Royal Danish Embassy Ottawa

VFS Global Denmark Visa Application Center
Travelling to Denmark, Faroe Islands and Greenland

Barcode

Business / Conference Visa Document Checklist

Name: _____ Phone: _____ Email: _____

1.	**Visa self-service cover letter** printed from your on-line visa application. • Must be dated and contain 2 signatures.	☐
2.	**Original passport / Travel document** • 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).	☐ ☐ ☐
3.	**Original old passport with current Canadian visa** (if applicable) and **previous Schengen visas** with entry and exit stamps for the last 5 years.	☐
4.	**Original Permanent Residence Card**	☐
5.	**Basis of stay in Canada** • Colour copy of Canada work permit or study permit if applicable. *The re-entry permission must be valid for at least 90 days after your planned 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.*	☐
6.	**Invitation from host** • Digital invitation form (e.g. VU1/VU5) from the business partner in Denmark with a detailed program incl. your role in the business meetings and the duration of your stay. (VF2 invitation for prior approved companies) • If you are attending a conference, you must provide invitation and confirmation that you have been accepted for the conference and paid the registration fee.	☐ ☐
7.	**Proof of employment or enrolment** • A letter from your employer confirming your start date, your job title and cannot be more than 30 days old. • If self-employed, please submit your business registration and proof of income. • If student, please submit proof of enrolment	☐ ☐ ☐
8.	**Proof of sufficient funds for the intended journey** • Canadian bank statements or Canadian credit card statements in your name from the previous 3 months *The statements must show that you – during the entire trip – have $95 per day for staying in a hotel and sufficient funds to purchase a round trip ticket.*	☐
9.	**Flight itineraries** Roundtrip flight reservations and flight itineraries in your name for all planned stays in Schengen (*if several Schengen States will be visited OR if the trip covers several Schengen and non-Schengen countries*)	☐
10.	**Hotel/hostel reservation** in your name as it appears in your passport, covering every day in Schengen. If the hotel bookings are in the name of a travel companion, a signed letter of support must be submitted along with a copy of this person's passport data page.	☐
11.	**Proof of travel medical insurance.** • Must be valid throughout the territory of the Schengen area and valid for the entire stay in Schengen. • The insurance provider must be a Canadian/Schengen company. (Suggested providers for travel medical insurance) • Minimum medical coverage accepted is €30.000 - Deductibles and reimbursements are not accepted.	☐ ☐ ☐
12.	**Photocopy of valid provincial health card** – must show expiry date that may or may not require a valid provincial health card.	☐
13.	**Fees** to VFS Global (fee receipt)	☐

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_____
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), 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 VFS 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: _____