

# THE ROYAL DANISH EMBASSY NAIROBI



**VFS GLOBAL DENMARK VISA APPLICATION CENTER, DAR ES SALAAM**  
TRAVELLING TO DENMARK, THE FAROE ISLANDS AND GREENLAND

## BUSINESS/CONFERENCE - DOCUMENT CHECKLIST - TANZANIA

	Yes	No
1. <b>Schengen Visa Application Cover Letter</b> (confirmation of submission of your <a href="#">on-line visa application</a> ) <ul style="list-style-type: none"> <li>Must be printed, dated and contain 3 signatures.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>One recent coloured passport photo</b> <ul style="list-style-type: none"> <li>Mouth must be closed and background must be white.</li> <li>Not more than 6 months old. Photo: 35 x 45 mm, head from tip of chin to top of head 30 – 36 mm</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Original passport/ Travel document</b> <ul style="list-style-type: none"> <li>Validity of passport/travel doc. must exceed the intended stay in Schengen by at least three months.</li> <li>Passport/travel document must have been issued within the last ten years.</li> <li>Passport/ travel document must have two blank pages to affix the visa.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Proof of medical travel insurance</b> <ul style="list-style-type: none"> <li>The insurance coverage must be valid throughout the territory of the Schengen area and for your entire stay in Schengen. The minimum coverage accepted is €30.000. (No sublimit allowed)</li> <li>Deductibles and reimbursements are not accepted.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Non-Tanzanians are required to submit a copy of a valid Tanzanian residence permit or other proof of legal stay in Tanzania</b> , valid for at least 3 months from the date of intended departure from the territory of the Member States.	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Proof of sufficient means of subsistence for the intended journey</b> <ul style="list-style-type: none"> <li>Certified bank statements covering at least the last three months including bank account movements and final balance</li> <li>Salary/payslips for the last three months (if employed).</li> </ul> <p><b>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) - <a href="#">Business visit guidelines</a></b> <b>This includes Tanzanian diplomats travelling for personal reasons on a diplomatic passport.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Flight itinerary</b> - Roundtrip flight reservation(s) <b>We recommend that you do not buy any tickets before your visa has been approved.</b>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Hotel reservation</b> in your name or, proof that private accommodation will be provided, or proof of sufficient financial means to cover accommodation expenses.	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Proof of invitation from host / participation in conference</b> <ul style="list-style-type: none"> <li>Signed invitation <b>letter</b> from the foreign business partner stating: CVR and contact details of host, purpose and duration of your stay, and the nature of the business relationship between the host company and you/your company. Hosts are encouraged to use digital invitation <a href="#">VU1 or VU5</a> (VU5 only if affiliated company and applicant will perform work related activities while in Denmark).</li> <li>If you are attending a <b>conference/workshop</b>: you must provide confirmation that you have been accepted for the conference and receipt for the registration fee, as well as contact details for a contact person.</li> <li>For Tanzanian diplomats on a short-term mission: a Note Verbale including a request from their Ministry as proof of mission</li> <li><b>If you are a seafarer</b>: detailed signed letter of employment/contract with full details of the seafarer, job description, name and flag of the vessel, port and date of boarding and disembarkment, itinerary of the port, identification and position of signing officer and a seaman's book</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>A copy of the business license of employing company.</b> If self-employed or company owner: business registration certificate and/or copy of TIN Certificate	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Proof of employment</b> <ul style="list-style-type: none"> <li>If employed, you must provide a stamped, signed, and dated letter from your employer indicating: address and contact details of the employer, period/duration of stay, purpose of stay, name and position of countersigning officer. <b>(NB. You must still provide evidence of pocket money in your own name, see section 6)</b></li> <li>If self-employed or business/company owner: BRELA (Business Registration and Licensing Agency) registration certificate for Tanzania Mainland or BPRA (Zanzibar Business and Property Registration Agency) registration certificate for Zanzibar and/or TIN certificate, plus proof of active business.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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### INSTRUCTION FOR THE APPLICANT

- Date and sign this page (below) after page 1 has been filled out by VFS Global (check marks).
- Make sure to get a copy of page 1 when filled out by yourself and VFS Global.

Your application for a Schengen visa will be forwarded by VFS Global to the Royal Danish Embassy Nairobi for decision.

The Danish Mission requests you to hand in the required documents within 5 working days from today. Signature date below counts as day one of five.

If the Danish Mission has not received the documents by this deadline, a decision will be made based on the presented 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.

VFS comments: \_\_\_\_\_  
\_\_\_\_\_

Kind regards, The Regional Visa Hub, Royal Danish Embassy, Nairobi, Kenya.

\_\_\_\_\_  
Applicant's name                      Applicant's signature                      Date and Place                      Phone Number

Signed in front of VFS Staff (initials), Nairobi: \_\_\_\_\_ Date: \_\_\_\_\_