CONSULATE GENERAL OF DENMARK NEW YORK

VFS GLOBAL DENMARK VISA APPLICATION CENTER
TRAVELLING TO DENMARK, THE FAROE ISLANDS OR GREENLAND

BUSINESS / CONFERENCE VISA DOCUMENT CHECKLIST

BARCODE

Name: _____ Phone: _____ Email: _____		APPL.	VFS
1.	**Schengen Visa Application Cover Letter** (confirmation of submission of your on-line visa application) • Must be printed, dated and contain 2 signatures.	☐	☐
2.	**Original passport / Travel document** • Validity of passport / travel doc. must exceed the intended stay in Schengen by at least three months. • Passport /travel doc. must have been issued within the last ten years. • Passport / travel doc. must have two blank pages to affix the visa.	☐	☐
3	**Original old passport with current U.S. visa** (if applicable) **and previous Schengen visas** with entry and exit stamps for the last 5 years.	☐	☐
4.	**Basis for stay in the U.S.** • Valid original U.S. Resident Alien Card or valid original U.S. visa, including the I-94 online registration, or valid original EAD card if it serves as advance parole; • Students should also present original I-20 with valid travel endorsement (signed within last year). • Exchange visitors (J1) should also present original DS-2019 with valid signed travel endorsement. *Original documents will be returned after your appointment. High resolution color copies of the originals must be included.* *If returning to the U.S., the residence permit / visa must be valid for at least three months exceeding the last day of the intended stay in Denmark / Schengen.*	☐ ☐ ☐	☐ ☐ ☐
5.	**Proof of sufficient funds for the intended journey** • U.S. bank statements or U.S. credit card statements in your name from the previous 3 months. • The statements must show that you - during the entire trip - have $90 per day for staying in a hotel or $60 per day for staying in a hostel and sufficient funds to purchase a round trip ticket.	☐	☐
6.	**Proof of invitation from host / participation in conference** • 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 submit invitation and confirmation that you have been accepted for the conference and paid the registration fee.	☐	☐
7.	**Proof of employment** • If employed, you must provide letter from your employer indicating the date of start of your employment and your job title. Employment letter must be issued within the past 30 days. • If self-employed, you must provide your latest tax returns (1040) and your business registration. • If working dependant visa holder (H4, F2) you must also provide color copy of your EAD card.	☐ ☐ ☐	☐ ☐ ☐
8.	**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*)	☐	☐
9.	**Hotel / hostel reservation** • In your name and covering every day of your stay 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.	☐	☐
10.	**Proof of medical travel insurance** (insurance card is NOT sufficient) • The insurance coverage must be valid from the day of departure from the U.S. and must be valid throughout the territory of the Schengen area and for your entire stay in Schengen. • The insurance provider must be a U.S./Schengen company (list of suggested insurance companies) • The minimum coverage accepted is €30.000 - Deductibles and reimbursements are not accepted.	☐	☐
11.	**Fees** to VFS Global (See list of Fees)	☐	☐

November 2026

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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.
- Date and sign this page (below) after page 1 has been filled out by VFS Global (check marks).
- Make sure to get a copy of page 1 when filled out by yourself and VFS Global.

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 as highlighted in the table on the first page, you must send this documentation via regular mail 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: _____