



No.	Type of document (NB: An English translation must be provided for all documents that are only written in Japanese)	Submitted (X/✓)
1	Original cover letter from online application website " Applyvisa.um.dk " with signature required.	
2	Passport, valid at least 90 days after expiry of the visa. Must have at least 2 blank pages. If relevant, it is recommended to provide previous passport(s) with proof of former Schengen visits.	
3	One passport photo, must be passport-size with a light background, no older than 6 months.	
4	Detailed itinerary in English, outlining the day-to-day schedule incl. destinations, dates, and business activities.	
5	Travel medical insurance with a minimum coverage of EUR 30,000 covering your entire stay in Schengen.	
6	Proof of legal stay in Japan (e.g., residence card 在留カード) valid for at least three months after the departure from the Schengen area.	
7	Certificate of residence in Japan (住民票).	
8	Dispatch letter from your employer in Japan with following details: 1) Company's full address, telephone number, and contact person; 2) Applicant's name, position, salary, years of service, and leave approval; 3) Sponsor for travel and living costs; and 4) Name and position of the signing officer.	
9	Personal bank statements showing movements from the last three months, with your name matching your passport, residence certificate (住民票), or valid residence card (在留カード). Personal bank statements are required from all applicants regardless of sponsorship. Fixed deposit accounts are not considered. Not ensuring sufficient funds may lead to a refusal. Staying at a private home, you must have DKK 350 per day at your disposal. Staying at a hotel, you must have DKK 500 per day at your disposal.	
10	Invitation letter from host(s). Using the online invitation form (VU1/VU5) on newtodenmark.dk , typically reduces processing time. Use the VU5 form if the host is an affiliated company. For visits to multiple companies or organisations, additional invitation letters must be provided. When not using VU1/VU5: Invitation letter on official letterhead incl. stamp, host signature, and date with the following details: 1) Host company's full address, telephone number, and contact person; 2) Purpose, duration, and detailed itinerary of the intended visit; 3) Sponsor for travel and living costs; and 4) Name and position of the signing officer.	
Comment(s): 		

The Regional Visa Hub Denmark in Guangzhou requests that you submit the missing documentation **within 3 calendar days from today**. Failure to comply may result in a decision based on the current information, potentially leading to refusal. By signing this document, you confirm that you have provided a bank statement with the required financial means; if not, please indicate this in the comments section.

I acknowledge that I must submit the missing documentation to VFS Global within 3 calendar days, with the below signature date counting as day one.

Please be aware that sending documents to cangklvisa@um.dk is via an unencrypted connection. We recommend using file types such as PDF, JPG, PNG, DOCX, or XLSX, as other formats may not be accepted. Emails must be in Danish or English and sent from the email address listed in your application.

Additional documents or interviews may be requested. Please note that calls from the **Regional Visa Hub Denmark in Guangzhou** will begin with the phone number prefix +86 (0)20.

Kind regards,
The Regional Visa Hub Denmark in Guangzhou

_____	_____	_____	_____
Applicant's signature	Applyvisa ID	Passport No.	Date and Place