

Dear concerned,

Before you deposit your visa application at the Embassy, please read carefully the following information:

The Embassy of Bangladesh in Hanoi is primarily issuing visa against Vietnamese nationals and Lao citizens. Third Country visa may be considered, provided the applicants are having either Resident Card or Long Term Visa of Vietnam and subject to approval by the competent Authorities in Bangladesh.

To obtain a visa the applicant must submit the following:

- 1 (one) copy of completed Online Visa Application Form. **Please follow the link : www.visa.gov.bd to fill up the BANGLADESH MACHINE READABLE VISA APPLICATION FORM and to know about VISA FEE**
- 1 (one) 37mm X 37mm photograph taken within the last six months.
- Passport, valid for at least six months.
- For Vietnamese nationals Visa Fee is US\$45 for single entry visa /US\$135 for multiple entry visa. For nationals of other countries, please see the visa tariff table which is displayed at website : www.visa.gov.bd
- **Depending upon the purpose of visit, the following documents may be required:**
- **Tourist visa:** Detailed Travel itinerary/air ticket reservation/hotel reservation/confirmation/invitation from any Bangladeshi with copy of National Identity Card,.
- **Work visa:** Letter from the employer in Vietnam, Letter of employment from the employer in Bangladesh and letter of concurrence from concerned Ministry, Bangladesh Investment Development Authority (BIDA), or 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. Detailed Travel itinerary/air ticket reservation,
- **Student visa:** Letter from the concerned educational institution duly attested by the Bangladesh Ministry of Foreign Affairs, Dhaka and Certificate of financial guarantee, Detailed Travel itinerary/air ticket reservation,
- **Business visa :** Letter from the employer in Vietnam and invitation letter from the host company in Bangladesh clearly stating the purpose of the visit + copy of Trade License. Detailed Travel itinerary/air ticket reservation,
- **Investor visa:** Letter of recommendation from the Bangladesh Ministry of Industries or the Bangladesh Investment Development Authority (BIDA) or Bangladesh Export Processing Zones Authority (BEPZA), Dhaka, attested by MOFA, Dhaka. Detailed Travel itinerary/air ticket reservation, **Missionary visa :** Letter of appointment from the Church and “No Objection” from the Bangladesh Ministry of Religious Affairs, Dhaka, attested by MOFA, Dhaka. Detailed Travel itinerary/air ticket reservation,
- **Diplomatic and official visa :** Note Verbale/letter from the concerned government office/Mission, Detailed Travel itinerary/air ticket reservation,
- **Journalist visa:** Letter of request from the employer/news agency clearly stating the purpose of the visit. Detailed Travel itinerary/air ticket reservation,

- 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.

- **PLEASE NOTE THAT FOR ALL CATEGORY OF VISA, THE INVITATION LETTER FROM BANGLADESH INVITING PARTY SHOULD BE ADDRESSED DIRECTLY TO THE EMBASSY OF BANGLADESH IN HANOI @ THE FOLLOWING EMAIL ADDRESS: mission.hanoi@mofa.gov.bd**

- **PROCESS OF VISA APPLICATION:**
 - **Step 1:** Fill in and submit your online visa application form available at: www.visa.gov.bd
 - **Step 2:** Print the completed form
 - **Step 3:**
Send an email to: mission.hanoi@mofa.gov.bd and provide the following information:
 - **Full name of applicant**
 - **Nationality,**
 - **Passport number,**
 - **Type of visa (Single/Multiple Entry visa).**
 - In return you will receive 01 email containing necessary instructions on mode of payment of visa fee
 - **Step 4:** Make your payment through the Bank.
 - **Step 5:** Take the printed form along with other required documents, bank deposit slip and submit it to the Embassy.

Processing time: Visa is generally processed on the next 05-07 working days after it is received at the Embassy Reception counter.

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 also accept or reject any application for visa.

The applicant can deposit their Passport at the Embassy's Reception Desk in person or authorize another person to deposit the Passport on their behalf.

Fees and payment process

Points to Note regarding payment of fees for any consular service:

- **Fees, once paid, are non-refundable**, even if the application is withdrawn or, service cannot be rendered.
- While paying from outside **Vietnam**, please **include transfer and clearing charges of the bank** along with the fees.

- **No Cash/Cheque** for any consular service is accepted at the Embassy counter or inside the envelope.
- Please send/submit the payment receipt along with the application form

Visa Fees:

Country	Category of Visa	Fee (US\$)
Vietnam	Single entry	45.00
	Multiple entry	135.00
Lao PDR	Single entry	12.00
	Multiple entry	23.00

Other Service Type	Ordinary (US\$)	Urgent
'No Visa Required' stamping	50.00	-
Machine Readable Passport (5 years validity)	100.00	-
Travel Permit for Bangladeshi national	10.00	-
Attestation of documents	25.00 / document	-