MINISTRY OF FOREIGN AFFAIRS
OF DENMARK
Regional Visa Hub Denmark

ADS TOURISM

DOCUMENT CHECKLIST

No.	Type of document	Submitted (X/√)
1	**Original cover letter** from online application website "Applyvisa.um.dk" with signature required.	
2	**Passport**, valid at least 90 days after expiry of the visa. Must have at least 2 blank pages. **If relevant**, it is recommended to provide previous passport(s) with proof of former Schengen visits.	
3	**One passport photo,** must be passport-size with a light background, no older than 6 months.	
4	**Detailed itinerary** in English outlining day-to-day schedule including destination, date, and activity.	
5	**Travel medical insurance** with a minimum coverage of EUR 30,000 covering your entire stay in Schengen.	
6	**Round-trip flight reservations.** We do **not** recommend buying flight tickets before a visa has been issued.	
7	**Proof of accommodation** (e.g., hotel bookings) covering the entire duration of the intended stay.	
8	**Copy of Hukou pages** with relevant information (no English translation needed).	
9	**Employees: A sealed copy of the employer's business license and a letter from the employer** (with English translation) on official letterhead, incl. stamp, signature, date, and with the following details: **1)** Company's full address, telephone number, and contact person; **2)** Applicant's name, position, salary, years of service, and leave approval; and **3)** Name and position of the signing officer. **Retirees:** Proof of pension or other regular income. **Students:** Confirmation of enrolment with a university or other educational establishment. **Unemployed adults:** *If married*: Spouse's employment letter and income, along with a notarized marriage certificate with Apostille. *If single, divorced, or widowed:* Any other proof of regular income.	
10	**Personal bank statements** showing movements from the last three months**, as well as your own name**, and bank stamp. Personal bank statements are required from **all applicants above 18 years old** regardless of sponsorship or student status. Fixed deposit accounts are **not** considered. Not ensuring sufficient funds may lead to a refusal. **Staying at a private home, you must have DKK 350 per day at your disposal.** **Staying at a hotel, you must have DKK 500 per day at your disposal.**	
11	The **European tour operator** and the **travel agency in China** must each provide an individual letter stating: **1**) Name and contact information; **2)** Confirmation of accommodation and transport for all group members as per the itinerary; and **3)** A list of names and passport numbers for all group members, including the tour leader.	
12	**Minors (< 18 years old):** **Travelling with parents: 1)** Original school letter stating school's address, contact details, and absence permission, with the name and position of signing officer; **2)** Student card; and **3)** A notarized certificate with Apostille confirming family relation or guardianship is also required. **Travelling alone or with just one parent: 1)** An original notarized certificate with Apostille granting travel permission from the non-traveling parent(s) or legal guardian(s), attested by relevant authorities if issued abroad; and **2)** Sponsor's bank statements showing transactions from the past three months, stamped by the bank, are required. Fixed deposit accounts are **not** considered. **If the sponsor is not a parent**, a notarized certificate with Apostille declaring financial guarantee from the sponsor is also required.	
13	**Non-Chinese citizens:** A Chinese residence permit valid for at least 3 months after return to China.	
Comment(s):		

The Regional Visa Hub Denmark in Guangzhou 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. By signing this document, you confirm that you have provided a bank statement with the required financial means; if not, please indicate this in the comments section.

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 cangklvisa@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. Please note that calls from the **Regional Visa Hub Denmark in Guangzhou** will begin with the phone number prefix +86 (0)20.

Kind regards,
The Regional Visa Hub Denmark in Guangzhou

Applicant's signature | **Applyvisa ID** | **Passport No.** | **Date and Place**