



Application to Denmark, Faroe Islands, Greenland And Norway
 Document CHECKLIST – business / official visit

Your application and documentation will be delivered to the Embassy of Denmark in Rabat and your case will be processed by the Royal Danish Embassy in London. The Embassy accepts documents in English, French, Arabic, and Danish.

If any documents are marked with **NO** below, your application for a visa for Denmark is incomplete.

Name of applicant: _____

LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
1. Schengen Visa Application Cover letter completely filled at https://applyvisa.um.dk/ <ul style="list-style-type: none"> Must be printed, dated and signed by the applicant. 		
2. Visa Fee payment receipt printed from https://applyvisa.um.dk/		
3. Original Passport / Travel document <ul style="list-style-type: none"> Validity of minimum 3 months after the intended date of departure from Schengen Area. Minimum 2 blank pages. Issued within the last 10 years. Optional: Copy of previous visas, permits and Schengen entry/exit stamps for consideration of longer validity of visa cf. cascade rules		
4. 1 Passport photo: max. 6 months old, on white background, measuring 3.5 x 4.5 cm.		
5. For non-Moroccan nationals: <ul style="list-style-type: none"> Copy of Moroccan permit valid 3 months after your last day of stay in a Schengen country (or proof of application for the card). Documents proving civil status (marriage certificate, birth certificate and/or family record book or other) (to be presented as applicable). 		
6. Proof of Travel Medical Insurance <ul style="list-style-type: none"> The insurance coverage must be valid throughout the territory of the Schengen area and for your entire stay. The minimum coverage accepted is EUR 30,000. 		
7. Proof of means of transport <ul style="list-style-type: none"> Travel itinerary (air, bus or ferry) indicating intended travel dates. The Consulate recommends that you do not buy a plane ticket before your visa has been approved.		
8. Proof of accommodation <ul style="list-style-type: none"> Hotel reservation or Proof that applicant rents or owns real estate in the Member state of destination or Confirmation of accommodation by the company inviting the visa applicant, or Proof of sufficient financial means to cover accommodation costs. 		
9. Invitation letter <ul style="list-style-type: none"> Invitation from the company or organisation in the Member State concerned that has invited the visa applicant Mission order issued by the applicant's employer The document must certify: the identity of the applicant: his/her status; the purpose of the trip, the length of the stay and the place where the applicant will be staying and funding of the stay. <ul style="list-style-type: none"> Proof of business relations with the receiving company, if applicable Entry tickets to fairs and congresses. 		



<p>Optional: VU1 or VU5 invitation</p>		
<p>10. Proof of sufficient means of subsistence</p> <ul style="list-style-type: none"> • Coverage of costs by the organisation or body inviting or sending visa applicant or • Account statement from a bank in Morocco for the last three months or • Other proof of financial means available during the stay (international credit card accompanied by a bank statement, currency exchange slip). <p>Please note that ALL adult applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored (350/500 DKK per day) Business visit guidelines</p>		
<p>LIST OF SUPPORTING DOCUMENTS SUBMITTED</p>	<p>YES</p>	<p>NO</p>
<p>11. Proof of employment (socioeconomic stability):</p> <p>Business people, traders (self-employed or similar):</p> <ul style="list-style-type: none"> • Bulletin no 7 (trade register) issued by the Commercial Court. • Documentation of company's income tax (IGR) / recent statement of any other taxes. • The Moroccan company's bank statement for the last 3 months. • Bank statements relating to the applicant's personal account for the last 3 months. • Other proof of assets or means of subsistence (e.g. ownership of company, property etc. <p>For employees:</p> <ul style="list-style-type: none"> • Certificate of employment. • Certificate of declaration of wages to the CNSS. • Last 3 payslips. • Bank statements for the last 3 months and/or • Other proof of assets or means of subsistence. <p>For civil servants:</p> <ul style="list-style-type: none"> • Certificate of appointment. • Double-sided copy of the CNOPS card. • Last 3 salary slips. • Bank statement for the last 3 months. <p>For students:</p> <ul style="list-style-type: none"> • School attendance certificate/student card for the current year. • Certified true copies of birth certificate and parents' family book. • Undertaking to cover costs, signed and certified, with evidence of the socio-professional status of parent. • Other proof of assets or means of subsistence (ownership of a company, property, farm or land). 		
<p>Official Visit</p> <ul style="list-style-type: none"> • Official invitation. • Note Verbale or mission order issued by the authority concerned, the identity of the applicant, job title, the purpose of the trip, the length of stay, the place where applicant will be staying. 		
<p>Seafarer intending to embark on a vessel in a Member state</p> <ul style="list-style-type: none"> • Seaman's book. • Employment contract/letter of appointment (mentioning the duration of employment) enabling applicant to board the ship. 		



<ul style="list-style-type: none"> Invitation from ship owner/maritime agency and the Member state where the seafarer will embark. The invitation must be signed, bear the stamp of the ship owner/maritime agency and mention the following data: Seafarer's name and surname, place and date of birth, passport number, seafarer's book number, date of issue, period of validity of passport and the seafarer's book; the seafarer's position on the vessel; name and flag of the vessel; port and date of boarding and disembarking; travel itinerary and take the responsibility of the applicant's stay. 		
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MISSING DOCUMENT(S) HIGHLIGHTED ABOVE

The Embassy requests you to hand in the missing/required documentation 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 the present information.

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

Please note that you could 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 VFS within 5 days. Signature date below counts as day one of five.

Kind regards,
 The Royal Danish Embassy, London, French visa-hub

Date, visa applicant's name and signature	
VFS staff member signature	