



Checklist: Business visit to Denmark

The application MUST be submitted in person

The following documents are required when applying for a visa. However, The Danish Immigration Service and the Embassy may ask for additional documentation at any time in order to process the application. **A translation in English must be attached to any documents in Thai.** Please check the boxes below and sign to confirm which documents you have submitted.

Please be informed that the application may be refused if supporting documents are not handed in together with the application. If missing supporting documents are not presented promptly (within 5 days of submission), the Embassy may refuse the visa application. The decision will normally take place within 15 calendar days, provided all required documentation is handed in. The period may be extended up to a maximum of 60 calendar days in individual cases, if further scrutiny of the application is needed and is submitted to the Danish Immigration Service.

Documents from the applicant:

- Application form.** Fill in the mandatory online visa application form in ApplyVisa.um.dk
- Visa Fee.** Reserve the EUR 60 visa applications fee with a credit card in ApplyVisa.um.dk
- Cover letter.** A signed cover letter from ApplyVisa.um.dk
- Passport photo in color.** Passport size photo 35–45mm in width, close up of your face measuring between 30-36mm, with a white background and not older than 6 months – NO retouch.
- Original passport and one extra copy of data page**
The travel document presented must be valid at least three months after the intended date of departure. The passport must have at least two blank pages for the visa sticker and stamps and must have been issued within the last 10 years.
- Copy of all pages with previous visas and stamps of the applicant's passport(s)** Both new and old passport(s), if any.
- Original compulsory travel medical insurance**, covering all Schengen countries to be shown **+ 1 copy**. Valid for all Schengen countries covering medical expenses of at least 30,000 Euro, (1,500,000 Thai baht) as well as repatriation to Thailand/resident country.
- Round trip ticket.** Flight/train/ferry reservation with fixed travel dates of maximum 90 days to Denmark and other Schengen countries. **(Do not buy the ticket until a visa has been granted).**
- Confirmation of accommodation** in Denmark (and other Schengen countries, if the applicant is going to other countries on the same trip)
- Documentation of funds to cover the trip.** E.g. bank statement or bank book covering last 3 months. If staying with host, any amount less than 350DKK (1750THB) per day will be subject to an evaluation of the overall application. If staying at a hotel, the amount must be greater, approx. 500DKK (2,500THB) per day.
- Name or surname change certificate, if applicable** (original and copy)
- Application fee** according to the Embassy's website and fee to VFS

Documents from employer/company:

- Letter from employer.** Documentation from the employer regarding what kind of job/ profession the applicant has in the company and for how long he/she has been employed by the company, reason for the visit to Denmark/Schengen and monthly salary.
- Company's registration**
Documentation that shows the applicant's company is registered in the country. Specifications of in which line of business the applicant's company is registered.
- The company's bank statement or financial means**
A statement from a bank or an accountant showing the company's financial situation. In many cases it would also be necessary to see a statement of account showing the transactions over a period of time.

Documents from reference/host in Denmark:

- Invitation from reference**
Invitation from reference stating the specific purpose of the visit. The invitation should give information on previous contacts with the applicant, how did they establish their contact – both from reference in Denmark and reference in other Schengen countries.

IMPORTANT: I hereby confirm that I have personally submitted the visa application and that all information stated in the application and the supporting documentation is true. I am aware that deliberately providing incorrect information or falsified documents are punishable by both Thai and Danish law and will lead to refusal of visa. I am also aware that the processing time is up to 15 days or more, and that I may be required to submit some other documents or to have an interview. **I have also been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the given deadline.**

Date:

Place:

Signature: