



# 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
<b>Correctly signed application form</b> – printed and signed ApplyVisa cover letter. Signature must match the one in your passport.		
<b>Signed current passport</b> (+ 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.		
<b>If available, previous passport</b> – all previous Schengen visas and stamps must be provided.		
<b>Proof of UK residency</b> (BRP and/or Share code) – valid for 1 month beyond your intended stay in the Schengen area.		
<b>Travel and medical insurance</b> – 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.		
<b>Proof of sufficient funds for the stay</b> – 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.		
<b>Proof of purpose of visit</b> – 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.		
<b>Proof of travel plan</b> – e.g. reserved return ticket and reserved accommodation or sufficient means to cover such costs. - <b>We recommend that you do <u>not</u> buy any tickets before your visa has been approved.</b>		
<b>Evidence of occupation</b> – on letterhead, signed, and less than 1 month old. <ul style="list-style-type: none"> <li>• <b>Employment:</b> Letter from employer incl. salary and position of applicant and 3 months’ payslips</li> <li>• <b>Self-employed:</b> Accountant letter incl. annual salary drawn and self-assessment form edited by revenue and customs authorities</li> <li>• <b>Student:</b> Letter of enrolment/confirmation of student status.</li> </ul>		

If your application is **received at the Embassy 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 and documents will be returned to you and the visa fee refunded.

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