ROYAL DANISH CONSULATE GENERAL IN DUBAI
HANDLING VISA APPLICATIONS FOR EGYPT

APPLICATION TO DENMARK, FAROE ISLANDS, GREENLAND AND ICELAND
DOCUMENT CHECKLIST – BUSINESS / OFFICIAL VISIT

Your application and documentation will be delivered to the Embassy of Denmark in Cairo and your case will be processed by the Royal Danish Consulate General in Dubai. The Consulate accepts documents in English, Arabic, and Danish.

*If any documents are marked with **NO** below, your application for a visa for Denmark is incomplete.*

Name of applicant: _____

LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
1. Schengen Visa Application Cover letter completely filled at https://applyvisa.um.dk/ • Must be printed, dated and signed by the applicant.		
2. Visa Fee payment receipt printed from https://applyvisa.um.dk/		
3. Original Passport / Travel document • Validity of minimum 3 months after the intended date of departure from Schengen Area. • Minimum 2 blank pages. • Issued within the last 10 years. **Optional:** Copy of previous visas, permits and Schengen entry/exit stamps for consideration of longer validity of visa cf. cascade rules		
4. Proof of Travel Medical Insurance • The insurance coverage must be valid throughout the territory of the Schengen area and for your entire stay. • The minimum coverage accepted is EUR 30,000.		
5. Proof of means of transport • Copy of flight reservation including return flight (travel itinerary indicating intended travel dates). **The Consulate recommends that you do not buy a plane ticket before your visa has been approved.**		
6. Proof of accommodation • Hotel reservation. • Proof of sufficient financial means to cover accommodation costs. • Coverage of costs by the organisation or body inviting or sending visa applicant.		
7. Proof of sufficient means of subsistence • Original bank account statements with an official bank stamp and signature and translations of the statements, showing activity over the last 6 months, or proof of other assets. • Coverage of costs by the organisation or body inviting or sending visa applicant. Please note that ALL adult applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored (350/500 DKK per day) Business visit guidelines		
8. Traveller profile (Family ties and travel history) • Proof of the applicant's family ties and marital status in Egypt through an extract of the Kid Aely family register. • For first-time applicants or applicants who have lost their passport: The Mogamma (movement) certificate (indicating if the applicant has had previous passports and if the applicant has previously travelled to the Member States). • For non-Egyptian nationals: Proof of legal residence in Egypt, valid for 3 months beyond the intended date of departure from the territory of the Member States.		

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LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
9. Invitation **Inviting company** • Official invitation on company letterhead, stamped and signed, or a digital invitation, stating the company's full address, contact person(s), nature of business, signatory's name and position, purpose and duration of the visit, and who will cover the applicant's travel and living costs.		
Sending company • Copy of the company's recent registry/tax card. • A stamped and signed statement on company letterhead stating the company's full address, contact person(s), signatory's name and position, applicant's name, position, salary and years employed (if applicable), purpose of the visit, work contract characteristics, and who will cover the applicant's travel and living costs. ***Optional:*** ***VU1 or VU5 invitation***		
10. Proof of employment (socio-economic stability): **Business people, traders (self-employed or similar)**: • Original of the commercial registry and tax card.		
For employees: • Certificate of employment, specifying the recruitment date, position in the company and salary level		
For students: • Proof of enrolment in school/university.		
Official Visit • Official invitation.		
• Note Verbale or mission order issued by the authority concerned, the identity of the applicant, job title, the purpose of the trip, the length of stay, the place where applicant will be staying.		

MISSING DOCUMENT(S) HIGHLIGHTED ABOVE
The Consulate requests you to hand in the missing/required documentation within 5 days from today. If the Consulate has not received the documentation by this deadline, the Consulate will make a decision on the case based on the present information. You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you choose to send the missing documentation by e-mail to: DXBGKLVISA@um.dk it will be via an unencrypted connection. Please note that you could still be asked for additional documents and/or may be called for an interview at the Consulate. *I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.* Kind regards, The Royal Danish Consulate General, Dubai, Visa Section.

Date, visa applicant's name and signature	
VFS staff member signature	