

Representative Office of Denmark, Ramallah – Business Visa Checklist



Dear Applicant

Your application and documentation will be delivered to the Representative Office in Ramallah and your case will be processed by the Consulate General as soon as possible. The Consulate only accepts documents in English and Danish. Documents in other languages 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.
	Copy of stamps and visas in previous passports (if any) + colored copies of bio page(s)
	Current identity document: A certified English translation of the current ID Supplementary documents for non-Palestinian applicants: A copy of the valid annual residence permit and work permit. Nationals exempted from residency rules should submit the appropriate document from the Palestinian Authority.
	A signed invitation from the inviting company in Denmark including full name of the applicant, purpose and length of visit, information on who will cover the costs of travel and accommodation, company's contact details. For training/Internship/seminar/course: <ul style="list-style-type: none">• A certificate of enrolment at an education establishment or invitation from company/institution, including full name of the applicant, purpose and length of visit, address of stay in Denmark, who will cover the costs of travel and accommodation, contact details of the establishment/ company/institution OR fill in the VU3 form• In case of an internship, a letter from the company/institution indicating if the internship is paid (how much) or unpaid.
	Letter from the employer confirming the employment, mentioning position and salary as well as professional mission.
	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.
	Information about travel arrangement: Reservation of round-trip ticket with intended dates of travel.
	Proof of accommodation: Booking of hotel reservation for whole period of stay if accommodation is not provided by host or official form/invitation letter confirming accommodation by host.
	Evidence of source of financial support/means of subsistence <ul style="list-style-type: none">• A copy of bank statements for the last 3 months, and/or• A copy of credit card with credit card statements, and/or• A copy of salary slips of the last 3 months, and/or a letter of invitation by the host/host company/organisation confirming that they bear all costs related to travel and stay. <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>

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