

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

**IMPORTANT INFORMATION:**

If you are requesting a multiple entry visa over an extended period of time, your invitation and letter of employment must clearly state the need for this and the reason why it is required by your host. If your submitted documentation does not support the need for multiple entries, a single entry visa will be issued.

If you are combining your business trip with pleasure, this must be **clearly demonstrated in your documentation** in form of invitations and/or hotel bookings covering **every day** of your stay within Schengen. If you are leaving the Schengen area during your stay and require additional entries on your visa, this must also be clearly stated and documented. If your submitted documentation does not support the need for multiple entries, a single entry visa will be issued.

If anything is missing from your application, the Embassy will contact you **once only**. If you do not respond or submit the missing information within **5 calendar days** after handing in your application, the Embassy will forward your application to the immigration authorities in the country you plan to visit with a recommendation that your case should be closed due to incomplete documentation.

The Embassy recommends that you **do not purchase a ticket prior to visa approval**, as this approval can never be guaranteed. If your travel dates change from what you submitted in your online application, you must contact the Embassy immediately via email at [ottambconsular@um.dk](mailto:ottambconsular@um.dk).

If your case is closed or you change your travel dates after a visa has been issued, you will have to re-apply and pay the processing fee again.

Please note that the items requested on the Embassy's document checklist are **mandatory**. **If bringing originals when submitting your application, you must also bring a copy if you wish to keep the original document.**

**GENERAL INFORMATION**

Please note that your visa application cannot be submitted more than 3 months prior to your arrival date in the Schengen area.

Only applicants under the age of two years old should bring a photograph. All other applicants will have their photograph taken when submitting the application.

Please note that the Embassy prioritizes business visas if the volume of applications allows for it. However, according to Schengen rules the Embassy retains the right of a 15-day processing time, exclusive of shipping.

The 15-day timeframe may be extended up to 60 days if further examination is needed.

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



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Name: _____ Phone: _____ Email: _____		
1.	<b>Visa self-service cover letter (signed and dated)</b> , printed from your <a href="#">on-line visa application</a> .	<input type="checkbox"/>
2.	<b>Receipt for payment</b> obtained after your <a href="#">on-line visa application</a> has been completed and paid. Please make sure to check the <a href="#">fee schedule</a> to see if a reduced fee or fee exemption applies to you.	<input type="checkbox"/>
3.	<b>Passport</b> , no older than 10 years at time of travel, and valid <b>at least 3 months</b> after your return date from the Schengen area. Please make sure that there are at least 2 blank pages left for inserting the visa.	<input type="checkbox"/>
4.	<b>Colour photocopy of your passport identity page</b> (incl. extension data and name alteration pages if applicable) and 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. If you have copies of old Schengen visas in a previous passport, you may choose to include these too to show a history of your travels to the Schengen area.	<input type="checkbox"/>
5.	<b>Photocopy of proof of re-entry to Canada</b> , i.e. Permanent Residence Card, Canada Visa etc. If you are in Canada on a temporary residence permit, you <b>must</b> also submit a <b>colour copy</b> of the corresponding Canadian entry visa sticker as the permit itself is not sufficient for re-entry. If you have a Canadian permanent residence card, you must submit a <b>colour copy</b> .  The re-entry permit must be valid for <b>at least 90 days</b> after your return date from the Schengen area.	<input type="checkbox"/>  <input type="checkbox"/>
6.	<b>Invitation from host</b> . 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"/>
7.	For <b>multiple entries</b> , your invitation letter and letter of employment must clearly state the need for this and the reason why it is required. If subsequent visits are for tourism purposes, then invitations indicating multiple visits (including copy of host's passport), hotel bookings or detailed travel plans must be submitted.	<input type="checkbox"/>
8.	<b>Letter from your employer</b> (original) indicating when you began working <b>and if you are able to return to your job</b> . The letter must be <b>dated</b> and <b>cannot be more than 90 days old</b> . If you are self-employed please submit your business registration.	<input type="checkbox"/>
9.	<b>Hotel/hostel reservation</b> in your name or letter attesting to your accommodation, covering <b>every day</b> of your stay in Schengen.	<input type="checkbox"/>
10.	<b>Proof of sufficient funds for the stay in the host country</b> . 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. 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"/>
11.	Proof of travel medical insurance in the form of a <b>1-5 page summary</b> of insurance coverage: <ul style="list-style-type: none"> <li>- Must be from a <b>Canada or Schengen-based</b> insurance company and must list the <b>applicant's name</b>.</li> <li>- Must specify the dates covered (<b>all the days in Schengen area</b>).</li> <li>- Must cover <b>emergency hospital treatment</b> in all of the Schengen countries with a minimum coverage of <b>30.000 Euros</b> and with <b>no deductible</b>.</li> <li>- Must cover the applicant for <b>repatriation</b> to Canada in case of <b>illness</b></li> <li>- Must cover the applicant for <b>repatriation</b> to Canada in case of <b>death</b></li> </ul> All other types of insurances are unaccepted (handwritten, full policy booklet, from non-Canadian companies.) 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>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13.	<b>Photocopy of valid provincial health card</b> – 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.