

The Embassy of Denmark, Morocco – Business Checklist



Dear Applicant

Your application and documentation will be delivered to the Embassy of Denmark in Rabat and your case will be processed by the Consulate General in Dubai as soon as possible. The Consulate only accepts documents in English, French and Danish. Official documents should be legalized with an apostille.

Documents submitted in French may be required to be translated by an authorized translator, which may cause a delay in the case processing.

Name of applicant: _____

Missing Document (s)	Type of document
	Cover letter from ApplyVisa duly completed, 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 good resemblance (3.5cm / 4.5cm)
	Current passport should be valid for at least three months beyond the intended duration of stay in the Schengen area. The passport must have at least two blank pages to affix the visa.
	Copy of stamps and visas in previous passports (if any) + copies of bio page(s)
	<p>A cover letter from your organization or company containing following details:</p> <ul style="list-style-type: none"> Name and designation of the applicant signed by an authorized person in the company. The cover letter should outline the applicant's purpose of visit, employment status, position, length of contract and salary. Names and address of the company he/she intends to visit and period/place of intended stay. Any planned future visits to the Schengen area should be included. Original Business Documents (if applicant is owner/partner of the company) such as Register of Commerce
	A signed invitation letter from the host/host company containing name of the invited person, purpose of visit, dates of the intended stay, and which costs are covered by host (boarding & lodging) VU1 invitation form can be used.
	Overseas travel medical insurance valid for all Schengen countries. The insurance has to cover the applicant for the entire duration of the stay in the Schengen area and must cover for at least 30,000 EUR for all risks, e.g. accident, illness, medical emergency evacuation, pandemic incl. COVID-19 etc.
	Flight Itinerary for round trip.
	Proof of accommodation: Hotel bookings or host guarantee/sponsorship of accommodation covering the whole duration of the intended stay
	<p>Evidence of source of financial support/means of subsistence Certified copy of proof of sufficient financial means of subsistence during the intended stay, 3 months bank statements indicating proof of DKK 500 per day if the stay is in a hotel or DKK 350 if the stay is in a hostel or similar.</p> <p>Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored.</p> <p>Please visit : https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Business-visits?anchor=canyouapply</p> <ul style="list-style-type: none"> For employees: a sealed copy of the business licence of the employing company, 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 in the employing company of the countersigning officer, the name, position, salary and years of service of the applicant as well as an approval for the trip. CNSS attestation, if working in private sector For self-employed: Register of commerce, company's bank statement, tax clearance receipt, etc. are required

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The document(s) highlighted above are missing

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

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

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: DXBGKLVISA@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 Consulate.

Kind regards,
The Royal Danish Consulate General, Dubai, Visa Section.

Applicant's Signature

Passport No.

Date