

DENMARK VISA REQUIREMENTS

BUSINESS/MEETINGS

- **Schengen Visa Application Form** (completely filled out and signed by the applicant)
- **One Passport sized photo** (with white background and not older than 6 months - altered photos are not accepted. Paste your photo (do not staple) on the designated space of the Schengen Visa Application form)
- **Original Passport** (must be valid for at least three months after departure from Schengen. Valid Passport must have at least 2 unused pages)
- **Photocopy of Original Passport** - bio page and used pages (with visas and stamps) **IN COLOR**.
- **Photocopy of Roundtrip Flight Itinerary/ Airline Reservation** (please note it is not required to pay for/buy the ticket until a visa has been granted)
- **Proof of accommodation/ Hotel bookings**
- **Travel Medical Insurance valid for all Schengen-countries** (The insurance has to cover the applicant for the entire duration of the stay in the Schengen area and must cover minimum **EUR 30,000** for all risks e.g. accident, illness, medical emergency evacuation, incl. COVID-19 etc)
- **Photocopies of your previous passports for the past 3 years - bio page and used pages** (with visas and stamps)
- **Photocopy of Marriage Certificate** (*if applicable*)
- **Photocopies of Birth Certificates of your Children** (*if applicable*)
- **Photocopies of own means and properties** (*if applicable*) (land titles or car certificate of registration with official receipt)

For Company's Sponsorship:

- **Invitation Letter from your host in Denmark** (we recommend that your host use an online invitation form (VU1). Visit <https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Invitation-of-a-visa-applicant> to find different types of invitations, depending on the purpose of your trip.
- **Detailed agenda/program for the purpose of your trip**
- **Guarantee Letter** (*must be notarized*)
- **Original Bank Certificate** (*must be addressed to the Embassy*)
- **Bank Statements** (*at least 3 months transactions*)
- **Income Tax Return**
- **SEC with GIS**

For Employee's:

- **Certificate of Employment** (Introductory Letter from employer printed on company's letter head stating position, length of service, salary and duration of approved leave of absence, photocopy of company ID and pay slips for the last 3 months)
- **Original Bank Certificate of the Applicant** (Please note that ALL applicants have to provide proof of pocket money in their own name for the duration of the trip, *even if their trip is fully sponsored*)
- **Photocopy of Company ID** (back-to-back)
- **ITR**

Note:

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at documentations@inflightmenuph.com for queries and/or information in submitting the requirements.