

DENMARK - CHECKLIST FOR BUSINESS VISIT



Documents to be provided by all visa applicants.	YES	NO
1. Application form correctly filled in English and signed.		
2. One recent passport size photograph not older than three months, with a white background not stapled, full face.		
3. Original passport valid for three months after the intended departure from the territory of the Schengen States and copy of all relevant passport pages (data page, pages containing previous Schengen visas, US and UK Visas). The passport must contain at least two blank pages and have been issued within the previous 10 years. Copy of entry and exit stamps of previous Schengen visas from the old passport in addition to copy of previous Schengen visa stickers.		
4. Original medical insurance (and one copy of it) with a minimum coverage of €30,000, covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reason, urgent medical attention, emergency hospital treatment or death during stay.		
5. Original letter from sponsor in Saudi Arabia, stating employment status, position, length of contract and salary, stamped by the Chamber of Commerce.		
6. Copy of flight/travel reservation/s including details of the itinerary and the reservation number. The Danish Mission recommends that you do not buy a plane ticket before your visa has been approved.		
7. Proof of accommodation, (Hotel reservation. Rental contract or apartment details.)		
8. Invitation letter from a company or an authority to attend a meeting, conference or event or confirmed registrations for trade fairs or congresses. In addition, documents which show the existence of trade relations or relations for work purposes.		
9. "Invitation from host. The embassy recommends that the host fills in a VU1 (Business trip) /VU2 (Family/friend visit) invitation form. This form can be found on https://nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Invitation-of-a-visa-applicant . Invitation ID is sufficient if the host is Danish or lives in Denmark." For Iceland a paper invitation is only mandatory in representation cases"		
Additional Documents For Saudi Nationals	YES	NO
Bank statement showing sufficient. Bank statements for the last three months, including the current balance, or other verifiable evidence of sufficient means of subsistence during the intended stay, e.g. credit card copy and credit card statement.		
Valid Saudi ID card copy (Family ID card copy in case of family travelling together).		

Additional Documents For Non-Saudi Nationals	YES	NO
Bank statement showing sufficient funds to be stamped by the bank or original pay slips from the employer for the past six months, A credit card copy can only be accepted along with a credit card statement include the limit amount and the currentbalance amount to be stamped by the bank.		
Copy of residence permit (Iqama) valid at least for 3 months from departure date from the Schengen area.		
Copy of valid exit & re-entry visa.		

Please note:

- The visa must be applied for either in person or through a representative (if applicable).
- All documentation must be submitted in English language
- For children registered in a parent's passport, a separate application form has to be submitted. Original documents must be presented; additional photocopies may be required. It is important to remind you that:

The original passport must be signed by the holder valid at least three months beyond expiration of the requested visa.

For minors (children under 18 years) travelling with one or without their parents/legal guardian: An original authorization signed by their parents/legal guardians is required and a copy of passport(s) of parents/legal guardian. Furthermore, it is required that both Parents/legal guardians must be present when submitting the minor's application and both sign the application form.

- Missing documents should be provided within 5 days after which a decision will be taken based on the available documents.
- You can hand in the missing documentation in person or by courier to VFS. Please note if you chose to send the missing documentation by email to ruhambvisa@um.dk , it should be via an unencrypted connection.

Remarks: _____

Applicant's Signature: - _____

Date: _____

VFS Officer's Signature: - _____

ATTENTION:

The Embassy of Denmark has the right to ask for any other additional documents it considers necessary and may call the applicant for an interview. In all cases the visa fee is non-refundable

