



Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible.

Please note that your application is **incomplete**. The document(s) highlighted below are missing. The Embassy therefore kindly requests you hand in the below documentation. **ALL documents must be submitted in colour:**

Missing Document (s)	Type of document
	<b>Application form</b> completely filled on <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> , printed and signed by the applicant
	<b>Visa Fee payment receipt</b> printed from <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a>
	One recent (less than six months old) passport-size <b>photograph</b> in color with white background and good resemblance. (3.5cm / 4.5cm). Photoshopped pictures are forbidden and the application will become inadmissible if a photoshopped picture is handed in.
	The <b>Passport</b> should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least two blank page to affix the visa.
	A <b>covering letter</b> from the Indian organization/school containing: <ul style="list-style-type: none"> <li>• Name and date of birth of the applicant.</li> <li>• An outline of the applicant's itinerary, purpose of visit, how/why the trip is relevant to his/her current studies, and the period of intended stay in Denmark/Schengen.</li> <li>• Copy of student cards or certificates of the organization/school/establishment</li> </ul>
	An <b>invitation, entry ticket or enrollment confirmation</b> from organization/school containing; 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>
	Overseas <b>travel medical insurance</b> valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.
	<b>Flight reservations of return or round ticket</b> . If applicant is traveling to several Schengen states proof of intra-Schengen Flight reservation, Train Itinerary or Car rental.
	<b>Proof of accommodation:</b> Hotel reservations, rental of holiday home or campus residence reservation. If you intend to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. If you are travelling to several Schengen states, proof of accommodation in each of them.
	<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 certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor.</li> <li>• If the minor travels alone (without parents), written consent, certified by public notary, from both parents or guardians having custody or guardianship of the minor.</li> <li>• A photocopy of both parents' passports. If not applicable, copy of birth certificate of applicant and, copies of the ID cards of the parents</li> </ul>
	<b>Evidence of source of Financial support such as:</b> <ul style="list-style-type: none"> <li>• Original private bank statement showing movements in the last three months, duly stamped and signed by the bank;</li> <li>• Indian income tax return acknowledgment for the last two assessment years;</li> </ul> <p><i>If the applicant is employed:</i></p> <ul style="list-style-type: none"> <li>• Payslips for the last three months;</li> <li>• Employment contract;</li> </ul> <p><i>If the applicant is a company owner or self-employed:</i></p> <ul style="list-style-type: none"> <li>• Certificate of registration of the company.</li> </ul> <p><i>If the applicant is sponsored:</i></p> <ul style="list-style-type: none"> <li>• Proof of sponsorship</li> </ul> <p><i>If the applicant is retired:</i></p> <ul style="list-style-type: none"> <li>• Pension statements for the last three months;</li> <li>• Proof of regular income generated by ownership of property or business</li> </ul>

**The document(s) highlighted above are missing :**

The Embassy requests you to hand in the missing/required documentation **within 5 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.



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: [delambvisa@um.dk](mailto:delambvisa@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 Embassy.

Kind regards, The Royal Danish Embassy, New Delhi, Visa Section

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Applicant's Signature

\_\_\_\_\_  
Case Number ID

\_\_\_\_\_  
Passport No.

\_\_\_\_\_  
Date and Place