



Dear Applicant,

VFS will deliver your application and documentation to the Embassy and your case will be processed as soon as possible. Only documents in English are accepted. Documents in other languages will not be accepted unless translated into English.

Type of document	Submitted	Missing
The cover letter from the online application website " Applyvisa ". Original cover letter with signature required.		
One passport-size photograph less than six months old in color with good resemblance (3.5cm / 4.5cm)		
Current passport should be valid for at least three 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 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 & lodging). Electronic invitation (VU1) is recommended.		
Overseas travel medical insurance valid for all Schengen countries. The insurance has to cover the applicant for the entire duration of the stay in the Schengen area at a minimum coverage of 30,000 EUR for all risks, e.g. accident, illness, medical emergency evacuation, etc.		
Round trip flight reservation. If applicant is travelling to several Schengen states, proof of intra-Schengen flight reservation, train itinerary or car rental.		
Proof of accommodation: Hotel bookings or host guarantee/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"> 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. If applicant is employed: pay slips for the last three months, employment contract, bank statement for account through which salary is paid In case applicant is the owner of the company: copies of company registration documents, company's bank statement, tax clearance receipt, etc. are required 		

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 chose 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. 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