

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

**IMPORTANT INFORMATION:**

**Missing a document = No visa.**

- If you fail to submit any of the mandatory documents from the checklist below, VFS Global will inform you of the missing document(s) in writing.  
You will be required to submit the missing documentation directly to the Embassy within **5 calendar days**.  
Failing to do so will mean either a refusal of your visa or a shortened visa.
- You must ensure that the days you are requesting your visa to be valid for matches the invitation and travel insurance that you are submitting.

**Examples:**

- The invitation from your host is 20 days. You have purchased insurance for 10 days. If approved, your visa will only be valid for 10 days.
- The invitation from your host covers accommodation and expenses. You decide to combine your business trip with a personal stay. If you do not provide accommodations and finances for your personal stay, your visa will only be valid for the business part of your trip.
- If you request a multiple entry visa, but do not submit documentation supporting this, a single entry visa will be issued, if approved.
- **DO NOT** purchase a plane ticket prior to having received visa approval as visa approval is **NOT** a guarantee.
- 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.



**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.

Name: _____ Phone: _____ Email: _____		
1.	Check the current processing time <a href="#">here</a> .	<input type="checkbox"/>
2.	Visa self-service cover letter (signed and dated), printed from your <a href="#">on-line visa application</a> .	<input type="checkbox"/>
3.	Receipt for payment from your <a href="#">on-line visa application</a> . Check the <a href="#">fee schedule</a> 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 <b>at least</b> 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 data and name alteration pages if applicable), all pages with previous Schengen visas (including all <b>entry and exit stamps</b> ) for the last 5 years, as well as 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 <b>colour copy</b> of a Canadian visa is also required.	<input type="checkbox"/>
	The re-entry permission must be valid for <b>at least</b> 90 days after your return date from the Schengen area.	<input type="checkbox"/>
7.	Invitation from host. For visits to all countries, the <a href="#">Danish invitation</a> form may be used or a <b>letter of invitation</b> from your host. The letter must be addressed to you and it should state the purpose of the trip and the expected time frame. 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 <b>multiple entries</b> ? 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 <b>dated, signed and cannot be more than 90 days old</b> . Must be on letterhead. <b>If you are self-employed</b> 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 ( <b>as it appears in your passport</b> ), must cover <b>each day</b> of your stay in the Schengen area.	<input type="checkbox"/>
11.	Proof of sufficient funds for the stay in the host country. If your host or employer will cover your expenses and accommodation, this should be written in the invitation from the host or letter from your employer.	<input type="checkbox"/>
	You can also submit bank statements <b>showing transactions for the most recent 90 consecutive days from the same bank account or international credit card</b> in your name. 500 DKK (\$95 CAD) is required per day if you are going to stay in a hotel and 350 DKK (\$65 CAD) per day if you are going to stay in a hostel or the like. The amount is calculated on the basis that the lodgings have been paid in advance. For this reason a hotel/hostel reservation is required.	<input type="checkbox"/>
12.	Proof of travel medical insurance in the form of a <b>1-5 page summary</b> of insurance coverage:	<input type="checkbox"/>
	- Must be from a <b>Canadian</b> or <b>Schengen-based</b> insurance company and must list the <b>applicant's name</b> .	<input type="checkbox"/>
	- Must specify the dates covered ( <b>all the days in Schengen area</b> ) or be on-going benefits through employer.	<input type="checkbox"/>
	- Must cover <b>emergency hospital treatment</b> in all of the Schengen countries with a minimum coverage of <b>30.000 Euros</b> .	<input type="checkbox"/>
	- Must have <b>zero deductible</b> .	<input type="checkbox"/>
	- Must cover the applicant for <b>repatriation</b> (return) to Canada in case of <b>illness</b> .	<input type="checkbox"/>
	- Must cover the applicant for <b>repatriation</b> (return) to Canada in case of <b>death</b> .	<input type="checkbox"/>
- <b>No hand-written information</b> is accepted.	<input type="checkbox"/>	
- You must be <b>eligible</b> for your insurance. See #13.	<input type="checkbox"/>	
<b>If you cannot check off all of the checkboxes on the right, a visa will NOT be issued.</b>		
Non-exhaustive list of providers with adequate coverage and 1-5 page summaries: <a href="#">AXA</a>   <a href="#">Allianz</a>   <a href="#">RBC</a>   <a href="#">Marwista</a>		
13.	Photocopy of valid provincial health card – copies of front and back. Most travel insurance policies require valid government health insurance to provide the required amount of coverage for the Schengen area.	<input type="checkbox"/>

Personal appearance is required for all applicants,  
unless their biometrics were already recorded for a Schengen visa within the last 59 months.