



Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible.

Please note that your application is **incomplete**. The document(s) highlighted below are missing. The Embassy therefore kindly requests you hand in the below documentation. **ALL documents must be submitted in colour:**

Missing Document (s)	Type of document
	<b>Application form</b> completely filled on <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> , printed and signed by the applicant
	<b>Visa Fee payment receipt</b> printed from <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a>
	One recent (less than six months old) passport-size <b>photograph</b> in color with white background and good resemblance. (3.5cm / 4.5cm). Photo-shopped pictures are forbidden.
	The <b>Passport</b> should be valid for at least three months beyond the intended duration of stay in the Schengen territory and with at least two blank page to affix the visa.
	<b>Travel medical insurance</b> valid for all Schengen countries. It has to cover the applicant for at least 30.000 Euros or equivalent, for all risk e.g. repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death during applicant's stay in the Schengen area. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.
	<b>Supporting documents for short-stay visa applications:</b>
	Travel arrangements: <ul style="list-style-type: none"> <li>a) Round trip ticket(s) reservation (including intra-Schengen travels if applicable)</li> <li>b) Proof of accommodation such as <ul style="list-style-type: none"> <li>- hotel reservation(s).</li> <li>- other prepaid accommodation.</li> <li>- private accommodation.</li> <li>- letter of invitation by a host, which includes the address of stay.</li> </ul> </li> </ul>
	<b>Proof of financial means of the applicant:</b> <p>Proof of personal assets or means of subsistence, such as</p> <ul style="list-style-type: none"> <li>- bank account statements with official stamp from the bank, showing movements of the past six months period with bank information on the means and conditions to withdraw money from the account, or</li> <li>- credit card with account statements of the last six months, or</li> <li>- proof of income of real estate property.</li> </ul> <p>In addition,</p> <ul style="list-style-type: none"> <li>a) for employees: <ul style="list-style-type: none"> <li>- employment letter, specifying the date of employment, job position in the company, salary level and absence permission,</li> <li>- last three payment slips, and if applicable,</li> <li>- registration with CNSS (National Social Security Fund).</li> </ul> </li> <li>b) for company owners: <ul style="list-style-type: none"> <li>- company statutes (copy),</li> <li>- business registration (copy), and</li> <li>- company bank statements for the last three months or tax statements for the company.</li> </ul> </li> <li>c) for self-employed persons: <ul style="list-style-type: none"> <li>- syndicate card or letter,</li> <li>- tax statements, and</li> <li>- proof of current business activities (order, contracts, etc.).</li> </ul> </li> <li>d) for retired persons: <ul style="list-style-type: none"> <li>- proof of pension.</li> </ul> </li> <li>e) for students of higher education: <ul style="list-style-type: none"> <li>- proof for university or institution enrolment,</li> <li>- proof of scholarship (if applicable), and</li> <li>- proof of source of livelihood during the study and stay period.</li> </ul> </li> </ul>

	Extract of family register ( <i>ekhray kaid aily</i> ) of the applicant: original or legalised copy, either not older than six months or stamped by the competent authorities as “register up-to-date”.
	<p><b>Minors (less than 18 years old):</b></p> <p>a) for minors travelling with their parents:</p> <ul style="list-style-type: none"> <li>- a school certificate,</li> <li>- a travel consent for the minor from both parents.</li> </ul> <p>b) for minors travelling with one parent only or with the legal custodian:</p> <ul style="list-style-type: none"> <li>- copy of the passports of the parent(s) or legal custodian,</li> <li>- consent of the non-traveling parent(s) or proof of sole custody of the traveling parent or legal custodian</li> <li>- school registration certificate,</li> </ul> <p>c) for minors travelling alone:</p> <ul style="list-style-type: none"> <li>- proof of travel arrangements for the minor and financial means of the parents to cover all expenses of the journey and stay in the country of destination,</li> <li>- travel consent for the minor from both parents.</li> </ul>
	<p><b>Non-Lebanese nationals residing in Lebanon:</b></p> <ul style="list-style-type: none"> <li>- residence permit valid <b>at least three (3) months after anticipated date of return</b> to Lebanon,</li> <li>- work permit <b>valid for at least three (3) months after anticipated date of return</b>, if applicable.</li> </ul>
	<p><b>Business:</b></p> <p>a) Information to be provided by the inviting company:</p> <p>VU1 invitation stamped and signed/digital VU1, or an e-mail to the applicant from the company containing the following:</p> <ul style="list-style-type: none"> <li>- full address of the company and name of a contact person,</li> <li>- nature of the business/field of expertise,</li> <li>- extract of the business register in the country of destination (not applicable for public administration entities),</li> <li>- name and position of the countersigning officer,</li> <li>- purpose and duration of the visit, including a description of applicant’s role : attending meetings, making presentations, installing/dismantling equipment etc.</li> <li>- person or entity, who will bear the applicant’s travel and subsistence expenses, if the cost will be covered by the inviting company.</li> </ul> <p>b) Information to be provided by the inviting company:</p> <ul style="list-style-type: none"> <li>- for business owners: proof of current business relations such as invoices, customs documents,</li> <li>- for employees travelling on behalf of the company: employment letter, specifying the purpose of the trip and person or entity, who will bear (and, if applicable, guarantee) the applicant’s travel and subsistence expenses.</li> </ul>
	A power of attorney to collect the passport was given to a 3 <sup>rd</sup> party.

**The document(s) highlighted above are missing :**

The Embassy of Denmark requests you to hand in the missing/required documentation **within 4 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

I understand that I must provide above missing documentation to VFS within 4 days. Signature date below counts as day one of five.

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: [beyambvisa@um.dk](mailto:beyambvisa@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 Embassy.

Kind regards, The Embassy of Denmark, Beirut, Visa Section

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Passport No.

\_\_\_\_\_  
Date and Place