SCHENGEN VISA – Conference, Business, Sport, Culture
FOR NON-QATARI NATIONALS

Sr. #	Documents Required	submitted
1	**Application form** — available online free of charge One application form is duly completed and signed by applicant.	
2	**Passport:** • Validity of a minimum of Six months from the date of expiry of the requested Visa • Signed by passport holder • Passport not older than 10 years (issued within the last 10 years) • A minimum of two blank pages to be used for visas • Previous passport if applicable	
	• **IMPORTANT**: valid Qatar residence permit (minimum validity of 3 months up to return to Qatar) **Applicant must complete 1 year in Qatar at the time of application.**	
4	**One recent biometric passport sized photograph (3.5x4,5 cm) with white background**. Note: (not older than 6 months) • Not tilted picture (portrait style) showing both edges of face clearly. • Close up of the head and top of the shoulders so that the face takes up 70–80% of the photograph. • Photo in sharp focus and clear.	
5	**Overseas medical insurance** • Valid for entire duration of period of first stay and valid for all Schengen states • Minimum coverage 30,000.00 € incl. repatriation.	
5	**Flight reservation** • Valid & confirmed flight reservation. *if travelling to multiple Schengen countries internal means of transportation.	
6	**Hotel booking** - full address of the host/the hotel must be written in the application: full name, street name, no. of building, city and city code • Vouchers from travel agencies are not accepted as proof of accommodation	
7	**SALARY CERTIFICATE:(ORIGINAL)** Must be addressed to the Hungarian /Denmark Embassy and signed by legal representative of the company and stamped. ***Name Position, Salary and date of joining must be included.** ***Not older than 1 month from the date of issue** • Sufficient information to specify the purpose of the business trip (including confirmation of cost coverage during stay)	
8	**Invitation letter:** • **Invitation letter from the inviting person, company or organization, or confirmation of registration.** • **Invitation form for business travel to Denmark – VU1 form.** • **Invitation form for conference/training/meetings/cultural or sports events travel to Denmark – VU3 form.** • **For Latvia MOFA Authorized invitation letter.** **Note: The invitation must contain the following: Full name of applicant, passport details, period and duration of stay, reason for business trip and information on who will bear the cost of the stay.**	
9	**Proof of financial means of applicant**	

	• Originally stamped and signed personal bank statements for all banks (current and savings) with salary income (minimum last 6 months) UpToDate (not older than 1 month from the date of submission). **mandatory even if the trip expenses are covered by the employer or inviting company.**	

REMARKS to be filled out VFS staff (please tick what is applicable):

- **Applicant travels**

  □ alone

  □ with family member/s

  □ with a group as ……(please specify e.g. colleague, escort, sponsor)

- **Applicant's documents are □ complete**

  □ NOT complete - applicant has been informed of option to withdraw application to avoid possible refusal but wishes to submit application.

- **Applicant's travel date is less than 15 days □ no**

  □ YES - applicant has been informed about the processing time and that he/she might not be able to travel to the intended date

Remarks:

……

……

……

……

……

SIGNATURES and AGREEMENT

a) for Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE:

…… **……**

CITY AND DATE **SIGNATURE OF THE APPLICANT**

b) for VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT)

…… **……**

CITY AND DATE **SIGNATURE OF THE VFS STAFF.**

SCHENGEN VISA – Conference, Business, Sport, Culture
FOR NON-QATARI NATIONALS