



SCHENGEN VISA APPLICATION
BUSINESS VISIT
LIST OF REQUIRED DOCUMENTS
TO DENMARK, FINLAND, ICELAND, NORWAY
(Including Greenland, Faroe Islands and Svalbard, Norway)

Dear Applicant

- Please make an **online appointment** to submit your visa application **in person** at the **The Joint Visa Application Centre (VAC)**. Walk-ins will not be accepted.
- The departure date from Singapore must **not be more than six months** from the application submission date.
- This **check and missing document list** must be **signed** and **submitted** with your application.
- Your application is subject to approval and submitting the requested documents do not guarantee that your application will be approved.
- The Danish Embassy reserves the right to request additional documents for assessing an application and to retain them on file.
- **The Danish Embassy** is the authority who will assess and make the decision on your application. **The VAC is not involved in the decision making process.**

PROCESSING TIME - 15 days from when your application is received by the Danish Embassy.

Your application may take longer than 15 days if further documentation and/or an interview is required. In such cases the processing time may take up to **45 days**. For some nationals, a Schengen security check is required and it may take up to 10 days for the check to be completed. https://nyidanmark.dk/da/Lovstof/Visumkodeks-mm_/Visumhåndbogen (See annex 16)

SECTION A	DOCUMENTS AND FEES REQUIRED	
CHECKLIST (To be filled out by the applicant)	For faster case processing we recommend that non-English documents be translated into English. The English translation must be translated by an authorised translation company and NOT by yourself. Please also remember to enclose the original document as well as a copy of said document.	MISSING DOCUMENTS (To be filled out by VFS)
IMPORTANT	Please note that applications received less than 15 days before departure may not be admissible.	
	1. <u>Application form</u> and receipt for payment of visa fee: <ul style="list-style-type: none">• Print and sign the cover letter.• Receipt for the payment of visa fee (Fees are payable in Singapore Dollars and are NON-REFUNDABLE)	
	2. Original passport and a copy of the passport biodata page: <ul style="list-style-type: none">• Passport must have been issued within the last 10 years.• Passport must be valid for at least 90 days after your scheduled departure date from the Schengen area.• The passport must have at least 2 blank pages.	
	3. Previous Schengen visas: <ul style="list-style-type: none">• Copy of previously issued Schengen visas within the last five years including the entry and exit stamps.	
	4. Singapore residence permit: <ul style="list-style-type: none">• Copy of your Singapore residence document such as PR, re-entry permit, employment pass, dependant's pass, long-term visit pass or student's pass which is valid for 3 months after the departure date from the Schengen area.❖ If your Singapore residence card does not show the expiry date, either submit the screenshot from the SGWorkpass app or a copy of your MOM approval in principal letter.	
	5. Transport booking: <ul style="list-style-type: none">• Booking of a round-trip airline ticket and/or other means of transport. Your visa will be issued according to the dates stated in the application form so please ensure that your booking corresponds with those dates. <p><i>Note: Please do not purchase your transport bookings until a decision is made on your visa application.</i></p>	

	<p>6. Accommodation:</p> <ul style="list-style-type: none"> A Travel itinerary including hotel accommodation reservation or similar confirmation of accommodation for the entire trip. 	
	<p>7. Letter from your employer:</p> <ul style="list-style-type: none"> A signed letter from your local employer confirming your trip, travel dates and that they will be responsible for (the cost of) your business trip expenses. If available, please include a detailed plan for the visit. 	
	<p>8. Invitation from host. For visits to Denmark please fill out a VU1 invitation form. This form can be found here. If the host is Danish or lives in Denmark, it is enough to submit the invitation ID.</p> <p>A paper invitation is mandatory for visits to Norway, Finland, and Iceland. For visits to Norway please use this form and this form for visits to Iceland. Applicants going to Finland must show a signed letter of invitation from their Finnish host.</p> <p><i>Please make sure if you choose to submit an invitation letter from the host instead of the official form, to print letter with the official company letterhead.</i></p> <ul style="list-style-type: none"> The invitation letter/form must include a detailed plan for the visit. <p><i>Please note if you are a first time traveller to Schengen, we need to confirm your visit with the inviting party. If you are visiting another branch of your company, please ask the host to send an email to sinamb@um.dk to confirm your visit. In other cases, we will contact the host for confirmation. If we cannot reach the host within 4 days, we will make a decision in the case based on the already submitted documentation.</i></p>	
	<p>9. Evidence of funds: Please refer to this link for the exact amount needed per day for each country of stay.</p> <ul style="list-style-type: none"> A personal bank statement for the last 3 months in your name issued by a Singapore Bank or Branch. <p><i>Note: If you are submitting copies of your bank book pages, you must show evidence the pages belong to the same bank book as the account number is not printed on those pages.</i></p> <p><i>Tip: Besides being able to pay for your accommodation, The Danish Embassy will also assess your financial capability to pay for the trip, air tickets, meals and other incidentals.</i></p>	
	<p>10. Travel insurance certificate:</p> <ul style="list-style-type: none"> The travel medical insurance (TMI): For reference please consult the Embassy's list of TMIs for the Schengen Area. Information must include: <ul style="list-style-type: none"> Insurance policy number Name of the insured. The insurance shall be valid throughout the territory of the Schengen Member States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30 000 incl. medical expenses, emergency medical evacuation and repatriation of mortal remains. 	
	<p>Extension of stay for personal holiday:</p> <ol style="list-style-type: none"> Evidence of funds: A copy of your bank statement for the last 3 months in your name. <ul style="list-style-type: none"> If you are submitting copies of your bank book pages, you must show evidence the pages belong to the same bank book as the account number is not printed on those pages. Leave approval from your local employer Travel insurance certificate to cover your holiday – please see item 10 for the insurance requirement. 	

SECTION B	OTHER DOCUMENTS WHICH MAY BE REQUIRED	
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	1. Other visas: If your trip to Schengen includes a stay in a country outside of Schengen where a visa is required, you are requested to submit a copy of your valid visa to that country.	
	2. Number of entries: If you are travelling to Schengen for less than 90 days and do not intend to exit the Schengen area during your stay, you only need to apply for one entry. If on the other hand you exit the Schengen area, for example to the UK, and then re-enter Schengen on the same trip, you will need two entries. Please note that multiple entries are only given in connection with longer term visas.	

IN CASE OF MISSING DOCUMENTS

The document(s) highlighted in the **Section A**; “Missing documents filled out by VFS” is/are missing. The Danish Mission kindly requests you to hand in the below documentation **within 3-5 days from today**. Please remember to mention your application ID and/or your passport number when you submit any additional documentation. **If the Danish Mission has not received the documentation by this deadline, the Danish Mission can make a decision on the case based on the present information.**

You can hand in the missing documentation in person or by courier to VFS.

The Danish Mission or VFS will contact you when a decision has been reached in your case.

If any documents are missing according to **section A**, please fill in and sign below:

Applicant's Signature

Case number ID

Passport number

Date and place

More information about the requirements for supporting documents and the applications process can be found at the joint visa applications Centre's, [VFS homepage](#) or the [Danish embassy's homepage](#).

How we process personal information:

<https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy>