THE ROYAL DANISH CONSULATE GENERAL IN DUBAI
HANDLING VISA APPLICATIONS FOR REPRESENTATIVE OFFICE OF DENMARK IN RAMALLAH

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

Your application and documentation will be delivered to The Representative Office of Denmark in Ramallah and your case will be processed by the Royal Danish Consulate General in Dubai. The Consulate only accepts documents in English, Danish and Arabic. Documents in other languages will not be accepted.
*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. Copy of ID		
5. 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.		
6. Round trip reservation • Information about travel arrangement: reservation of round-trip ticket with intended dates of travel. **The Consulate recommends that you do not buy a plane ticket before your visa has been approved.**		
7. Invitation from host • Signed and dated invitation from Member State's company including full name of the applicant, • purpose and length of visit, who will cover costs of travel and accommodation, • company's contact details. ***Optional: VU1 or VU5 invitation from www.nyidanmark.dk***		
8. Proof of accommodation • Document that proves accommodation in the Member State: booking of hotel reservation for whole period of stay in the Member State if accommodation is not provided by host or official form/invitation letter confirming accommodation by host.		
9. Proof of solvency • Copy of bank statements for the last 3 months, and/or copy of • Credit card with credit card statements, and/or • Copy of salary slips of the last 3 months, and/or • Letter of invitation by company/institution confirming that they bear all costs related to travel and stay. **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 DKK per day) Business visit guidelines**		

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LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
10. Proof of employment: • Letter from employer stating that applicant is the employee of the company, mentioning position and salary as well as professional mission. **Training/internship/seminar/course** • Certificate of enrolment at an education establishment or invitation from company/institution, including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the education. • In case of internship, letter from the company/institution indicating if the internship is • paid (how much) or unpaid.		

MISSING DOCUMENT(S) HIGHLIGHTED ABOVE	
The Consulate General 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 General. *I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.*	
Date, visa applicant's name and signature	
VFS staff member signature	