

Business - Check List, New Zealand

- 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. If you pay via VSS please remember to print the receipt and enclose it with your application. You can also pay the fee directly with VFS Global at the time of lodgement. Please contact the visa application centre for the means of payment.
- Passport/travel document valid for minimum three months after the intended date of departure from the Schengen region, with at least two blank pages and issued within the previous 10 years.
- Colour copies of ALL pages of your passport/travel document including the cover and blank pages.
- 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**, during the stay in the Schengen region. **The minimum coverage shall be EUR 30 000.** Please note: the minimum of EUR 30 000 also applies to funeral expenses and/or repatriation of mortal remains in case of death. **Please specifically check insurance PDS for details of this!**
- Provide supporting documents in accordance with the list below.
- You must pay the applicable service and courier fee to the visa application centre. Please contact the visa application centre for the means of payment.

Supporting documents

- Proof of re-entry permit for New Zealand valid for at least three months longer than the intended stay in the Schengen region (or a written explanation as to why you cannot document this)
- Proof of adequate means for the stay in Denmark/Iceland in your full name (original bank statement or letter from bank with balance not older than 1 month) ONLY if expenses are NOT covered by the employer or host
- Invitation from the host company or authority in Denmark/Iceland stating:
 - the purpose and duration of the visit - the purpose and duration of the visit
 - whether the host is covering any expenses for the trip
- Letter from your employer stating:
 - your employment status in the company / the purpose and duration of the trip
 - if the employer is covering any of the expenses for the trip
 - if you are covered by the company's travel medical insurance
- A return flight booking in and out of the Schengen region
- Hotel bookings or other proof of accommodation
- Proof of your residential address in New Zealand (e.g. copy of driver licence, a utility bill, a bank statement or the likes)

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

Additional documents to be sent to Consulate by (___/___/____)

Applicants Signature

VFS Officer Name & Signature