



DENMARK VISA CHECKLIST – BUSINESS

- 1) Go to ApplyVisa.um.dk in order to complete the visa application form and pay the visa fee
- 2) Print and sign cover sheet from ApplyVisa.um.dk

N.B.: Standard visa fee EUR 90 / Reduced fee EUR 45 / VFS service fee EUR 13

LIST OF SUPPORTING DOCUMENTS	SUBMITTED	NOT SUBMITTED
Passport issued within the last 10 years and valid for minimum 3 months after return. Minimum 2 blank pages. Your current passport will be scanned at the visa application centre.		
If available, copies of visas and stamps in previous passport(s).		
1 passport photo (max. 6 months old, on white background, measuring 3.5 x 4.5 cm.)		
Signed and dated cover letter from ApplyVisa.um.dk		
Signed and dated invitation letter from the Danish reference indicating the purpose and length of visit and information on the entity to cover the costs of the stay. <i>Strongly encourage to use VU1 Business invitation from nyidanmark.dk</i>		
If relevant: VU5 business invitation (only if exempt from work permit) <i>Strongly encourage to use VU5 Invitation form for application for business visa for affiliated companies from nyidanmark.dk</i>		
For attendance to a fair: The entry card or documents regarding participation.		
Complete extract of the civil registry (showing parents, siblings, spouse, and children). (<i>Tam Tekmil Vukuatli Nüfus Kayit Örneği</i>). The extract must include a QR-code for verification.		
Travel medical insurance covering the requested travel dates, duration of stay, applicant's age, minimum EUR 30,000 and valid in the Schengen area. The insurance must not exclude COVID-19.		
Flight reservations , other proof of intended means of transport or proof of travel itinerary NB: reservation must be verifiable and must include booking number/PNR Code. Booking number/PNR Code: _____ Please note that the Danish Mission recommends that you do not buy a plane ticket before your visa has been approved.		
Proof of means of subsistence: <ul style="list-style-type: none"> - Personal bank statement showing account balance for the past 3 months, stamped and signed by the bank. - Please note that ALL applicants have to provide proof of having personal proof of means of subsistence even if their trip is fully sponsored. - A minimum amount of 350 DKK per day in Denmark is required for business travellers who are fully sponsored by employer/host or other third party. Failure to provide this documentation may lead to a refusal based on insufficient means. <i>For more information: https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Business-visits)</i>		
Proof of sponsorship and/or accommodation: Evidence of hotel booking or other proof of accommodation		
If employed: <ul style="list-style-type: none"> - Signed and dated letter from employer indicating the Embassy that the document is addressed to, the employee's name and passport number, date of start of employment and function, length of the leave and whether it is paid or unpaid leave, <u>the purpose of visit and length of stay</u>, information on the entity to cover the costs of the stay, employer's contact details, name and position of the person signing the letter. - Payslips for the past 3 months - SGK statement of employment (<i>Sigortalı İse Giriş Bildirgesi</i>) with a readable QR code - SGK registration and service document with a readable QR code (<i>SGK tescil ve hizmet dökümü</i>) 		

ROYAL DANISH EMBASSY

Ankara



If owner of a private company: <ul style="list-style-type: none">- Company bank statement showing account balance for the past 3 months, stamped and signed by the bank- Company registration in chamber of commerce- Copy of the bulletin of the trade register- Statement of taxes payment- Company activity certificate (<i>Faaliyet Belgesi</i>)		
If applicant is a farmer: Farmer certificate issued by Chamber of Agriculture.		
If the applicant is a student: original student certificate. For university students, the student certificate must be issued by the Council of Higher Education in Turkey (YÖK) with a readable QR code		
If applicant is a Non-Turkish national: Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States.		

MISSING DOCUMENT(S) HIGHLIGHTED ABOVE

The Embassy requests you to hand in the missing/required documents within 5 days from today. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on present information.

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

If handing in documents to VFS Global, please remember to state your passport number and your full name. If you choose to send your missing documentation by e-mail to ankambvisa@um.dk, please note that it will be via an unencrypted connection and may delay the case processing. Please note that you could still be asked for additional documents and/or may be called for an interview at the embassy.

Date, visa applicant's signature

VFS staff member signature

Other comments/observations from VFS staff member: