



According to Schengen regulation (Handbook of Visa Code) article 7.10 it is the applicant who needs to submit the necessary documents to be granted a visa and the Embassy should not make further investigation into an application if the application is not sufficiently documented. - Failure to submit the required documents might lead to a refusal of the application.

| | Checklist - for journeys undertaken for political, scientific, cultural, sports or religious events or other reasons | Yes | No | Original returned to applicant/date | Note |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|--------------------------------------------|-------------|
| 01 | I acknowledge the visa regulations. | | | | |
| 02 | Completed and signed application form 'Application for Schengen Visa'. | | | | |
| 03 | Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory. | | | | |
| 04 | All previous passports. (photocopy of biopage and of all Schengen visas) | | | | |
| 05 | One passport size color photograph (35 mm x 45 mm) full face, light background, no older than six months. | | | | |
| 06 | Cover letter from the applicant, explaining in details the purpose of the visit, addressed to the Embassy of Denmark. | | | | |
| 07 | Letter from present employer/owner, stating purpose of the visit. | | | | |
| 08 | Health and Travel Insurance for Schengen (Original & Photocopy). | | | | |
| 09 | Proof of financial means in the country of residence. | | | | |
| 10 | Personal bank statements, credit card statements or balance covering the last six months complemented by any other proof of financial solvency. | | | | |
| 11 | Documents related to the itinerary: (i) copy of the roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary. If relevant, the entry permits for the next destination(s) of the trip; (ii) in the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey. | | | | |
| 12 | Documents related to civil status: (i) marriage certificate (married applicants); (ii) divorce certificate "talak namah" (divorced applicants); (iii) death certificate, (widows or widowers); (iv) birth certificate (children). | | | | |
| 13 | If minor: (i) consent of parents or custodian if both parents are not travelling together. (ii) photocopy of passport of parents or legal guardian; (iii) proof of economic means of parents or legal guardian (refer to point 1.). (iv) original birth certificate of the minor issued by responsible authority. | | | | |

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| 14 | Invitation letter from the organizer that should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit. | | | | |
| 15 | Entry ticket or pass for events for which these are normally issued. | | | | |
| 16 | Enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey. | | | | |
| 17 | Hotel confirmation or hotel voucher for the whole duration of the stay or other documents proving accommodation. | | | | |
| 18 | Payment of the registration fees when applicable. | | | | |
| 19 | Sponsorship letter when applicable. | | | | |
| 20 | If available any information confirming that the applicant has a specific background for undertaking the travel for these reasons. | | | | |
| 21 | Where relevant, proof of enrolment for a (short) course in the Member State of destination. | | | | |

Please note: If necessary, the Embassy of Denmark might call the applicant for an interview

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| REMARKS: |
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Applicant:

Signature/date:

VFS Staff Name:

Signature/date:

According to Schengen regulations the visa fee is non-refundable