



Dear Applicant

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

Only documents in English are accepted. Documents in other languages will not be accepted unless translated into English.

List of supporting documents	Submitted	Missing
The cover letter from the online application website " Applyvisa ". Original cover letter with signature required. Visa fee payment receipt must be printed and attached as well.		
Current passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen area and must have at least two blank pages to affix the visa.		
Documentation on any former travels abroad ; if relevant an old passport should be attached to the application.		
Cover letter from your organization or company containing following details: <ul style="list-style-type: none"> Name and designation of the applicant signed by an authorized person in the company. The cover letter should outline the applicant's purpose of visit, names and address of the company he/she intends to visit and period/place of intended stay. Any planned future visits to the Schengen area should be included. Copies of business documents (if applicant is owner of the company) such as registration papers (registration certificates, tax clearance certificates, bills of lading, etc.) 		
Signed invitation letter from the host/host company containing name of the invited person, purpose of visit, dates of the intended stay, and which costs are covered by host (boarding and lodging). Electronic invitation (VU1) is recommended.		
Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 EUR 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. The insurance must not exclude COVID-19 coverage.		
Round trip flight reservation. If applicant is travelling to several Schengen states, proof of intra-Schengen flight reservation, train itinerary or car rental. People joining cruise liner in the onward journey, should provide the ticket & payment receipt. The Danish Mission recommends that you do <u>not</u> buy a plane ticket before your visa has been approved.		
Proof of accommodation: Hotel bookings or host guarantees/sponsorship of accommodation covering the whole duration of the intended stay.		
Evidence of source of financial support/ means of subsistence: <ul style="list-style-type: none"> If applicant is employed: pay slips for the last three months, employment contract, bank statement for account through which salary is paid and holiday approval/ leave letter from employer If applicant is a company owner or self-employed: Certificate of registration of the company, company's bank statement, tax clearance receipt etc. are required. 		
Original personal bank statement showing movements in the last three months and duly stamped and signed by the bank. All applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored.		

The Embassy requests you to hand in the missing/required documentation within 5 days from below date of signature:

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.

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: abvambvisa@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.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

Kind regards, The Royal Danish Embassy, Abuja, Visa Section

Applicant's Name

Applicant's signature

Passport No.

Date