

The Royal Danish Embassy, Bamako

Dear Applicant

Your application and documentation will be delivered to the Danish Mission and your case will be processed by the Danish Mission as soon as possible.

Please note that your application is incomplete. The document(s) highlighted below are missing. The Danish Mission therefore kindly requests you to hand in the below documentation:

Document checklist for official mission, private travel and Business visa below:



Missing document(s)	Type of document
	1. Cover Letter duly completed, printed in colour, with signature. Original required.
	2. One passport photo, The photograph must be passport-size with a light background, no older than 6 months.
	3. Passport, valid at least 90 days after expiry of the visa. Must have at least 2 blank pages.
	4. Copy of the applicant's passport identity page (incl. extension date if applicable)
	5. Travel medical insurance with a minimum coverage of 30,000 Euro (19,678,710 XOF) for the effective stay in the Schengen area.
	6. Documentation on former travels abroad; if relevant, an old passport should be attached to the application or copies of previous visas in colour.
	7. Foreign citizens are required to submit a copy of a valid residence permit or documents proving that applicant lives in the country.
	8. Proof of means of support: - If your company has to pay: Proof of solvency of your company (company bank statements (original) from the last 3 months, no deposits required). - If you are personally to pay: Proof of your personal solvency (personal bank statements (original) from the last 3 months, no deposits required) /and any kind of proof justifying that you will be in possession of personal means allowing to cover your expenses during the intended stay in Schengen area - Proof of pocket money in the form of Western union, WorldRemit, RIA, Moneygram are many money transfer options these days or a visa card with the document proving the balance of the card.
	9. A certified copy of the business licence of employing company.
	10. Dispatch letter from the employer (with English translation) on official company paper with stamp, signature and date. The letter must clearly mention: full address, telephone and fax numbers and contact persons of the company; the name and position of the countersigning officer; name, position, salary and years of service of the applicant as well as an approval for leave or absence; the person or entity who will bear the travel and living costs
	11. Invitation letter On official company paper with stamp and signature, mentioning clearly: the full address and contacts of the company, the name and position of the countersigning officer, purpose + duration of the visit, detailed program, the person or the entity who will bear your travel and living costs,
	12. Invitation (VU1 for a Professional visit, VU2 for private visit, VU3 for a cultural visit)
	13. Birth certificates of applicant and his children (if any) and a marriage certificate (Volet 3 for applicants of Mali) (if any).

	14. for employees: a certificate of employment, leave, the 3 last payment slips, Trip authorisation from the employer, INPS card, NINA for Malians.
	15. For business owners: the current patent, the trade registration number, the INPS Card, bank statement for the last 3 months of the company.
	16. For people without any source of income: legalized resources of their spouse or legal tutors.
	17. For children and students: a school certificate, recent transcripts and parental resources.
	18. For minors: a parental authorization signed by both parents, and a legalized copy in colour of the ID of both parents.
	19. A confirmed hotel reservation or written evidence of support (host)
	20. The booking return ticket conforms to your travel dates.

The Danish Mission requests you to hand in the required documentation **within 3-5 days from today**. If the Danish Mission has not received the documentation by this deadline, the Danish Mission will make a decision in the case based on the present information.

Please choose one of the following options:

- I will be coming back within 3-5 working days with the missing document(s).
- I do not have the opportunity to hand in the missing documents within 3-5 days and therefore I would like to reschedule or cancel my appointment in order to complete my application.
- I choose to hand in an incomplete application, which may lead to a refusal.

Please tick off the desired choice and sign this confirmation letter.

Kind regards, The Royal Danish Embassy, Bamako, Visa Section

You can hand in the missing documentation in person or by courier to the embassy. Please note, if you chose to send the missing documentation by e-mail to bkoambvisa@um.dk. It will be via an unencrypted connection. Please remember to state your passport number and your case number, which you will find at the receipt from embassy.

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

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Applicant's Signature

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Case number ID

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Passport number

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Date and place