



**SCHENGEN VISA APPLICATION**  
**BUSINESS VISIT**  
**LIST OF REQUIRED DOCUMENTS**  
**TO DENMARK, FINLAND, ICELAND, NORWAY, SWEDEN**  
(Including Greenland, Faroe Islands and Svalbard, Norway)

Dear Applicant

- Please make an **online appointment** to submit your visa application **in person** at the **The Joint Visa Application Centre (VAC)**. Walk-ins will not be accepted.
- This **check and missing document list** must be **signed** and **submitted** with your application.
- Your application is subject to approval and submitting the requested documents do not guarantee that your application will be approved.
- The Danish Embassy reserves the right to request additional documents for assessing an application and to retain them on file.
- **The Danish Embassy** is the authority who will assess and make the decision on your application. **The VAC is not involved in the decision making process.**

**PROCESSING TIME - 15 days** from when your application is received by the Danish Embassy.

Your application may take longer than 15 days if further documentation and/or an interview is required. In such cases the processing time may take up to **60 days**.

*For some nationals, a Schengen security check is required and it may take up to 10 days for the check to be completed.*  
<https://nyidanmark.dk/da/Lovstof/Visumkodeks-mm/Visumhåndbogen> (See annex 16)

SECTION A	DOCUMENTS AND FEES REQUIRED	
<b>CHECKLIST</b> (To be filled out by the applicant)	All non-English documents must be translated, i.e. copy of original marriage certificate in original language and copy of the English translation. Nordic languages except Icelandic and Finish are exempted. The English translation <b>must be translated by an authorised translation company</b> and NOT by yourself.	<b>MISSING DOCUMENTS</b> (To be filled out by VFS)
	<b>1. <a href="#">Application form</a> and receipt for payment of visa fee:</b> <ul style="list-style-type: none"> <li>• Print and sign the cover letter.</li> <li>• Receipt for the payment of visa fee (<b>Fees</b> are payable in <b>Singapore Dollars</b> and are <b>NON-REFUNDABLE</b>)</li> </ul>	
	<b>2. Original passport and a copy of the passport biodata page:</b> <ul style="list-style-type: none"> <li>• <b>Passport</b> must have been issued within the last <b>10 years</b>.</li> <li>• <b>Passport</b> must be valid for at least <b>90 days</b> after your scheduled departure date from the Schengen area.</li> <li>• The <b>passport</b> must have at least <b>2 blank pages</b>.</li> </ul>	
	<b>3. Previous Schengen visas:</b> <ul style="list-style-type: none"> <li>• Copy of <b>previously issued Schengen visas</b> within the <b>last three years</b> including the entry and exit stamps.</li> </ul>	
	<b>4. Singapore residence permit:</b> <ul style="list-style-type: none"> <li>• Copy of your <b>Singapore residence document</b> such as PR, re-entry permit, employment pass, dependant pass, long-term visit pass or student pass which is valid for 3 months <b>after</b> the departure date from the Schengen area.</li> <li>❖ If your Singapore residence card does not show the expiry date, either submit the screenshot from the <b>SGWorkpass app</b> or a copy of your <b>MOM approval in principal letter</b>.</li> </ul>	
	<b>5. Transport booking:</b> <ul style="list-style-type: none"> <li>• A <b>booking for a round-trip airline ticket</b> and/or other means of transport.</li> </ul> <p><i>Note: Please do not purchase your transport bookings until a decision is made on your visa application.</i></p>	
	<b>6. Accommodation:</b> <ul style="list-style-type: none"> <li>• A <b>Travel itinerary</b> including <b>hotel accommodation</b> reservation or similar confirmation of accommodation for <b>the entire trip</b>.</li> </ul>	

	<b>7. Letter from your employer:</b> <ul style="list-style-type: none"> <li>A <b>signed letter</b> from your local <b>employer</b> confirming your <b>trip, travel dates</b> and that they will be responsible for (the cost of) your business trip expenses.</li> </ul>	
	<b>8. A completed and signed <a href="#">VU1 invitation form</a></b> or equivalent for visits to Sweden, Norway, Iceland and Finland or a <b>signed letter of invitation from the inviting party.</b>  <i>Please make sure if you choose to submit an invitation letter from the host instead of the official form to print letter on the official company letterhead.</i>	
	<b>9. Travel insurance certificate:</b> <ul style="list-style-type: none"> <li>The travel medical insurance (TMI) must be purchased in Singapore and be on <a href="#">the Embassy's pre-approved list of TMI</a> for the Schengen Area.  Information must include: <ol style="list-style-type: none"> <li>Insurance policy number</li> <li>Name of the insured.</li> <li>The insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit. <b>The minimum coverage shall be EUR 30 000 incl. medical repatriation and medical evacuation.</b></li> </ol> </li> </ul>	
	<b>Tip about evidence of funds</b> – <i>besides being able to pay for your accommodation, The Danish Embassy will also assess your financial capability to pay for the trip, air tickets, meals, other incidentals.</i> <b>Please refer to this <a href="#">link</a> for the exact amount needed per day for each country of stay.</b>	
	<b>Extension of stay for personal holiday:</b> <ol style="list-style-type: none"> <li>Evidence of funds: A copy of your bank statement for the last 3 months <b>in your name.</b> <ul style="list-style-type: none"> <li>If you are submitting copies of <b>your bank book pages</b>, you must show evidence the pages belong to the <b>same bank book</b> as the account number is not printed on those pages.</li> </ul> </li> <li>Leave approval from your local employer</li> <li>Travel insurance certificate to cover your holiday – please see item 9 for the insurance requirement.</li> </ol>	

**\*IN CASE OF MISSING DOCUMENTS\***

The document(s) highlighted in the **Section A**; “Missing documents filled out by VFS”, is/are missing. The Danish Mission kindly requests you to hand in the below documentation **within 3-5 days from today**. If the Danish Mission has not received the documentation by this deadline, the Danish Mission can make a decision on the case based on the present information.

You can hand in the missing documentation in person or by courier to VFS. Please note, if you chose to send the missing documentation by e-mail to: [sinamb@um.dk](mailto:sinamb@um.dk) it will be via an unencrypted connection.  
Please remember to state your passport number and your case number which is printed on the receipt from VFS.

The Danish Mission or the VFS will contact you in case the Danish Mission needs further information or as soon as we have reached a decision in your case.

If any documents are missing according to **section A**, please fill in and sign below:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Case number ID

\_\_\_\_\_  
Passport number

\_\_\_\_\_  
Date and place

More information about the requirements for supporting documents and the applications process can be found at the joint visa applications Centre's, [VFS homepage](#) or the [Danish embassy's homepage](#).