

**ROYAL DANISH EMBASSY / CONSULATE GENERAL / CONSULATE**  
**BEIJING – SHANGHAI – GUANGZHOU – CHONGQING**

**Business Visa / 商务签证**

List of supporting documents to be submitted with the application/随签证申请表格一并提交的材料清单

1. "Schengen Visa Application Form" duly completed ( <a href="#">download</a> ). Original required. 一套填写正确的"申根签证申请表格"(下载). 需原件
2. One passport photo, attached to Schengen Visa Application Form. The photograph must be passport-size with a light background, no older than 6 months ( <a href="#">photo requirements</a> ). 一张护照照片, 贴在申请表格上。照片尺寸应为护照照片尺寸, 照片背景为浅色, 照片为半年内所照。(照片要求)
3. Passport, valid at least 90 days after expiry of the visa. Must have at least 2 blank pages. 护照, 要在您的签证过期后仍然有效3个月。必须至少有两张空白页。
4. Copy of the applicant's passport identity page (incl. extension date if applicable) 申请人护照的身份页的复印件(如有延期页, 须提供延期页的复印件)
5. Travel medical insurance with a minimum coverage of 30,000 Euro (300,000 CNY) for the effective stay in the Schengen area. The insurance must cover your entire stay (until your flight departs). Please note that if the coverage period of your insurance is stated in Beijing time you may need to purchase one extra day of insurance because of the time difference between China and the Schengen area. Attention: If you plan to travel to Greenland and/or the Faroe Islands the provided insurance must clearly state that these destinations are covered. 能覆盖在申根地区的实际停留时间, 且最低 3 万欧元 (300,000 人民币) 保额的医疗保险。保险必须覆盖整个停留期间 (直到航班起飞)。请注意, 如果保险期间写的是北京时间, 因为时差的问题您可能需要购买多一天的保险。请注意: 如果您打算前往格陵兰岛或法罗群岛, 所提供的保险必须注明能覆盖此目的地。
6. Documentation on former travels abroad; if relevant an old passport should be attached the application 能显示以前的出国旅行的信息的证件; 如旧护照上有以前的旅行信息, 须提供旧护照
7. Visa fee. See the current visa fee <a href="#">here</a> . 申请费, 请查询现在的申请签证费用 <a href="#">here</a>
8. Non-Chinese citizens are required to submit a copy of a valid Chinese residence permit. 非中国公民还需要提交您有效的中国居留许可。复印件可接受
9. Proof of solvency: If your company is to pay for your travel and living costs: Proof of solvency of your company (company bank statements (original) from the last 3 months, no deposits required). If you are personally to pay for your travel and living costs: Proof of your personal solvency (personal bank statements (original) from the last 3 months, no deposits required) 偿付能力证明: 如果旅行及生活费用由公司支付, 需提供申请人 (或雇主) 公司偿付能力的证明: 最近 3 个月的银行对账单(原件), 无需存款证明; 或如果旅行及生活费用由本人支付, 需提供本人偿付能力的证明: 最近 3 个月的银行对账单(原件), 无需存款证明。
10. Business License of your company and original letter from your employer: A sealed copy of the business licence of employing company. A letter from the employer (with English translation) on official company paper with stamp, signature, date. The letter must clearly mention: full address, telephone and fax numbers and contact persons of the company; the name and position of the countersigning officer; name, position, salary and years of service of the applicant as well as an approval for leave or absence; the person or entity who will bear the travel and living costs 公司的营业执照和雇主证明信原件: 盖章的公司营业执照复印件。由雇主出具的证明信(英文件, 或者中文件附上英文翻译), 需使用公司正式的信头纸并加盖公章, 签字, 并须包含如下信息: 任职公司的详细地址和联系人; 签字人员的姓名和职务; 申请人姓名、职务、收入和工作年限; 访问目的; 公司准假许可; 支付旅行和生活费用的为单位还是个人。
11. Original invitation letter from the organiser of the event or the training: On official company paper with stamp and signature, mentioning clearly: the full address and contacts of the company, the name and position of the countersigning officer, purpose + duration of the visit, detailed program, the person or the entity who will bear your travel and living costs, whether the sponsor gives financial guaranty for your return to China, proof of registration from a Chamber of Commerce if applicable. NB: Denmark requires that the invitation letter is <u>also</u> e-mailed as a PDF document including signature from the Danish inviter directly to the Embassy or Consulate: Beijing: <a href="mailto:bjambvisa@um.dk">bjambvisa@um.dk</a> . Shanghai <a href="mailto:shagklvisa@um.dk">shagklvisa@um.dk</a> . Guangzhou: <a href="mailto:cangkl@um.dk">cangkl@um.dk</a> <a href="#">VU1 form download here</a> 活动或培训主办方的邀请函原件: 需使用公司正式的信头纸并加盖公章, 签字, 并须包含如下信息: 任职公司的详细地址和联系人; 签字人员的姓名和职务; 访问的目的和持续时间; 详细日程; 支付旅行和生活费用的单位或个人; 主办方是否为确保申请人按规定返回中国提供保证金; 如果适用, 提供商会注册证明。注意: 丹麦要求邀请方同时要以pdf文件形式将有签名

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的邀请函直接电邮至使领馆邮箱:北京 [bjsambvisa@um.dk](mailto:bjsambvisa@um.dk); 上海 [shagklvisa@um.dk](mailto:shagklvisa@um.dk); 广州 [cangkl@um.dk](mailto:cangkl@um.dk) [VU1表格请在这里下载](#)

12. Work Permit (if applicable): A work permit may be needed in the following cases: Business training “on the job”, Working in your own company in the Member state of Schengen Area as Destination  
工作许可 (如适用): 以下情况需要工作许可: 在职工作培训; 在申根成员国境内为任职公司工作。

Please note that the Embassy/Consulate may in justified cases, request additional documents during the examination of an application which are not mentioned in the above list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

请注意使馆/领馆在合理的情况下, 在审理签证申请的过程中有可能索要材料清单以外的材料。请注意, 申请人按照材料清单的要求提交申请材料并不保证一定获得签证。