

DENMARK- CHECKLIST for Business Visit



Dear Applicant

Your application and documentation will be delivered to the Embassy of Denmark in Cairo and your case will be processed by the Embassy.

PROCESSING TIME – usually 15 days from when your application is received at the Danish Embassy.

Your application may take longer than 15 days, if further documentation and/or an interview are required.

*In such cases, the processing time may take up to **60 days**.*

For some nationals, a Schengen security check is required, which may take up to 10 days for the check to be completed.

Name of applicant: _____

VFS case No: _____

List of Documents	YES	NO
1. Cover letter duly and correctly filled in English, dated and signed.		
2. One passport size photo. Not older than 6 months (light background 35X45 mm).		
3. Passport, valid at least 90 days after expiry of the visa. Colour copies of all relevant passport pages (data page, pages containing previous Schengen visas and other visas), exit and entry stamps. The passport must contain at least 2 blank pages and have been issued within the last 10 years. Copy of valid residence permit for non-Egyptian citizens. Passport must have been signed by the holder, if applicable.		
4. Documentation on former travels. Previous passports, if any (incl. coloured copies of data page and previous Schengen visas and stamps).		
5. Travel medical insurance with a minimum coverage of EUR 30.000 for the effective stay in the Schengen area. Check that insurance company is recognised by the Embassy (see VFS homepage).		
6. Online Invitation ID or signed invitation letter from host company, incl. full name of the applicant and the host company, purpose and length of visit - or filled and signed VU1 invitation from host company Denmark. If applicable, provide document showing active business relations.		
7. HR letter from the employer stating position, date of employment, salary and possibility to return to the mentioned position after return from the trip. If self-employed, signed and stamped valid business license and registration (translated to English). Check that translator is recognised by the Embassy (see VFS homepage). Stamped and signed business bank account statements for the last 6 months.		
8. Personal bank statement for the last 6 months, incl. the current balance, stamped and signed by the bank. Copy of credit card copy can only be accepted along with a credit card statement informing the limit amount and the current balance amount, stamped and signed by the bank.		
9. Complete travel plan, including hotel reservation and round trip flight booking.		
10. For first time travellers to Schengen a Mogamma certificate of previous travel history is required.		

Please note: The Danish Embassy represents Iceland concerning short stay visas. The same checklist therefore applies.

The visa must be applied for either in person or through a representative (only when applicable).

For minors (children under 18 years) travelling with one or without their parents/legal guardian, one original authorization document signed by the parents/legal guardians is required and a copy of passport(s) of parents/legal guardian. Furthermore, it is required that both parents/legal guardians be present when submitting the minor's application and signing the application form.

All non-English or Danish documents must be translated to English. This means that you have to submit a copy of the orig and a copy of the English translation.

Missing documents should be provided within **5 days** after which a decision will be taken. If missing documents are submitted later than 5 days, the decision will be based on available data on the date of decision making.

Missing documents can be handed to VFS in person or by courier. Please note, if you chose to send the missing documentation by mail to the Embassy: caiambvisasec@um.dk, it will be via an unencrypted connection. Please remember to state your passport number and your case number, which you will find in the receipt from VFS.

Your application is subject to approval and submitting the requested documents does not guarantee that your application will be approved. The Embassy further reserves the right to request additional documents for assessing an application. In all cases, the visa fee is non-refundable.

Date: _____

Applicant's signature: _____

VFS Officer's signature: _____