



Dear Applicant

Your application and documentation will be delivered to the Consulate and your case will be processed by the Consulate 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   |
|----------------------|--|
|                      | Cover letter from apply Visa duly completed and receipt of application fee payment   |
|                      | One recent (less than six months old) passport-size photograph in color with good resemblance (3.5cm / 4.5cm)  |
|                      | <b>Current passport</b> 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.  |
|                      | <b>Copy of stamps and visas in Previous passports</b> or original previous passport (if any) + colored copies of bio page(s), previous Schengen visas and stamps, and copy of previous and current residence permit (s)/ Emirates ID with three month validity after return of travel  |
|                      | <b>A cover letter from the organization/school (printed on letterhead):</b> <ul style="list-style-type: none"> <li>Name and date of birth of the applicant.</li> <li>An outline of the applicant's purpose of visit, how/why the trip is relevant to his/her current studies, and the period of intended stay in Denmark/Schengen</li> </ul>   |
|                      | <ul style="list-style-type: none"> <li><b>A certificate of enrolment</b> at an educational establishment for the purposes of attending vocational or theoretical courses within the framework of basic and further training;</li> <li><b>Student cards or certificates</b> of the courses to be attended.</li> </ul>   |
|                      | <b>A signed invitation letter from host organization/school containing:</b> name of the invited applicant, purpose of visit, dates of the intended stay, nature of costs being covered by host (boarding & lodging). <i>Preferably</i> a VU3 form signed with NEM-ID which can be found on <a href="http://www.newtodenmark.dk">www.newtodenmark.dk</a>  |
|                      | <b>Overseas travel medical insurance valid for all Schengen countries.</b> 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   |
|                      | <b>Flight Itinerary</b> for round trip.  |
|                      | <b>Proof of accommodation:</b> Hotel bookings or host guarantee/ sponsorship of accommodation covering the whole duration of the intended stay   |
|                      | <b>In case of minors (&lt; 18 years) traveling:</b> <ul style="list-style-type: none"> <li>If the minor is traveling with only one parent, written consent of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor. Documentation of custody must also be provided</li> <li>If the minor travels alone (without parents), written consent (including contact details) from both parents or guardians having custody of the minor</li> <li>A photocopy of both parents' passports. If not, copies of ID cards (with signature and photo) of the parents</li> <li>Birth certificate for the minor</li> </ul> |



|  |   |
|--|---|
|  | Note: If minor traveling with one parent. All the above documents of the other parent required  |
|  | <b>For Sports;</b> <ul style="list-style-type: none"> <li>Your employment contract</li> <li>Three last pay slips or proof of last salaries</li> <li>Letter of introduction from UAE Sports Council and/or respective sports association/federation</li> </ul>   |
|  | <b>Evidence of source of financial support/means of subsistence</b> <ul style="list-style-type: none"> <li>Original personal bank statement showing movements in the last three months and duly stamped and signed by the bank</li> </ul> <p><b>Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored</b></p> <p><b>Please visit:</b> <a href="https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Cultural-visa">https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Cultural-visa</a></p> <ul style="list-style-type: none"> <li>For employees: a sealed copy of the business licence of the employing company, a letter from the employer (with English translation) on official company paper with stamp, signature, date and clearly mentioning: address, telephone and fax numbers of the employing company, the name and position in the employing company of the countersigning officer, the name, position, salary and years of service of the applicant as well as an approval for leave or absence.</li> <li>For retired persons: Proof of pension or other regular income.</li> <li>For unemployed adults: If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA. If single/divorced/widow/widower: Any other proof of regular income.</li> <li>In case applicant is the proprietor/owner of the company: company Commercial License, company's bank statement, tax clearance receipt, etc. are required</li> </ul> <p><b>If student: Introductory letter from School printed on school's letterhead, school ID, admission letter and academic transcripts if relevant</b></p> |
|  | In case the applicant's costs (flight ticket, accommodation) are covered by another person, a letter from the sponsor as well as copy of the sponsor's photo ID (e.g. passport card or driver's license), is required.  |

### The document(s) highlighted above are missing

The Consulate requests you to hand in the missing/required documentation **within 3 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 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: [DXBGKLVISA@um.dk](mailto: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