As Challan, Money receipt, Cash Memo Etc.)

**2. If Doctor**

- a. MBBS Pass related papers
- b. Previous practice in any hospital related papers
- c. Passport copy with visas if practice in abroad
- d. Previous money receipt related papers

- e. Any organization related to this profession related papers
- f. Present practice related papers
  1. Practice related license/ Govt. permission
  2. Pad
  3. Visiting Card
  4. Tax Paying related papers
  5. Any other papers related to this profession

**3. If from abroad**

- a. Job Certificate
- b. Salary Certificate
- c. Salary Statement
- d. Payment Slip
- e. Appointment Letter
- f. Visiting Card
- g. Income Tax related papers (TIN, Tax receipt, Tax assessment.....)
- h. Passport copy with valid visa
- i. Taxpaying Certificate
- j. Money transfer to Bangladesh related papers

(Note: If any photocopy is provided it should be notarized from that country)

**4. If doing Business in abroad:**

- a. Business related all papers
- b. Income Tax related papers (TIN, Tax receipt, Tax assessment.....)
- c. Passport copy with valid visa
- d. Taxpaying Certificate
- e. Money transfer to Bangladesh related papers.

(Note: If any photocopy is provided it should be notarized from that country)

**5. If Contractor-**

- a. Trade license
- b. Tax related papers (TIN, Tax receipt, Tax assessment.....)
- c. (If Limited) Memorandum/ Partnership deed/ Incorporation Certificate
- d. Blank Pad
- e. Chamber of Membership Certificate (if any)
- f. Visiting Card
- g. Contractor Certificate
- h. Work Order and payment slip/ details
- i. ID Card Photocopy
- j. + Business related as more papers as you can add (As Challan, Money receipt, Cash Memo Etc.)

**6. If Service**

- a. Job Certificate
- b. Salary Certificate
- c. Salary Statement
- d. Salary slip for last 3 months
- e. Appointment Letter
- f. Income Tax related papers (TIN, Tax receipt, Tax assessment.....)
- g. Any DVD fund
- h. Visiting Card
- i. ID Card Photocopy

**7. If Advocate**

- a. Advocate pass Certificate
- b. Bar Counsel Certificate
- c. Govt. Permission/ License
- d. Tax related all papers (TIN, Tax receipt, Tax assessment.....)
- e. Pad
- f. Visiting Card
- g. ID Card Photocopy
- h. Any other papers related to this profession

**8. If Shop Rent**

- a. Shop ownership deed
- b. Shop rental agreement

## 9. If Retired

- a. Service related all papers
- b. Retirement related all papers
- c. Money received after retirement related papers

## 10. If House Rent

- a. Land Deed
- b. House Plan
- c. DIT Permission
- d. Holding Taxpaying papers
- e. House rental agreement

## 11. If Land Properties

- a. Land deed
- b. Parcha copy notarized
- c. Income from land related papers
- d. Land valuation Certificate
- e. খাজনার রশিদ, খতিয়ান

### ❖ Forms:

1. Affidavit of Financial Support (**BSB**)
2. Financial Undertaking for a Student (**INZ 1014**)
3. Sponsor 2 copies Passport Size Photo.

## RUSSIA

### STUDENT VISA - DOCUMENT CHECKLIST

1. A filled-in VISA APPLICATION FORM (one for each person). Incomplete form is not accepted. The form should be typed or written legibly. (BSB)
2. QUESTIONNAIRE (Available at BSB)
3. A valid passport + photocopy of its first three pages. Passport must be valid for 18 months.
4. A Purpose of Study: which will include your identification, why you are going to Russia? Why this university? Why this course? Future Plane etc.
5. Original Offer + Invitation + contact from Russian University + 1 set copy (BSB).
6. All academic MARKSHEETS (Transcript) + CERTIFICATE ORIGINAL + 2 sets copies attested by the Notary + Education Board + Education Ministry + Foreign Ministry.
7. After Attestation, **Translation**: All academic mark sheets + certificates to be translated in Russian  
Language from **Russian Cultural Center**, Dhanmondi, Road - 07;  
a. Translation cost: per page normal BDT 1,800, urgent BDT 2,500.
8. 4 Passport Size color photo in MATT PAPER (3,5 x 4,5 cm).
9. Air ticket booking + 1 photocopy (BSB can help).
10. HIV test (AIDS) Certificate + Medical Check-up Certificate + 1 set copy. (Can be done from **Medinova Hospital** (House 71/A, Road 5/A, Dhanmondi R/A, Dhaka 1209; fess approx. BDT 4,000.00)
11. If under 18 years, DECLARATION FROM PARENTS.
12. From Sponsor:
  - a. Banks statement + Solvency certificate against Bank account from Bank Manager or Authorized person.
  - b. Source of income related papers (Trade License | Job Certificate | Salary Certificate | Visiting Card | Company ID Card/ NID etc.)
  - c. Affidavit of financial support (BSB)
  - d. 2 passport size pictures of SPONSOR (Father or anyone else who's your sponsor)
13. Visa fees has to be paid be BANK Draft against the payment order issued in the Consular Department. Visa fee is to be paid at the day of documents submission.

|  | <b>TOTAL FEE FOR CONSULAR ACTION</b> | <b>Including CONSULAR FEE</b> | <b>Including FEE FOR ACTUAL COSTS</b> |
|--|--------------------------------------|-------------------------------|---------------------------------------|
|--|--------------------------------------|-------------------------------|---------------------------------------|

|                   | <b>SINGLE ENTRY VISA</b> |           |           |
|-------------------|--------------------------|-----------|-----------|
| 4-20 working days | <b>BDT 6,800</b>         | BDT 4,250 | BDT 2,550 |
| 1-3 working days  | <b>BDT 13,600</b>        | BDT 8,500 | BDT 5,100 |

Note: a. Issuance procedures take from 7 to 20 working days. Holidays and day-offs are not included.

- b. The decision about the visa issue is made only after individual interview with the applicant.
- c. The documents and payment should be submitted on SUNDAY, TUESDAY AND THURSDAY from 9.30 am to 12.30 pm.
- d. Visa delivery time: SUNDAY, TUESDAY AND THURSDAY from 9.00 am to 1.00 pm.
- e. Application to be submitted and collected directly from EMBASSY OF THE RUSSIAN FEDERATION IN BANGLADESH House: NE (J) 9, Road 79, Gulshan 2, Dhaka 1212, Bangladesh.

PIs fees free to contact me should you require further information.

**CHINA  
STUDY (X) VISA**

**1. Basic Requirements:**

- a) **Visa Application Form:** Applicants should fulfill the visa application form completely and truthfully. Applications will be declined if applicants provide fake information or application forms are not fully completed. (Available in China Embassy website).
- b) **Photograph:** Applicants need to submit 02 (TWO) recent photograph as specified (33x48mm) "Photo Requirements for China Visa Application"; otherwise visa application will be rejected. # One stick to the Application form by glue, another one attach to the Passport by clip. DO NOT STAPLED OR GLUE.
- c) **Passport:** The copy of the passport; The passport must be valid for at least six months, and two blank visa pages are required.
- d) **Physically:** The visa applicants should submit the documents in person. Application by post will not be accepted.
- e) **All Academic Mark Sheets + Certificates:** Original + 1 set copy.
- f) **If Under 18:** No Objection Certificate from parents.

**2. Additional documents for STUDY (X) Visa:**

- a. **Offer Letter:** Original and copy of Admission Notice issued by concerned Universities or Colleges in China
- b. **JW:** Original and copy of Student Visa Application Form (JW201 form or JW202 form) issued by the Ministry of Education of China
- c. **Medical:** Original and copy of Physical Examination Certificate issued by Bangladesh hospital (UNITED HOSPITAL, GULSHAN 2, DHAKA, BANGLADESH).

**3. From Sponsor Father / Brother / Uncle:**

- a. Bank:
  - # Bank statement + solvency Certificate with balance BDT 8 lac minimum (Recent)
  - # Bank Branch Manager Visiting Card
- b. If Businessman:
  - # Trade License (Translated + Notarized)
  - # TIN Certificate
  - # Visiting Card
  - # NID / Passport Copy
- c. Affidavit of Financial Support
- d. Relationship certificate (if not parents)

**4. FEES:**

| TYPE         | REGULAR DELIVERY | EXPRESS DELIVERY |
|--------------|------------------|------------------|
| SINGLE ENTRY | BDT 2650         | BDT 5650         |