

## **Documentation guidelines for business visa applications**

The following is a non-exhaustive list of some of the most common mistakes when filling out the application form and preparing supplementary documentation, and is meant merely as a guide to applicants, in order to avoid a delay in the processing of your application due to incorrect or missing documentation.

### **Application form:**

**Number of entries and duration of stay:** Multiple entry visas with longer validity are normally only granted to applicants who have been to Schengen before. When applying for a multiple entry visa valid for one year, the “intended date of departure from Schengen” in field 30 should be one year from the “date of arrival.” (For example, if you request a 1-year visa valid from January 1<sup>st</sup>, the “date of departure from Schengen” should be December 31<sup>st</sup>.) If requesting a multiple entry visa, it helps if applicants can document that they need to go on several trips to Denmark.

**Signature:** The application form must be signed both in field 37 and in the signature field at the bottom of the application form. Both fields marked “place and date” should be filled out with the same place and date. For applicants under the age of 18, both parents must sign the application form (unless one parent has sole custody, in which case this must be carefully documented with legalized documents.)

**Photo:** The photo must be less than 6 months old and of good resolution. If the quality does not meet the requirements, a new photo will be requested. For photo requirements, please click [here](#).

### **Supplementary documentation:**

**Insurance:** The insurance policy must mention that the insurance covers “Schengen”, and not only “Denmark.”

For applicants who will visit Greenland and/or the Faroe Islands, the insurance policy must specifically mention that the insurance is valid for “Greenland” and/or “The Faroe Islands.”

The insurance should cover a minimum of 30.000 Euro (300.000 RMB) specifically for “medical expenses” (sometimes written as “medical reimbursement.”) An insurance that only covers “accidental injury”, “accidental death”, “repatriation” etc. is insufficient.

If the validity period of the insurance is defined in “Beijing time”, the insurance may be invalid by the time of departure due to the 6-7 hour time difference between Beijing and Schengen. Therefore, it is highly recommended, and often necessary, to buy insurance for at least one extra day past the planned date of return.

**Employment letter:** Employment letters should be signed, not only stamped, by the company/organization. Applicants cannot sign the employment letter themselves (unless they are the legal representative of the company).

**Invitation letter:** A copy of the invitation letter should be sent directly from the inviting company to the visa department at the relevant Danish mission: Beijing: [bjsambvisa@um.dk](mailto:bjsambvisa@um.dk) (Beijing handles cases submitted in Chongqing), Shanghai: [shagkl@um.dk](mailto:shagkl@um.dk) or Guangzhou: [cangkl@um.dk](mailto:cangkl@um.dk).

**Combining business visit and tourism:** If the applicant is going on a combination of a business visit and a tourist trip, the lists for business visit and tourism should be combined to show the purpose of the entire trip.