

THE ROYAL DANISH EMBASSY NAIROBI



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

BUSINESS/CONFERENCE - DOCUMENT CHECKLIST

		Yes	No
1.	Schengen Visa Application Cover Letter (confirmation of submission of your on-line visa application) <ul style="list-style-type: none"> Must be printed, dated and contain 3 signatures. 	<input type="checkbox"/>	<input type="checkbox"/>
2.	One recent coloured passport photo <ul style="list-style-type: none"> Mouth must be closed and background must be white. Not more than 6 months old. Photo: 35 x 45 mm, head from tip of chin to top of head 30 – 36 mm 	<input type="checkbox"/>	<input type="checkbox"/>
3.	Original passport/ Travel document <ul style="list-style-type: none"> Validity of passport/travel doc. must exceed the intended stay in Schengen by at least three months. Passport /travel document must have been issued within the last ten years. Passport / travel document must have two blank pages to affix the visa. 	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proof of medical travel insurance <ul style="list-style-type: none"> The insurance coverage must be valid throughout the territory of the Schengen area and for your entire stay in Schengen. The minimum coverage accepted is €30.000. (No sublimit allowed) Deductibles and reimbursements are not accepted. 	<input type="checkbox"/>	<input type="checkbox"/>
5.	Non-Kenyans are required to submit a copy of a valid Kenyan residence permit or other proof of legal stay in Kenya, valid for at least 3 months from the date of intended departure from the territory of the Member States.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proof of sufficient funds for the intended journey <ul style="list-style-type: none"> Certified bank statements covering at least the last three months including bank account movements and final balance Payslips for the last three months (if employed). <p>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</p>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Flight itineraries Roundtrip flight reservations and flight itineraries for all planned stays in Schengen (if several Schengen States will be visited OR if the trip covers several Schengen and non-Schengen countries) We recommend that you do not buy any tickets before your visa has been approved.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Hotel/hostel reservation in your name or proof of sufficient financial means to cover accommodation expenses	<input type="checkbox"/>	<input type="checkbox"/>
9.	Proof of invitation from host / participation in conference <ul style="list-style-type: none"> Signed invitation letter from the foreign business partner stating the nature and duration of your stay and number of entries required. Hosts are encouraged to use digital invitation VU1 or VU5 (VU5 only if affiliated company and applicant will perform work related activities while in Denmark) If you are attending a <i>conference</i>, you must provide confirmation that you have been accepted for the conference and receipt for the registration fee. 	<input type="checkbox"/>	<input type="checkbox"/>
10.	A copy of the business license of employing company. If self-employed or company owner, copy of Kenyan PIN Certificate as well as company registration, in the <i>Companies Registration Office</i>, bank statement(s) for the company including bank account movements covering the last 3 months and balance sheet from the previous financial year.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Proof of employment <ul style="list-style-type: none"> If employed, you must provide letter from your employer indicating the date of start of your employment and your job title. The letter must be on official company paper, with stamp, signature and date. The letter must clearly mention: full address, telephone and contact persons of the company: the name and position of the countersigning officer; name, position, salary and years of service of the applicant as well as an approval for leave or absence; the person or entity who will bear the travel and living costs. (NB. You must still provide evidence of pocket money in your own name, see section 6) Contract of employment 	<input type="checkbox"/>	<input type="checkbox"/>

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INSTRUCTION FOR THE APPLICANT

- 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 Royal Danish Embassy Nairobi for decision.

The Danish Mission requests you to hand in the required documents within 5 working days from today. Signature date below counts as day one of five.

If the Danish Mission has not received the documents by this deadline, a decision will be made based on the presented information.

You can choose one of the following options for handing in the missing documents:

- I will come back to VFS within 5 working days with the missing document(s).
- I will hand in the application as it is and am aware that a decision will be based on the presented documents only.

An interview may be required at the Embassy or by phone. You will be contacted as soon as a decision has been reached in your case.

VFS comments: _____

Kind regards, The Regional Visa Hub, Royal Danish Embassy, Nairobi, Kenya.

Applicant's name

Applicant's signature

Date and Place

Phone Number

Signed in front of VFS Staff (initials), Nairobi: _____ Date: _____