

## **Documentation guidelines for cultural/sport 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:**

**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.”

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 dispatching organization. Applicants cannot sign the employment letter themselves (unless they are the legal representative of the organization).

**Invitation letter:** A copy of the invitation letter could be sent directly from the inviting company to the visa department at the relevant Danish mission: Beijing: [bjsambvisa@um.dk](mailto:bjsambvisa@um.dk), Shanghai: [shagklvisa@um.dk](mailto:shagklvisa@um.dk) or Guangzhou: [cangklvisa@um.dk](mailto:cangklvisa@um.dk).

**Proof of solvency:** It is preferable that applicants submit their own bank statements, rather than the dispatching organization’s bank statement, even if the organization is paying all expenses. For children/students, parents’ bank statements can be provided.

**Legalized documents:** Children under the age of 18 who will travel without one or both parents must enclose a legalized notary certificate of family relation or proof of guardianship and a legalized notary certificate of consent signed by the non-travelling parent(s); a document without legalization by the MFA is insufficient. Also, for minors it is very important that applicant’s parents both sign the application form personally.