



Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible. The Embassy only accepts documents in English, French, Danish, Norwegian and Swedish. Documents in other languages will not be accepted.

Name of applicant: _____

| Missing Document (s) | Type of document |
|----------------------|---|
| | Application form duly completed |
| | One recent (less than six months old) passport-size photograph in color with good resemblance (3.5cm / 4.5cm) |
| | Current passport should be valid for at least three months beyond the intended duration of stay in the Schengen area. The passport must have at least two blank pages to affix the visa. Copies of passport pages must be in colour. |
| | Original previous passports (if any) + colored copies of bio page(s) and previous Schengen visas and stamps |
| | Annex C – Red Carpet Cover Letter <ul style="list-style-type: none"> Must be signed, dated and stamped by an authorized signatory as per the authorized signature lists |
| | A signed invitation letter from the Danish company containing name of the invited applicant, purpose of visit, dates of the intended stay, nature of costs being covered (boarding & lodging) |
| | Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation, etc. |
| | Flight reservations for round trip. If applicant is traveling to several Schengen states, proof of intra-Schengen flight reservation, train itinerary or car rental |

The document(s) highlighted above are missing

The Embassy requests you to hand in the missing/required documentation **within 5 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you chose to send the missing documentation by e-mail to: accambvisa@um.dk it will be via an unencrypted connection.

Please note that you could still be asked for additional documents and/or may be called for an interview at the Embassy.

Kind regards,
The Royal Danish Embassy, Accra, Visa Section.

Applicant's Signature

Passport No.

Date