



## BUSINESS / CONFERENCE VISA DOCUMENT CHECKLIST

Name: _____ Phone: _____ Email: _____		
1.	<b>Visa self-service cover letter</b> printed from your <a href="#">on-line visa application</a> . • Must be dated and contain 2 signatures.	<input type="checkbox"/>
2.	<b>Receipt for payment</b> obtained after your <a href="#">on-line visa application</a> has been completed and paid.	<input type="checkbox"/>
3.	<b>Passport</b> • Must be less than 10 years old for the duration of your trip. • 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"/> <input type="checkbox"/> <input type="checkbox"/>
4.	<b>Colour photocopies of your passport identity page</b> (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 American visas.	<input type="checkbox"/>
5.	<b>Original Permanent Residence Card</b>	<input type="checkbox"/>
6.	<b>Colour photocopy of re-entry permission to Canada</b> • Canada Visa, and work permit if applicable. The re-entry permission must be valid for at least 90 days after your return date from the Schengen area. A Canadian temporary residence permit paper does not allow re-entry. A confirmation of Canadian permanent residence status does not allow re-entry, you must have the physical card.	<input type="checkbox"/>
7.	<b>Invitation from host</b> • Signed invitation form ( <a href="#">VU1</a> ) from the host stating the nature and duration of your stay and number of entries required. • If the host is a company with a prior approval, you must instead submit the ( <a href="#">VF2</a> ) invitation ID #. • If you are attending a conference, you must provide confirmation that you have been accepted for the conference and paid the registration fee.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8.	<b>Proof of employment</b> • A letter from your employer confirming your start date, your job title and cannot be more than 90 days old. • If self-employed, please submit your business registration and proof of income.	<input type="checkbox"/> <input type="checkbox"/>
9.	<b>Hotel/hostel reservation</b> in your name as it appears in your passport, covering every day in Schengen.	<input type="checkbox"/>
10.	<b>Flight itineraries</b> Roundtrip flight reservations and flight itineraries for all planned stays in Schengen (if several Schengen States will be visited OR if the trip covers several Schengen and non-Schengen countries)	
11.	<b>Proof of sufficient funds for the intended journey</b> 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. • Must include transactions for the most recent 90 consecutive days from the same account. • Required amount: - If your trip is self-financed: \$95 per day, if your accommodations are covered: \$35 per day. - And sufficient funds to purchase a round trip ticket.	<input type="checkbox"/> <input type="checkbox"/>
12.	<b>Proof of travel medical insurance.</b> • Must be valid throughout the territory of the Schengen area and valid for the entire stay in Schengen. • Minimum medical coverage accepted is €30.000. • Deductibles and reimbursements are not accepted. • Must cover repatriation in case of illness and death.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13.	<b>Photocopy of valid provincial health card</b> – must show <b>expiry date</b> . See <a href="#">suggested list of travel medical insurances</a> that may or may not require a valid provincial health card.	<input type="checkbox"/>



**VFS GLOBAL DENMARK VISA APPLICATION CENTER**  
**TRAVELLING TO DENMARK, FAROE ISLANDS, GREENLAND AND ICELAND**

## **BUSINESS / CONFERENCE VISA DOCUMENT CHECKLIST**

\_\_\_\_\_  
NAME OF VFS SUBMISSION OFFICER

### **INSTRUCTION FOR THE APPLICANT**

- Fill out page 1 with your name and contact details as well as check marks.
- Make sure to get a copy of page 1 when filled out.
- Date and sign this page (below) after reading the instruction and acknowledgements.

Your application for a Schengen visa will be forwarded by VFS Global to the Consulate General of Denmark in New York for decision.

Normally, visas applications are decided within 15 days once received from VFS Global. However, if you have failed to submit mandatory documents at the time of your appointment at VFS Global, the visa process may be delayed or your visa application may be refused.

If the VFS officer has indicated that you are missing documentation, you must send this documentation via postal service/courier to the Consulate General in New York **within 5 calendar days from the date of your appointment at VFS Global**. If you choose to forward the missing documents to the Consulate General via unencrypted e-mail ([nycdocs@um.dk](mailto:nycdocs@um.dk)), please note that sending personal information over the internet is at your own risk. See more information on the Danish Data Protection Act at <http://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy>

E-mailed documents must meet the following requirements:

- E-mail subject line must be the applicant's name as it appears in passport.
- PDF is the only format of attachments accepted. Pictures of documents are not accepted.
- Individual file size must be 2 MB or less.
- All documents must be placed together in one PDF file, if possible.

### **WITH MY SIGNATURE I, THE APPLICANT, ACKNOWLEDGE THE FOLLOWING**

- 1) I understand that I have to submit the indicated missing documents to the Consulate General in New York **within 5 calendar days from the date of my appointment at VFS Global**. I accept that my visa application will be decided without the requested documents and that the decision may be to my disadvantage (visa process delayed or visa application refused), if I do not submit the documents within 5 calendar days from the date of my appointment at VPS Global.
- 2) I understand that the Consulate General in New York may, on a case by case basis, request more documents in addition to what is listed on page 1 or request in-person interview with me.
- 3) I have been informed how to submit personal information according to the Danish Data Protection Act, and I understand that forwarding documents via unencrypted e-mail is at my own risk.
- 4) I understand that the visa (if approved) will be issued according to the documentation and only applicants who fulfil the criteria for a multiple entry visa will be granted multiple entries.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_