



**APPLICATION TO DENMARK, FAROE ISLANDS, GREENLAND AND ICELAND
 DOCUMENT CHECKLIST – BUSINESS / OFFICIAL VISIT**

LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
1. Schengen Visa Application Cover letter completely filled at https://applyvisa.um.dk/ <ul style="list-style-type: none"> Must be printed, dated and signed by the applicant. 		
2. Visa Fee payment receipt printed from https://applyvisa.um.dk/		
3. Original Passport / Travel document <ul style="list-style-type: none"> Validity of minimum 3 months after the intended date of departure from Schengen Area. Minimum 2 blank pages. Issued within the last 10 years. Optional: Copy of previous visas, permits and Schengen entry/exit stamps for consideration of longer validity of visa cf. cascade rules.		
4. 1 Passport photo: max. 6 months old, on white background, measuring 3.5 x 4.5 cm.		
5. For non-South African residents in South Africa <ul style="list-style-type: none"> Copy of South African residence permit or temporary residence permit valid at least 3 months beyond the planned stay in the territory of the Member States. 		
6. Proof of Travel Medical Insurance <ul style="list-style-type: none"> The insurance coverage must be valid throughout the territory of the Schengen area and for your entire stay. The minimum coverage accepted is EUR 30,000. 		
7. Round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member States. The Consulate recommends that you do not buy a plane ticket before your visa has been approved. If the applicant does not intend to return to South Africa but either go to his/her country of origin or another third country, a reasonable proof of their intention is needed e.g. work contract in the new destination, or proof of enrolment in university/school or a rental agreement.		
8. Invitation from host <ul style="list-style-type: none"> Signed and dated invitation letter from the Danish host. The invitation letter must clearly specify the host's name as well as applicant's name, address, birthdate, official identification number, occupation, and permanent residence. Additionally, the purpose of the visit, length of stay, and accommodation status (where the applicant will stay and who pays for it). For participation in conferences: a proof of registration and payment. For attending exhibitions and fairs: document proving the participation of the applicant in the event. Official visits: A note verbale from the Department of International Relations and Cooperation of any other relevant South African Ministerial Department. If expenses are covered by the host this needs to be clearly stated in the invitation letter, or note verbale as appropriate. Optional: VU1 or VU5 invitation from www.nyidanmark.dk		
LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
9. Proof of accommodation for the duration of the intended stay. If accommodation costs are covered by another entity, this must clearly be stated in the invitation letter		
10. Proof of sufficient means of subsistence during the intended stay;		



<ul style="list-style-type: none"> Bank statement for the past 3 months, unless all the expenses are covered by the employer or host. <p>Please note that ALL adult applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored (350 DKK per day) <u>Business visit guidelines</u></p>		
<p>11. Proof of employment:</p> <ul style="list-style-type: none"> A letter from company stating monthly wages, continuing employment after period of leave and duration of vacation If self-employed: Certification from SA Companies and Intellectual Property Commission or SA Revenue Service For students: Letter from school, college or university in South Africa certifying the student status of the applicant 		

MISSING DOCUMENT(S) HIGHLIGHTED ABOVE

The Danish Mission requests you to hand in the missing/required documentation within 5 days from today. If the Danish Mission has not received the documentation by this deadline, a decision will be made based on the present information.

You can choose one of the following options for handing in the missing documents:

I will come back to VFS within 5 working days with the missing document(s).

I will hand in the application as it is and am aware that a decision will be based on the presented documents only.

An interview may be required at the Embassy or by phone. You will be contacted as soon as a decision has been reached in your case.

Please note, if you choose to send the missing documentation by e-mail to: nboambvisasection@um.dk it will be via an unencrypted connection.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

Date, visa applicant's name and signature	
VFS staff member signature	