

## Check List for Visa

(Please tick the appropriate box)

1. **Online appointment confirmation.**
2. **Filled in online application form.**
3. **Original passport.**
4. **Two (2) passport size photographs.**
5. **Other documents:**
  - a) **Tourist Visa:**
    - 1) Invitation letter from any Bangladeshi citizen including copy of his/her valid Bangladesh Passport or National ID Card.
    - 2) Invitation letter from any Bangladesh organization.
    - 3) Hotel booking confirmation.
    - 4) Last three month's bank statements from UK/Ireland.
    - 5) Reservation of air ticket.
  - b) **Business Visa:**
    - 1) A letter from concern business organization in the UK.
    - 2) A letter of invitation from Bangladeshi organization addressed to Bangladesh High Commission, London.
  - c) **Employment Visa:**
    - 1) A letter from concern employer of Bangladesh.
    - 2) Approval letter from relevant Ministry or Board of Investment (BOI) or Export Processing Zone of Bangladesh.
    - 3) Appointment letter and contract papers with full terms and conditions including salary details.
  - d) **Journalist Visa:**
    - 1) Filled up FF1 and FF2 form with signature.
    - 2) Invitation letter from local coordinator of Bangladesh.
    - 3) Equipment list.
    - 4) A letter from the Organization / Media House where the applicant is currently working.
  - e) **NGO Visa:**
    - 1) A letter from concern NGO duly attested by the NGO Affairs Bureau, Dhaka, Bangladesh.
    - 2) Appointment letter with full terms, conditions and salary details from the.
    - 3) A letter from concern organization in UK/Ireland mentioning the applicant's position in the organization and the purpose of visit to Bangladesh.
  - f) **Diplomatic Visa / Official Visa:**  
Note Verbal or official letter from the concern Ministry / Office of UK or Ireland.

**Signature with date**