



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	Travel medical insurance with a minimum coverage of EUR 30,000 covering your entire stay in Schengen.	
5	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.	
6	Certificate of residence in Japan (住民票).	
7	Proof of relationship with the host. Family visit: Documentation and/or certificate of family relationship with the host. Friend(s) visit: Photos or other documentation of having met face-to-face with the host. Virtual- and/or online interactions are not considered.	
8	Employees: Proof of employment, e.g., letter from employer. Retirees: Proof of pension or other regular income. Students: Confirmation of enrolment with a university or other educational establishment. Unemployed adults: <i>If married:</i> Letter of employment and income of the spouse + marriage certificate, or family register (戸籍謄本) for dependents. <i>If single, divorced, or widowed:</i> Any other proof of regular income.	
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 above 18 years old regardless of sponsorship or student status. 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 the host. Using the online invitation form (VU2) on newtodenmark.dk , typically reduces processing time.	
11	If host is not a Danish citizen: A copy of the host's residence permit valid for the entire duration of the applicant's intended stay is required.	
12	Minors (< 18 years old): Travelling with parents: Certificate of residence in Japan (住民票). Travelling alone or with just one parent: Certificate of residence in Japan (住民票), birth certificate, consent letter, and passport biometric page copy must be presented.	
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 cangkvisa@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