

Checklist-CONFERENCE

Lodge your application in person	Allow for your biometric identifiers (ten fingerprints and a photograph) to be collected at the time of lodgment (if not already collected by a Schengen country in the last 59 months, in which case only a well-resembling passport photo is required).	
Passport/Travel document	Valid for minimum three month after the departure from the Schengen region, with at least two blank pages and issued within the previous 10 years.	
Duly complete application form via 'Visa Self Service Denmark (VSS).	Please Print out the cover letter and sign to apply from Visa application center	
Pay applicable visa fee on VSS by credit card.	Please print out the receipt and enclose it with your application.	
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	
Supporting Documents		
Proof of legal residence in Japan	(在留カード) valid for at least three months after the departure from the Schengen region.	
Proof of financial	Proof must be 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.	
Marriage certificate or registered partnership	If no marriage certificate, such as of (戸籍謄本) ONLY for dependents.	
A preliminary reservation	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 Japan	Certificate of residence (住民票)	
Copy of your passport	Data page + all not blank pages in current passport, All pages of previous or valid visa.	
Invitation from conference host	OR registration receipt from conference	
Letter from your employer / university	<ul style="list-style-type: none"> Your employment status in the company / enrolment status at 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 / university's travel medical insurance 	

PLEASE NOTE: The visa officers at the Royal Danish Embassy 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>