



Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible.

Please note that your application is **incomplete**. The document(s) highlighted below are missing. The Embassy therefore kindly requests you hand in the below documentation. **ALL documents must be submitted in colour**:

Missing Document (s)	Type of document
	<b>Application form</b> completely filled on <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> , printed and signed by the applicant
	<b>Visa Fee payment receipt</b> printed from <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a>
	One recent (less than six months old) passport-size <b>photograph</b> in color with white background and good resemblance. (3.5cm / 4.5cm).
	<b>Passport</b> , should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in Schengen and with at least two blank pages. Potentially copies of the most recent visas and stamps.
	A <b>covering letter</b> from the Indian organization or company containing following details; the applicant's identity; the purpose of the journey (meetings, conferences, training or business related events); and the period and place of intended stay.
	A signed <b>invitation</b> containing contact details of the inviting party; the applicant's identity; the purpose of the journey (meetings, conferences, training or business related events); and the period and place of intended stay.
	Overseas <b>travel medical insurance</b> valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.
	<b>Flight reservations of return or round ticket</b> . If applicant is traveling to several Schengen states proof of intra-Schengen Flight reservation, Train Itinerary or Car rental.
	<b>Proof of accommodation</b> : Hotel reservations, rental of holiday home or campus residence reservation. If you intend to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. If you are travelling to several Schengen states, proof of accommodation in each of them.
	<b>Original personal bank statement with applicant's name showing movements in the last three months, duly stamped and signed by the bank</b> : <ul style="list-style-type: none"> <li>Should be provided by all applicants regardless of sponsorship and;</li> <li>It should indicate that you have the necessary means to pay for your stay and return trip. You must have at your disposal DKK 350 per day, if you are staying in a private home, if you are staying at a hotel, the amount must be greater, DKK 500 per day. You can find further information here: <a href="http://www.nyidanmark.dk">www.nyidanmark.dk</a>. Not ensuring sufficient funds may lead to refusal of your application.</li> </ul>
	<b>Evidence of source of Financial support</b> : <ul style="list-style-type: none"> <li>Indian income tax return acknowledgment for the last two assessment years;</li> </ul> <p><i>If the applicant is employed:</i></p> <ul style="list-style-type: none"> <li>Payslips for the last three months;</li> <li>Employment contract AND holiday approval/leave letter from employer</li> </ul> <p><i>If the applicant is a company owner or self-employed:</i></p> <ul style="list-style-type: none"> <li>Certificate of registration of the company.</li> </ul> <p><i>If the applicant is sponsored:</i></p> <ul style="list-style-type: none"> <li>Proof of sponsorship</li> </ul> <p><i>If the applicant is retired:</i></p> <ul style="list-style-type: none"> <li>Pension statements for the last three months;</li> <li>Proof of regular income generated by ownership of property or business</li> </ul>
Comments	

**The document(s) highlighted above are missing :**

The Embassy requests you to hand in the missing documentation **within 3 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information. By signing this document, you acknowledge that you have submitted a bank statement with the required financial means as specified above; if not, please specify in the comments section.

I understand that I must provide above missing documentation to VFS within 3 days. Signature date below counts as day one of three.

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: [delambvisa@um.dk](mailto:delambvisa@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 Embassy.

Kind regards, The Royal Danish Embassy, New Delhi, Visa Section

Applicant's Signature

Case Number ID

Passport No.

Date and Place