



Dear Applicant

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

Please note that your application is **incomplete**. The document(s) highlighted below are missing. The Embassy therefore kindly requests you hand in the below documentation. **ALL documents must be submitted in colour**:

Missing Document (s)	Type of document
	Application form completely filled on https://applyvisa.um.dk/ , printed and signed by the applicant
	Visa Fee payment receipt printed from https://applyvisa.um.dk/
	One recent (less than six months old) passport-size photograph in color with white background and good resemblance. (3.5cm / 4.5cm).
	Passport , should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in Schengen and with at least two blank pages. Potentially copies of the most recent visas and stamps.
	Annex C – Red Carpet Cover Letter <ul style="list-style-type: none"> Must be signed, dated and stamped by an authorized signatory as per the authorized signature lists
	A signed invitation containing: the applicant's identity; the purpose of the journey (meetings, conferences, training or business related events); and the period and place of intended stay.
	Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.
Comments	

The document(s) highlighted above are missing :

The Embassy requests you to hand in the missing documentation **within 3 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information. By signing this document, you acknowledge that you have submitted a bank statement with the required financial means as specified above; if not, please specify in the comments section.

I understand that I must provide above missing documentation to VFS within 3 days. Signature date below counts as day one of three.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you choose to send the missing documentation by e-mail to: delambvisa@um.dk it will be via an unencrypted connection.

Please note that you could still be asked for additional documents and/or may be called for an interview at the Embassy.

Kind regards, The Royal Danish Embassy, New Delhi, Visa Section

Applicant's Signature

Case Number ID

Passport No.

Date and Place

Version: (1)