REGIONAL VISA HUB DENMARK, GUANGZHOU
CHECKLIST – PREFERENTIAL SCHEME TOURISM

No.	Type of document	Submitted	Missing
1.	**The cover letter** from the online application website "Applyvisa". Original cover letter with signature required.		
2.	**One passport photo.** The photograph must be passport-size with a light background, no older than 6 months. No photo shopping allowed. If you have a fresh digital photo taken at the visa application center, you do not need to bring a passport photo.		
3.	**Passport**, valid at least 90 days after expiry of the visa. Must have at least 2 blank pages.		
4.	**Copy of the applicant's passport identity page** (incl. extension date if applicable).		
5.	**Travel medical insurance** with a minimum coverage of 30,000 Euro for the effective stay in the Schengen area. The insurance must cover your entire stay (until your flight departs). Please note that if the coverage period of your insurance is stated in Beijing time you may need to purchase one extra day of insurance because of the time difference between China and the Schengen area.		
6.	**Documentation on former travels** abroad; if relevant an old passport should be attached to the application.		
7.	**Signed Cover letter** from accredited Preferential Scheme travel agency.		
8.	**For minors (under 18):** - Student card & Original letter of the school, mentioning: full address, telephone number of the school, permission for absence, name and function of the person giving the permission. - Notary certificate of family relation or proof of guardianship must be legalised by the Ministry for Foreign Affairs, one photocopy thereof. - Minors travelling alone or with just one parent: Notary certificate of permission to travel from both parents or legal guardians (when minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), must be legalised by the Ministry of Foreign Affairs, and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence, one photocopy thereof.		
9.	**Copy of "Hukou"** (no translation) With photocopies of all pages (only for Chinese nationals).		
10.	**Proof of solvency of the applicant.** Bank statements from the last 3 months, no deposits accounts.		
11.	**For employees:** a sealed copy of the business license of the employing company.		
12.	**For employees**: a letter from the employer (with English translation) on official company paper with stamp, signature, date and clearly mentioning: address, telephone and fax numbers of the employing company, the name and position of the countersigning officer, the name, position, salary and years of service of the applicant as well as an approval of leave of absence. **For retired persons**: Proof of pension or other regular income. **For unemployed adults:** If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA. If single/divorced/widow/widower: Any other proof of regular income.		

Applicant's Signature

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The Regional Visa Hub Denmark in Guangzhou requests you to hand in the missing documentation **within 5 working days from today**. If the Regional Visa Hub Denmark in Guangzhou has not received the documentation by this deadline, the Regional Visa Hub Denmark in Guangzhou will make a decision on the case based on the present information which may lead to a refusal.

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

You can hand in the missing documentation in person to VFS Global. If someone else hands it in on your behalf, you will need to provide an authorisation letter. Please remember to state your passport number and your full name.

Please note, if you choose to send the missing documentation by e-mail, it will be via an unencrypted connection. Furthermore, you must use the e-mail address which you have used to register in Applyvisa.um.dk (also stated on your visa application form), and send to cangklvisa@um.dk.

E-mails must be written in Danish or English.
E-mails in Chinese will not be replied or considered in your application.

Documentation must not exceed 2MB file size, be compressed files (e.g. .zip, and .rar), nor links to external sources e.g. cloud storage. We recommend using JPEG or PDF formats within 2MB file size. Any documentation not meeting these requirements, will not be considered in your application.

Please note that you could still be asked for additional documents and/or may be called for an interview.

Kind regards,

The Regional Visa Hub Denmark in Guangzhou.

Applicant's Signature	Applyvisa ID	Passport No.	Date and Place