



CHECKLIST FOR SCHENGEN VISA – BUSINESS VISA REQUIREMENTS

	REQUIRED DOCUMENTS	YES/NO	REMARKS
1.	Visa application form - Fully completed in English or Danish and signed by the applicant.		
2.	Passport - Valid for at least 3 months after the intended date of departure from the Schengen area, issued within the previous 10 years and containing at least 2 blank visa pages. Residence permit must be valid for at least 3 months after the intended date of departure from the Schengen area. - Travel documents and residence visa must be valid minimum six months after the return from the Schengen States. - Photocopies of data page, residence permit and previous Schengen visas are required (in case of a new passport, original and photocopies of the old passport).		
3.	One recent color photograph - Not older than 3 months, size 3.5 cm × 4.5 cm, white background, no head or face cover(s) that prevent(s) full visibility of the facial features. If wearing a veil, features ears, nose, eyes and forehead must be visible.		
4.	Travel medical insurance & Travel insurance declaration - Covering the entire period of intended stay, valid for all Schengen States, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during your stay (min. coverage €30000)		
5.	No-objection letter from employer or sponsor (Original). - Stating Name, nationality and passport no. of applicant, date of joining, position in the company, monthly salary, purpose of travel, Expected date of arrival in Denmark plus duration of stay, Confirmation that the applicant will return to the UAE to resume duties on a certain date. - Name, designation and signature of person responsible for issuance of the company letter and the name/address, telephone no. of sponsor/employer. - Documentation for what the applicant is buying from or selling to the Danish company. For multiple entry visa it should be requested by the company. - For self-sponsored, valid trade license copy. (The documents should be only in Danish or English language) - If UAE Visa sponsored by spouse/parents, No-objection letter, Passport and UAE Visa copy of the sponsor must be submitted in addition to the above documents.		
6.	Invitation letter from company, conference or event in Denmark. - Stamped, signature, name, address and contact information of the company inviting. - Name, nationality and passport no. of applicant. Specifying the purpose of the meeting / conference / event and duration of stay. Expected date of arrival in Denmark - Information about how the Danish company established contact with the local company, what kind of products the Danish company are trading in and what they intend to buy or sell. - Business Invitation Form VU1		
7.	Ticket Copy of flight ticket or flight reservation, including return flight. If travelling to several Schengen States, itinerary reservation.		
8.	Accommodation - Hotel reservation, rental of holiday home. - When travelling to several Schengen States, proof of lodging in each one of them.		
9.	Proof of financial means. Personal bank account statement for the last 6 months.		
10.	If travelling on Official delegation/mission - Letter issued by the authority(-ies) concerned confirming identity of the applicant(s), purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations), period of intended stay and accommodation details.		
11.	If travelling for Study or training purposes for a stay shorter than 90. - A certificate of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses within the framework of basic and further training; - Student cards or certificates of the courses to be attended.		

Please note:

- All documentation has to be submitted in English or Danish language.
- Applicants will be required to submit their biometrics (fingerprints, digital photo) at the time of application.
- The Denmark Consulate reserves the right to ask for additional documents.
- The applicant may be requested to appear in the Consulate for interview.
- For children registered in parent's passport, a separate application form has to be submitted.
- Visa processing time at the Consulate will be approximately 10-15 working days.
- Submitting an application without the complete set of documentation according to the above checklist may result to the rejection of the visa application.

Applicant travels:

- ☐ alone
- ☐ With family member/s. Please specify: _____
- ☐ With a group. Please specify: _____

TERMS & CONDITIONS

Kindly read carefully the below regulations:

- Applicants are suggested to apply well in advance to the intended date of journey. Visa process can take up to 3 weeks after your submission at VFS, if granted.
- INCOMPLETE APPLICATIONS - Only complete applications can be accepted; non-submission of required documents may lead to refusal of visa. Once the application is submitted, no changes in dates or conditions of travel will be admitted unless duly justified.
- VISA FEES - must be paid upon submission of the above. Please note in case of rejection. The visa fee is nonrefundable.

Date: _____

Applicant signature: _____

VFS Officer Signature: _____

Remarks:
