

The Embassy Of Denmark, South Africa – Business Checklist



Dear Applicant

Your application and documentation will be delivered to the Embassy of Denmark in Pretoria and your case will be processed by the Consulate General in Dubai as soon as possible. The Consulate only accepts documents in English and Danish. Documents in other languages listed will not be accepted.

Name of applicant: _____

Missing Document (s)	Type of document
	Application form completely filled on https://applyvisa.um.dk/ , 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.
	For non-South African residents in SA: <ul style="list-style-type: none"> • Copy of South African residence permit valid 3 months after your last day of stay in a Schengen country.
	A cover letter from your organization or company containing following details: <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. • Name 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 certificate from CIPC or SARS
	A original VU1 form or 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.
	For persons attending sports events, exhibitions, fairs and conferences: <ul style="list-style-type: none"> • Documentation about the participation of the applicant in the event such as invitation from a host or a company with information as nature, duration and venue of the event • For participation in conferences: Proof of registration and payment • Official visits: Note Verbale from the Department of International Relations and Cooperation or other relevant South African Ministerial Department
	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 specifying entry and exit from the Schengen area.
	Proof of accommodation: Hotel bookings or host guarantee/ sponsorship of accommodation covering the whole duration of the intended stay
	Evidence of source of financial support/ means of subsistence <ul style="list-style-type: none"> • If your company is to pay for your travel original personal bank statement showing movements in the last three months and duly stamped and signed by the bank. If you are to pay for your travel proof of your personal solvency (personal bank statements (original) from three months) <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>
	Business visa for diplomatic and official passport holders: <ul style="list-style-type: none"> • Diplomatic passport: Original copy of Note Verbal from DIRCO or relevant Ministerial Department, flight itinerary, invite or VU1 form ONLY • Official passport: Original copy of Note Verbal from DIRCO or relevant Ministerial Department, flight itinerary, invite or VU1 form and Travel Medical Insurance ONLY
	Spouses of EU nationals: <ul style="list-style-type: none"> • Certified/legalized copy of marriage certificate + flight itinerary in spouse's name

For more information, please visit: <https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Business-visits?anchor=canyouapply>

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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