

THE ROYAL DANISH EMBASSY, MANILA

Name:
Address:

Application Date:
VAC Staff:

Contact No.:
Email:

CHECKLIST – BUSINESS TRIP

☐ Professional ☐ Commercial ☐ Sports Events ☐ Attending Conference

GENERAL REQUIREMENTS

- ☐ 1. **Schengen Visa Application Form** - completely filled up and signed by the applicant.
- ☐ 2. **One Passport sized photo with white background and not older than 6 months** - edited photos are not accepted. Paste your photo (do not staple) on the designated space of the Schengen Visa Application form.
- ☐ 3. **Original Passport** - must be valid for at least three months after departure from Schengen. Valid Passport must have at least 2 unused pages.
- ☐ 4. **Photocopy of Original Passport** - bio page and used pages (with visas and stamps)
- ☐ 5. **VU1 Form** - This form has to be completed and signed by the host company in Denmark and to be submitted by the applicant. VU1 form may be downloaded in the Embassy's website.
- ☐ 6. **Letter of Invitation from the Host Company in Denmark** - Original invitation letter from the organizer of the event or the training: On official company paper with stamp and signature, mentioning clearly: the full address and contacts of the company, the name and position of the countersigning officer, purpose, duration of the visit, detailed program, the person or the entity who will bear your travel and living costs, whether the sponsor gives financial guaranty for your return. **NB: Denmark requires that the invitation letter is also e-mailed as a PDF document including signature from the Danish inviter directly to the Embassy.**
- ☐ 7. **Original Bank Certificate of the Applicant** - should be submitted if the inviting company will not financially support your stay. Applicant is required to have approximately DKK 350/day.
- ☐ 8. **If employed** - submit Certificate of Employment stating position, length of service, salary and duration of approved leave of absence, photocopy of company ID and pay slips for the last 3 months.
- ☐ 9. **If self-employed:**
 - a. Corporation - Photocopies of SEC registration with attached present Articles of Incorporation and Personal Income
 - b. Single proprietorship - Photocopies of Business Name Registration Certificate from DTI and latest Income Tax Statement
- ☐ 10. **If currently a Student** - submit certification of enrolment from the school and school ID. If you will be going on a holiday during summer break, submit a certification of reservation or certification of enrolment to prove that you are enrolled for the next school year/semester. If travelling during school year, a certificate of leave of absence from school should also be submitted
- ☐ 11. **Proof of Accommodation/Hotel Bookings**
- ☐ 12. **Photocopy of Roundtrip Airline Ticket Reservation** - please note it is not required to pay for/buy the ticket until a visa has been granted.
- ☐ 13. **Photocopy of Travel Medical Insurance** - which can be bought from any *accredited insurance company*; should be valid for all Schengen States; and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30,000/PHP 2.5M/USD 50,000.

ADDITIONAL MANDATORY REQUIREMENTS FOR MINORS (under age of 18)

- ☐ 1. **If travelling alone:** Original letter of consent signed by both Parents and photocopies of passports/valid IDs of parents with signature and contact details.
- ☐ 2. **If travelling with only one of the parents:** An Original Notarized letter of consent signed by the other parent along with his/her contact details & a photocopy of passport/ valid ID with signature.
- ☐ 3. **If only one parent has the sole custody of the child:** Photocopy of Court Decision awarding custody to that one parent must be submitted.
- ☐ 4. **If the other parent is deceased:** Photocopy of Death Certificate must be submitted.

NB: For the protection of children, the above documents will be verified and long processing time will be expected.

SUPPORTING DOCUMENTS

- ☐ 1. **Photocopies of your previous passports for the past 3 years** - bio page and used pages (with visas and stamps)
- ☐ 2. **Photocopy of Marriage Certificate (if applicable)**
- ☐ 3. **Photocopies of Birth Certificates of your Children (if applicable)**
- ☐ 4. **Photocopies of own means and properties (if applicable)** - land titles or car certificate of registration with official receipt

Please note that the Embassy may request additional documents during the examination of an application which are not mentioned in the above list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.