MINISTRY OF FOREIGN AFFAIRS
OF DENMARK
Regional Visa Hub Denmark

CULTURE / SPORT

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 the day-to-day schedule incl. destinations, dates, and activities.	
5	**Travel medical insurance** with a minimum coverage of EUR 30,000 covering your entire stay in Schengen.	
6	**Dispatch letter from the cultural or sports organisation in China (**with English translation) on official letterhead, incl. stamp, signature, and date with the following details: **1)** Organisation's full address and telephone number; **2)** Applicant's name, position, salary, and years of service (for professionals); **3)** Sponsor for travel and living costs; **4)** Confirmation of participation; and **5)** Name and position of the signing officer.	
7	**Sealed copy of the business license** of the cultural or sports organisation in China.	
8	**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.**	
9	**Invitation letter** from host(s). Using the online invitation form (VU3) on newtodenmark.dk, typically reduces processing time. For visits to multiple organisations, additional invitation letters must be provided. **When not using VU3**: Invitation letter on official letterhead incl. stamp, host signature, and date with the following details: **1)** Host organisation's full address, telephone number, and contacts of the company; **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	**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.	
11	**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**