



Dear Applicant

VFS will deliver your application and documentation to the Embassy. The Embassy will process your case as soon as possible. Only documents in English, French, Danish, Norwegian and Swedish are accepted. Documents in other languages will not be accepted.

Name of Applicant: _____

Missing Document (s)	Type of Document
	Print of application cover letter
	One recent (less than six months old) passport-size photograph 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. Copies of passport pages must be in colour.
	Previous passports (if any) + colored copies of bio page(s) and previous Schengen visas and stamps
	Invitation letter issued by the host in Denmark. The letter must specify applicant's name, address, relationship with the reference (proof to be attached), duration of stay & which costs will be covered by host
	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 with minimum coverage of 30,000 EUR for all risks, e.g. accident, illness, medical emergency evacuation, etc
	Flight reservation for round trip. If applicant is travelling to several Schengen states, proof of intra-Schengen flight reservation, train itinerary or car rental
	Evidence of host's status in the Schengen area: passport bio page and documentation of residence
	Proof/Justification of relationship with host (e.g. relevant birth and marriage certificates, divorce certificates, photos/communication with host, etc.)
	Proof of social ties to home country (marriage certificate, birth certificates of children, company registration, etc. if relevant,
	<p>Evidence of source of financial support/ means of subsistence</p> <ul style="list-style-type: none"> Original personal bank statement showing movements in the last three months, duly stamped and signed by the bank. <p>Please note that ALL applicants have to provide proof of pocket money in their own name, even if their trip is fully sponsored.</p> <p>Please visit: https://www.nvidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Private-visits-and-tourist-visits</p> <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 In case applicant is the owner of a company: company registration documents, company's bank statement, tax clearance receipt, etc., are required.
	<p>In case of minors (less than 18 years):</p> <ul style="list-style-type: none"> If a minor travels with only one parent, written consent of the other parent or guardian must be provided, unless the parent has sole custody or guardianship of the minor. Documentation of custody must also be provided. If a minor travels alone (without parents), written consent including contact details from both parents or guardians must be provided. A photocopy of both parents' passports. If not, then copies of the ID cards (with signatures) of each parent. Birth certificate of the minor <p>Note: If minor travelling with one parent, all the above documents of the other parent are required.</p>
	<p>If employed: Introductory letter from employer printed on company letter head and leave letter, if applicable</p> <p>If student: Introductory letter from School printed on school's letterhead, school ID, admission letter and academic transcripts if relevant</p>

The document(s) highlighted above are missing

The Embassy requests you to hand in the missing/required documentation **within 5 days from today**. If the missing document(s) are not received by this deadline, the Embassy will make a decision based on the present information.

You can hand in the missing documentation(s) in person to VFS. Please remember to state your passport number and your full name. If you chose to send the missing documentation(s) by e-mail to abvambvisa@um.dk, please note that this line is an open, unencrypted connection.

Please note that additional documents could be requested, and that you may be called for a supplementary interview.

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

Applicant's Signature

Passport No.

Date