



Dear Applicant,

Your application and documentation will be delivered to the Embassy of Denmark in Mexico, and your case will be processed digitally by the Consulate General of Denmark in New York.

Please note, that if **document(s) are highlighted below, your application is incomplete.** Please submit the missing documentation to the Consulate General in New York (nycgkl@um.dk). All documents must be submitted in colour:

Missing Document(s)	Type of document
	Application form completely filled on https://applyvisa.um.dk/ , printed and signed by the applicant
	Visa Fee payment receipt printed from https://applyvisa.um.dk/
	One recent (less than six months old) passport-size photograph in color with white background and good resemblance (3.5cm / 4.5cm). Photoshopped pictures are forbidden and application will become inadmissible if a photoshopped picture is handed in.
	<ul style="list-style-type: none"> - Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least two blank page to affix the visa. - Temporary or Permanent Residence permit in Mexico (validity of at least 3 months after departure from Schengen Area). Exceptions apply, please contact VFS Global for more information.
	A cover letter from the employing organization or company containing following details; the applicant's identity; the purpose of the journey (meetings, conferences, training or business related events); and the period and place of intended stay.
	A signed invitation containing contact details of the inviting party; the applicant's identity; the purpose of the journey (meetings, conferences, training or business-related events); period and place of intended stay; nature of costs being covered by host (boarding & lodging). The embassy recommends that the host fill in a VU1 invitation form (found on https://nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Invitation-of-a-visa-applicant). Invitation ID is sufficient if the host is Danish or lives in Denmark. A paper invitation is only mandatory in representation cases (Norway, Sweden or Iceland).
	Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.
	Flight reservations of return or round-trip ticket. If applicant is traveling to several Schengen states proof of intra-Schengen Flight reservation, Train Itinerary or Car rental.
	Proof of accommodation: Hotel reservations, rental of holiday home or campus residence reservation. If you intend to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. If you are travelling to several Schengen states, proof of accommodation in each of them.
	<p>Evidence of source of Financial support:</p> <ul style="list-style-type: none"> • Original <u>personal</u> bank statement showing movements in the last three months, duly stamped and signed by the bank; As a general rule, you must have at your disposal approx. DKK 350 per day. A smaller amount may be accepted if you are staying in a private home and your host will cover all costs. If you are staying at a hotel, the amount must be greater, approx. DKK 500 per day. <p><i>The following must also be included,</i></p> <p><i>If the applicant is employed:</i></p> <ul style="list-style-type: none"> • Pay slips for the last three months; • Employment contract; <p><i>If the applicant is a company owner or self-employed:</i></p> <ul style="list-style-type: none"> • Certificate of registration of the company. <p><i>If the applicant is sponsored:</i></p> <ul style="list-style-type: none"> • Proof of sponsorship



If the applicant is retired:

- Pension statements for the last three months;
- Proof of regular income generated by ownership of property or business

The document(s) highlighted above are missing:

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

You can hand in the missing documentation in person to VFS. Please note, if you choose to send the missing documentation by e-mail to: nycgkl@um.dk it will be via an unencrypted connection. Please remember to state your passport number and your full name.

Please note that you can still be asked for additional documents and/or may be called for an interview at the Embassy.

I understand that I must provide above missing documentation to the Consulate General in New York within 5 days. Signature date below counts as day one of five.

Applicant's Signature

Case Number ID

Passport No.

Date and Place

Contact:

VFS Global – Visa Application Centre

Jaime Balmes 11, Plaza Polanco, Miguel Hidalgo, CDMX, 11510.

+52 5571000392 / info.dkmx@vfshelpline.com

<https://visa.vfsglobal.com/mex/en/dnk/>