

**CONSULATE GENERAL OF DENMARK NEW YORK**  
**VFS GLOBAL DENMARK & ICELAND VISA APPLICATION CENTER**  
**TRAVELLING TO DENMARK, THE FAROE ISLANDS, GREENLAND OR ICELAND**  
**BUSINESS / CONFERENCE VISA DOCUMENT CHECKLIST**

Name: _____ Phone: _____ Email: _____		
1.	<b>Visa self-service cover letter</b> (signed and dated).	<input type="checkbox"/>
2.	<b>One recent colored passport photo</b> (no more than 6 months old) with white background and with mouth closed ( <a href="#">see photo requirement</a> )	<input type="checkbox"/>
3.	<b>Receipt for payment</b> obtained after your <a href="#">on-line visa application</a> has been completed and paid.	<input type="checkbox"/>
4.	<b>Original passport</b> with a validity that exceeds the intended stay in Schengen by at least three months. Passports must have been issued within the last ten years. Please make sure that your passport/travel document has two blank pages to affix the visa.	<input type="checkbox"/>
5.	<b>Colored copy of your entire valid passport</b> and copy of old passport pages with previous Schengen visas incl. entry/exit stamps for the last 5 years, as well as valid UK visas.	<input type="checkbox"/>
6.	<b>Valid original U.S. Resident Alien Card</b> or a <b>valid U.S. visa</b> including the <a href="#">I-94 online registration</a> . Students should present a valid original I-20. Exchange visitors (J1) should present a valid DS-2019. If returning to the U.S. the residence permit/visa must be valid for <b>at least</b> three months exceeding the last day of the intended stay in Denmark/Schengen. <b>Colored copies of the documents are required.</b>	<input type="checkbox"/>
7.	<b>Proof of sufficient funds for the stay in the Schengen area.</b> U.S. bank statements or U.S. credit card statements in your name from the previous 3 months. You need to show that you have \$90 per day for hotel stay and \$60 per day for stay in a hostel while you are in the Schengen-area (\$ 60 per day if you are staying with family or friends). If you are unable to submit a bank or credit card statement, you can submit copies of signed traveller's checks.	<input type="checkbox"/>
8.	<b>Invitation from host.</b> Signed invitation form ( <a href="#">VU1</a> ) from the foreign business partner stating the nature and duration of stay and number of entries required. If the foreign business partner is covering all expenses connected with your visit including accommodation it must be stated in the invitation form, otherwise hotel reservation is required.  <b>Conferences:</b> Confirmation that you have been accepted for the conference and paid the registration fee.	<input type="checkbox"/>  <input type="checkbox"/>
9.	<b>Letter from your employer</b> indicating when you began working, job title and if you are able to return to your job. If you are self-employed please submit your latest tax returns and your business registration.	<input type="checkbox"/>
10.	<b>Flight itineraries</b> for all planned stays in the Schengen area.	<input type="checkbox"/>
11.	<b>Hotel reservation</b> in your name unless otherwise specified in the invitation letter, covering <b>every day</b> of your stay in Schengen.	<input type="checkbox"/>
12.	<b>Proof of medical travel insurance</b> MUST be submitted at the time of application (your insurance card is NOT sufficient). The insurance must be valid throughout the territory of the Schengen area and cover you from the day where you depart from the US and the entire period. The minimum coverage accepted is \$40,000. Deductibles and reimbursements are not accepted.	<input type="checkbox"/>
13.	<b>FEE</b> to the Consulate General (See <a href="#">list of FEES</a> ) and FEES to VFS Global (See <a href="#">list of FEES</a> )	<input type="checkbox"/>