

**The Consulate General of Denmark in Sydney, Australia
Conference/Cultural/Religious/ Political events– Checklist**



Dear Applicant,

Your application and documentation will be delivered to the Consulate and your case will be processed by the Danish Embassy in Bangkok, Thailand as soon as possible.

Please note that your application is incomplete if any of the document(s) marked below are missing. The Embassy therefore kindly requests that you hand in the below documentation.

Missing Document(s)	Type of document
	Cover letter completely filled on https://applyvisa.um.dk/ , printed and signed by the applicant.
	Visa Fee payment receipt printed from https://applyvisa.um.dk/
	The Original passport should be valid for at least 3 months beyond the intended duration of stay in the Schengen territory and with at least two blank page to affix the visa. The passport must have been issued within the last 10 years.
	Copy of previous visas and stamps of the applicant's old passport(s) <i>if any</i> .
	Residence Permit or other proof of re-entry permit for New Zealand valid for at least 3 months after the departure from the Schengen region (or a written explanation if you cannot document this)
	Proof of residential address in New Zealand (e.g. copy of driver licence, a utility bill, a bank statement or similar)
	If married or in a partnership, provide a marriage certificate or registered partnership agreement .
	Documents from employer/company: <ul style="list-style-type: none"> Invitation from the conference host OR registration receipt from conference. Letter from employer. Letter from your employer/university stating: 1. your employment status in the company/enrolment status at the university, 2. the purpose and duration of the trip, 3. if the employer/university is covering any of the expenses for the trip and, 4. if you are covered by the company's/university's travel medical insurance.
	A signed invitation or Online invitation containing contact details of the inviting party; the applicant's identity; the purpose of the journey (meetings, conferences, training or business related events); and the period and place of intended stay.
	Proof of accommodation: Hotel reservations, rental of holiday home or campus residence reservation. If you intend to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. If you are travelling to several Schengen states, proof of accommodation in each of them.
	Documentation of funds to cover the trip. Bank statement in New Zealand with applicant's name covering minimum last 3 months in applicant's name According to the Danish Immigration Service you must have the necessary means to pay for your stay and return trip. As a general rule, you must have at your disposal approx. DKK 350 per day. If you are staying in a private home and your host will cover all costs. If you are staying at a hotel, the amount must be greater, approx. DKK 500 per day. You can find further information https://www.nyidanmark.dk/
	Flight reservations of return or round ticket. If applicant is traveling to several Schengen states proof of intra-Schengen flight reservation, train itinerary or car rental. (Do not buy the ticket until a visa has been granted).
	Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. 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.

Note: A translation in English must be attached to any documents, where the original is not in English.

The document(s) highlighted above are missing:

The Embassy requests you to hand in the missing/required documentation to VFS Centre **within 5 days from today**. If the missing/required documentation have not been received 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 5 days. Signature date below counts as day one of five.

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 Royal Danish Embassy, Bangkok, Visa Section

Applicant's Signature

Case Number ID

Passport No.

Date and Place