

DO NOT PURCHASE A TICKET PRIOR TO VISA APPROVAL

IMPORTANT INFORMATION

- Personal appearance is required for all applicants unless their biometrics were already recorded for a Schengen type C visa within the last 59 months.
- If you fail to submit any of the mandatory documents from this checklist, VFS Global will inform you of the missing document(s) in writing.

You must submit the missing documentation directly to the Embassy within **3 calendar days**.

Failing to do so can result in either a refusal of your visa or a shortened visa.

- You must ensure that your invitation / hotel bookings and travel insurance matches the dates you are requesting a visa for.
- If you are bringing original documentation to your appointment, you must also bring a copy if you wish to keep the original. Once a case has been processed, all associated documentation is shredded.

Please scroll down for the document checklist and submit it along with your application.



ROYAL DANISH EMBASSY OTTAWA – BUSINESS VISA CHECKLIST
TRAVELLING TO DENMARK, FAROE ISLANDS, GREENLAND, ICELAND, NORWAY OR SWEDEN

Documentation cannot be older than three months, based on your arrival date in Schengen area.

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Name: _____ Phone: _____ Email: _____									
1.	Check the current processing time here . <input type="checkbox"/>								
2.	Visa self-service cover letter (signed and dated), printed from your on-line visa application . <input type="checkbox"/>								
3.	Receipt for payment from your on-line visa application . Check the fee schedule for fee reductions and exemptions. <input type="checkbox"/>								
4.	Passport, must be less than 10 years old for the duration of your trip, and valid at least 3 months after your return date from the Schengen area. Must have at least 2 blank pages left for inserting the visa (not necessarily next to each other). <input type="checkbox"/>								
5.	Colour photocopy of your passport identity page (incl. extension and name alteration pages if applicable), previous Schengen visas (including all entry and exit stamps) for the last 5 years, as well as any valid UK and American visas. <input type="checkbox"/>								
6.	Colour photocopy of re-entry permission to Canada, i.e. Permanent Residence Card, Canada Visa etc. A Canadian temporary residence permit paper does not allow re-entry; a colour copy of a Canadian visa is also required. A confirmation of Canadian permanent residence status does not allow re-entry, you must have the physical card. The re-entry permission must be valid for at least 90 days after your return date from the Schengen area. <input type="checkbox"/>								
7.	Invitation from host. For visits to all countries, the Danish invitation form may be used or a letter of invitation from your host. The letter must be addressed to you and it should state the purpose of the trip and the duration. It should be on company letterhead and include the name, address, telephone number and signature of the person(s) inviting you. <input type="checkbox"/>								
8.	Need multiple entries ? This must be documented via invitations indicating multiple visits, future hotel bookings or very detailed travel plans. Also applies for future visits to Schengen member states not represented by the Royal Danish Embassy. <input type="checkbox"/>								
9.	Letter from your employer confirming your start date and continued employment. Must be dated, signed and cannot be more than 90 days old . Must be on letterhead. If you are self-employed please submit your business registration. <input type="checkbox"/>								
10.	Hotel/hostel reservation (Not required if accommodations are covered in invitation or letter of employment). Must show your name (as it appears in your passport), must cover each day of your stay in the Schengen area. <input type="checkbox"/>								
11.	Proof of sufficient funds for the stay in the host country. <ul style="list-style-type: none"> - Can be in the form of chequing accounts, savings accounts or credit card statements. No investments. - Must have your name, as it appears in your passport, printed on it. Being sponsored by others is not accepted. - Must include transactions for the most recent 90 consecutive days from the same account. - Required amount: <ul style="list-style-type: none"> o If your trip is self-financed: \$95 per day. <input type="checkbox"/> o If your accommodations are covered (must be documented): \$35 per day. <input type="checkbox"/> o If all costs are covered (must be documented): \$10 per day for pocket money. <input type="checkbox"/> 								
12.	Proof of travel medical insurance. The following six providers of travel medical insurance are accepted. No other travel insurances will be accepted. <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="background-color: #cccccc;">Requires a valid health card:</td> <td>Allianz</td> <td>RBC Classic Medical</td> <td>TD Travel Insurance</td> </tr> <tr> <td style="background-color: #cccccc;">Does not require a valid health card:</td> <td>AXA Schengen</td> <td>Mawista</td> <td>Trawick</td> </tr> </table> <p>The confirmation of insurance must clearly state the name of the insured as well as the coverage dates. Must include the following: Minimum €30.000 coverage, no deductible, repatriation in case of illness and death.</p>	Requires a valid health card:	Allianz	RBC Classic Medical	TD Travel Insurance	Does not require a valid health card:	AXA Schengen	Mawista	Trawick
Requires a valid health card:	Allianz	RBC Classic Medical	TD Travel Insurance						
Does not require a valid health card:	AXA Schengen	Mawista	Trawick						
13.	Photocopy of valid provincial health card – must show expiry date . See above for the accepted travel medical insurances that require a valid provincial health card. <input type="checkbox"/>								