

Checklist - CONFERENCE

- You must lodge your application in person.
- You must allow for your biometric identifiers (ten fingerprints and a photograph) to be collected at the time of lodgement (if not already collected by a Schengen country in the last 59 months, in which case only a well-resembling passport photo is required).
- Duly completed and signed application form OR signed cover letter from 'Visa Self Service Denmark' (VSS).
- You must pay the applicable visa fee. VSS allows you to pay the fee online with a credit card (please remember to print the receipt and enclose it with your application). You can also pay the fee to the visa application centre.
- Passport/travel document valid for minimum three months after the departure from the Schengen region, with at least two blank pages and issued within the previous 10 years.
- Valid travel medical insurance (policy and table of benefits/PDS) to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death. The minimum coverage shall be EUR 30 000. **Please note: the minimum of EUR 30 000 also applies to repatriation of mortal remains in case of death. Please specifically check insurance PDS for details of this!** Travel medical insurance must be taken out in applicant's country of residence – policies from other countries are not accepted.
- Pay the applicable service and courier fee to the visa application centre.

Supporting documents

- Proof of re-entry permit for New Zealand valid for at least three months after the departure from the Schengen region (or a written explanation if you cannot document this).
- Proof of financial means in New Zealand in applicant's own name and a balance not older than 1 month (including recent bank statements showing movement of means over the last three months). **ONLY** if expenses are NOT covered by the employer or host.
- If married or in a partnership, provide copy of a marriage certificate or registered partnership agreement.
- A preliminary **reservation** of return or round ticket(s) in and out of the Schengen region.
- A document from the establishment providing the accommodation or any other appropriate document indicating the accommodation envisaged.
- Proof of residential address in New Zealand (e.g. copy of driver licence, a utility bill, a bank statement or the likes)
- Copy of data page of current passport.
- Copy of previous Schengen visas and the entry/exit stamps - if applicable.
- Copy of previous/current visas to USA, Canada or UK and the entry/exit stamps - if applicable.
- Invitation from conference host OR registration receipt from conference
- Letter from your employer / university stating:
 - your employment status in the company / enrolment status at the university
 - the purpose and duration of the trip
 - if the employer/university is covering any of the expenses for the trip
 - if you are covered by the company's travel medical insurance

PLEASE NOTE: The visa officers at the Danish Consulate General may request additional supporting documents at any time. If supporting documents are not presented within the given deadline, the visa may be refused.

<u>Date and City</u>	<u>Deadline for additional documents</u>	<u>VAC Officer (Name)</u>	<u>Applicant's signature</u>