



RED CARPET PROGRAMME

DOCUMENT CHECKLIST

	SUBMITTED	NOT SUBMITTED
1 - Original application form/cover letter from online application website "Applyvisa.um.dk" with signature required.		
2 - Original passport valid for three months after the intended departure from the territory of the Schengen States Must have at least 2 blank pages.		
3 - If relevant, it is recommended to provide previous passport(s) with proof of former Schengen visits.		
4 - One passport photo, must be passport-size with a light background, no older than 6 months.		
5 - Copy of flight reservation, including return flight and the reservation number. The Danish Mission recommends that you don't need to pay for the ticket before the visa is issued.		
6 - Detailed plan of stay in English, outlining day-to-day schedule including destinations, dates, and activities, is recommended.		
7 - Travel medical insurance with a minimum coverage of EUR 30,000 covering your entire stay in Schengen		
8 - Red Carpet Programme dispatch letter signed by authorised representative.		
9 - Invitation letter from host(s). Using the online invitation form (VU1/VU5) on www.newtodenmark.dk , typically reduces processing time. Use the VU5 form if the host is an affiliated company. For visits to multiple companies or organisations, additional invitation letters must be provided. When not using VU1/VU5: Invitation letter on official letterhead incl. stamp, host signature, and date with the following details: 1) Host company's full address, telephone number, and contact person; 2) Purpose, duration, and detailed itinerary of the intended visit; 3) Sponsor for travel and living costs; and 4) Name and position of the signing officer.		
10 - Non-Saudi citizens: Copy of residence permit (iqama) valid for at least 3 months from departure date from the Schengen area.		
11 - Copy of valid exit & re-entry visa.		
Comment(s):		

The Danish Embassy in Riyadh requests that you submit the missing documentation **within 3 calendar days from today.** Failure to comply may result in a decision based on the current information, potentially leading to refusal.

I acknowledge that I must submit the missing documentation to VFS Global within 3 calendar days, with the below signature date counting as day one.

Please be aware that sending documents to ruhambvisa@um.dk is via an unencrypted connection. We recommend using file types such as PDF, JPG, PNG, DOCX, or XLSX, as other formats may not be accepted.

Emails must be in Danish or English and sent from the email address listed in your application.

Additional documents or interviews may be requested.

Kind regards,

The Embassy of Denmark in Riyadh, Saudi Arabia

+966 (11) 488 0101

ruhambvisa@um.dk