

Embassy of Denmark in Mexico

Dear Applicant

Your application and documentation will be delivered to the Embassy of Denmark and your case will be processed by the Embassy as soon as possible and normally within 15 calendar days from date of submission at the Visa Application Centre (VAC).

Please note that your application is **incomplete**. The documents marked below are missing. The Embassy kindly requests that you hand in the following documentation to the VAC **within 5 working days** from the submission date:

Document checklist for Business visa below:

Missing document(s)	Type of document
	1. Visa Application Form. Duly completed form with signature and date. ORVSS cover letter with signature and date.
	2. Proof of fee payment of full fee IF paid online at VSS website.
	3. One passport photo. The photograph must be passport-size(35x45 mm) with a solid, light colour background, no older than 6 months.
	4. Passport, valid at least 90 days beyond your intended departure date from the Schengen Area. Passport must have at least 2 blank pages for visas.
	5. Copy (in colour) of all pages in your passport – incl. identity pages
	6. Travel medical insurance with a minimum coverage of EUR 30,000 valid for the duration of your stay in the Schengen area.
	7. Original and copy of a valid visa and/or residence permit to Mexico or third country in which you reside. Residence permit must be valid for at least 3 months after your intended departure date from the Schengen Area.
	8. Confirmed flight/travel booking (not yet issued ticket), or e-ticket.
	9. Hotel booking (or other accommodation)
	10. Dispatch letter from the employer on official company paper with stamp, signature and date – and clearly mentioning: company address, telephone no. and contact person(s); name and position of the countersigning officer; traveller's name and job position; purpose and duration of visit; the person or entity who will bear the travel and living costs
	11. Invitation from host company: Use invitation form 'VUI' (found on Newtodenmark.dk) duly completed, dated and signed by host company.

The Embassy of Denmark requests you to hand in the required documentation no later than [date = 5 working days counting from the day after submission] .

If the missing documentation has not been submitted by the abovementioned deadline, the Embassy of Denmark shall process your application and make a decision based on the existing information and documents in the case.

Please choose one of the following options:

- ☐ I will submit the missing document(s) to the VAC within 5 working days.
- ☐ I do not have the opportunity to submit the missing documents within 5 days and therefore I would like to postpone the submission of my application
- ☐ I choose to hand in an incomplete application knowing that it may lead to a refusal.

Once you have ticked off the desired choice, please sign and date this letter.

When submitting additional documentation or making enquiries to the VAC, kindly remember to always state your passport number and case number ID (the latter to be found on the receipt from the VAC).

The VAC or the Embassy of Denmark will contact you if further information is required or when a decision has been made in your case.

Applicant's Signature

Case number ID

Passport number

Date and place