



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. The Embassy only accepts documents in the Danish, English, French, Norwegian and Swedish languages. Documents in other languages will not be accepted.

Name of applicant: _____

Missing Document (s)	Type of document
	Application form duly completed
	One recent (less than six months old) passport-size photograph in color with good resemblance (3.5cm / 4.5cm)
	Current passport must 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.
	Previous passports (if any) + colored copies of bio page(s) and previous Schengen visas and stamps
	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, names 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 of the company) such as registration papers (registration certificates, Form A and/or Form 3, tax clearance certificates, bills of lading etc.)
	Invitation letter from host in Denmark: 1) It is recommended that the host fills in the online VU1 invitation form found at: https://nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Invitation-of-a-visa-applicant The invitation ID is sufficient if host is a Danish company. 2) If the host is from a represented country (i.e. Finland/Iceland/Sweden): A printed paper invitation is mandatory and must specify applicant's name, address, duration of stay and other relevant information of support to the application.
	Overseas travel medical insurance valid for all Schengen countries. The insurance must 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, etc.
	Flight reservations for round trip. If applicant is traveling to several Schengen states, proof of intra-Schengen flight reservation, train itinerary or car rental. Note: The Danish Mission recommends that you do not buy a plane ticket, before your visa has been approved.
	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"> Original personal bank statement showing movements in the last three months and duly stamped and signed by the bank. Please note: Investment accounts and statements issued by Rural Banks, Micro Finance Institutions, Savings & Loans are generally not considered evidence of source of financial support/means of subsistence. Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored. Please visit: https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Business-visits <ul style="list-style-type: none"> If applicant is employed: pay slips for the last three months, employment contract, bank statement for account through which salary is paid In case applicant is the owner of the company: company registration documents, company's bank statement, tax clearance receipt, etc. are required

Important information regarding 1) Inadmissible application; 2) The document(s) ticked off above are missing

- 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. In so, the Embassy will NOT process your visa application and your passport and documents will be returned to you and the visa fee refunded.
- The Embassy requests you to hand in the missing/required documentation **within 5 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision in 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 chose to send the missing documentation by e-mail to: accambvisa@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/ Visa Section, Embassy of Denmark, Accra

Applicant's signature

Passport No.

Date