



EMBASSY OF DENMARK
London

CONFERENCE, SEMINARS & SHORT TERM STUDY

Dear applicant,

If any documents are marked with **NO** below, your application for a visa for Denmark is **incomplete**. You are requested to hand in the missing/required documents to VFS within 5 days from today. If the Embassy has not received the documents by this deadline, the decision will be based on the information available. **Missing documents may negatively affect the visa decision.**

Please note that the Embassy may still ask for additional documents and/or call you for an interview. Calls will show caller ID as "unknown". **Declining to provide additional documents or not making yourself available for interview when asked may negatively affect the visa decision.**

Required documents provided when handing in application:	YES	NO
Correctly signed application form – printed and signed ApplyVisa cover letter. Signature must match the one in your passport.		
Signed current passport (+ copy of all pages) – issued within the last 10 years, have two blank pages and be valid for at least 3 months beyond your intended stay in the Schengen area.		
If available, previous passport – all previous Schengen visas and stamps must be provided.		
Proof of UK residency – valid for 1 month beyond your intended stay in the Schengen area.		
Travel and medical insurance – covering the requested travel dates and be valid for the entire Schengen area. Must cover COVID and emergency medical expenses, hospitalisation and repatriation for the minimum sum of €30.000.		
Proof of sufficient funds for the stay – original UK bank account statements showing the balance and your full name, covering the last 3 calendar months – approx. £40-60 per day - If sponsored by spouse: marriage certificate + sponsorship letter + spouse's bank statements.		
Proof of purpose of visit – invitation letter dated and signed on letterhead or another form of documentation showing purpose and dates for visit. - For conferences, seminars & fairs: proof of (paid) registration/entry ticket must be provided.		
Proof of travel plan – e.g. reserved return ticket and reserved accommodation or sufficient means to cover such costs. - We recommend that you do <u>not</u> buy any tickets before your visa has been approved.		
Evidence of occupation – on letterhead, signed, and less than 1 month old. <ul style="list-style-type: none">• Employment: Letter from employer incl. salary and position of applicant and 3 months' payslips• Self-employed: Accountant letter incl. annual salary drawn and self-assessment form edited by revenue and customs authorities• Student: Letter of enrolment/confirmation of student status.		

If you have handed in your application **less than 15 calendar days** before your intended travel date, the Embassy can deem your application **inadmissible**. If so, the Embassy will NOT process your visa application and your passport will be returned to you and the visa fee refunded.

Date and signature of applicant:	
VFS staff member's signature:	