



Checklist: Business visit to Denmark

The application **MUST** be submitted in person

The following documents are required when applying for a visa. However, The Danish Immigration Service and the Embassy may ask for additional documentation at any time in order to process the application. **A translation must be attached to any documents in Urdu.** Please check the boxes below and sign to confirm which documents you have submitted:

Applicant **Gerry's**

- Application form (*filled in English and signed by the applicant **or** if the applicant is under the age of 18 the application form must be signed by a legal custodian*)
- One passport photo (*The photo should be a passport size colour photo with light background and not older than 6 months*)
- Current Passport (*valid at least three months after the intended date of departure from the Schengen member states. The passport must have at least two blank pages for visa sticker and stamps*).
- All previous passports
- Copy of previous visas and stamps of the applicant's passport(s) (*both new and old passport(s) if any.*)
- Readable/clear copy of the first two pages of the applicant's current passport
- Flight reservation with fixed travel dates of maximum 90 days to Denmark (and other Schengen countries, if the applicant is going to other countries on the same trip) (**Do not buy the ticket until a visa has been granted**) Note: The reservation must be in accordance with the Travel Medical Insurance.
- Travel Medical Insurance applicable to the entire Schengen territory (must state policy number, name of the insured person, validity, schedule benefits and covering the cost of at least 30.000 €)



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- ○ Confirmation of accommodation in Denmark (and other Schengen countries, if the applicant is going to other countries on the same trip)
- ○ **Letter from employer**
Documentation from the employer regarding what kind of job/profession the applicant has in the company and for how long he/she has been employed by the company, reason for the visit to Denmark/Schengen and monthly salary.
- ○ **Company's bank statement or financial means**
Documentation that your company is able to finance the intended purchases and your stay (recent bank statement), if the company in Denmark does not pay for your stay (at least 500 DKK per day).
- ○ Fully filled online invitation form by the Danish company (Danish or English) stating the purpose and the duration of the intended visit, including if the company is paying the hotel and the expenses.
- ○ Your company's certificate of registration and letter of recommendation in original from Chamber of Commerce and Industry.
- ○ Documentation of established business relationship with the Danish company.
- ○ Application fee according to the Embassies website and fee to VFS



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If missing supporting documents are not presented promptly (5 calendar days from the application is handed in at Gerry's), the visa application will be refused by the Embassy. Decision on the application will normally take place within 15 calendar days after lodging the application. The period may be extended up to a maximum of 30 calendar days in individual cases, if further scrutiny of the application is needed or in cases of representation where the represented state is consulted. In exceptional cases, when additional documentation is needed, the period may be extended up to a maximum of 60 calendar days.

Application processing time counts from the time the application is delivered to the Embassy via Gerry's.

Important: Please read and sign

I hereby confirm that I personally have submitted this application for a visa and that all information stated in the application and the supporting documentation is true. I am aware that providing incorrect information or falsified documents deliberately are punishable by both Pakistani and Danish law and will lead to refusal of visa. I am also aware that the processing time is up to 15 days or more, and that I may be required to submit some other documents or to have an interview with Consular authorities. I have also been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the given deadline.

Date:

Place:

Signature: