



# CONFERENCE, SEMINARS & SHORT TERM STUDY

Please note that your visa application is processed by the **Danish Embassy in London**. The Embassy in Dublin therefore cannot provide status updates or answer questions regarding your specific application.

If any documents are marked with **NO below**, your application for a visa for Denmark is **incomplete**. Please arrange with VFS to hand in the missing documents **within 5 calendar days from today**. If the documents have not been received by this deadline, the decision will be based on the information available.

You will be informed when a decision on your visa application has been reached or if further information is needed. **Missing documents, declining to provide further documentation or not making yourself available for interview when asked may negatively affect the visa decision.**

Required documents provided when handing in application:	YES	NO
<b>Correctly signed application form</b> – printed and signed ApplyVisa cover letter. Signature must match the one in your passport		
<b>Signed current passport (+ copy of all pages)</b> – issued within the last 10 years, have two blank pages and be valid for at least 3 months beyond your intended stay in the Schengen area		
<b>If available, previous passport</b> – all previous Schengen visas and stamps must be provided		
<b>Irish residence card (Original IRP card must be shown)</b> – valid for 3 months beyond your intended stay in the Schengen area		
<b>Travel and medical insurance</b> – covering the requested travel dates and be valid for the entire Schengen area. Must cover emergency medical expenses, hospitalisation and repatriation (incl. in event of death) for the minimum sum of €30.000		
<b>Proof of sufficient funds for the stay</b> – original Irish bank statements showing the balance and your full name and address, covering the last 3 calendar months – approx. €45-65 per day - If sponsored by spouse: marriage certificate + sponsorship letter + spouse’s bank statements		
<b>Proof of purpose of visit</b> – invitation letter dated and signed on letterhead or another form of documentation showing purpose and dates for visit - For conferences, seminars & fairs: proof of (paid) registration/entry ticket must be provided.		
<b>Proof of travel plan to Denmark (+ dates of intended stay)</b> – e.g. reserved return ticket and reserved accommodation or sufficient means to cover such costs - <b>We recommend that you do <u>not</u> buy any tickets before your visa has been approved</b>		
<b>Evidence of occupation</b> – on letterhead, signed, and less than 1-month old <ul style="list-style-type: none"> <li>• <b>Employment:</b> Letter from employer incl. salary and position of applicant and 3 months’ payslips</li> <li>• <b>Self-employed:</b> Accountant letter incl. annual salary drawn and company’s registration certificate with a recent business printout available from the Companies Registration Office</li> <li>• <b>Student:</b> Letter of enrolment/confirmation of student status</li> </ul>		

If your application is **received at the Embassy less than 15 calendar days** before your intended travel date, the Embassy can deem your application **inadmissible**. If so, the Embassy will NOT process your visa application and your passport and documents will be returned to you and the visa fee refunded.

Date and signature of applicant:	
VFS staff member’s signature:	