

Business Visa - Checklist

	Type of document
	Application form completely filled and signed by the applicant
	One recent (less than six months old) passport-size photograph in color with good resemblance. (3.5cm / 4.5cm)
	The Passport 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.
	<p>A Covering letter from the Indian organization or company containing following details:</p> <ul style="list-style-type: none"> • Name and designation of the applicant and also of the signatory (of managerial or executive level) with signature. • An outline of the applicant's itinerary, purpose of visit, names and addresses of the companies he/she intends to visit, period & place of intended stay.
	A signed invitation letter from the Danish/ Icelandic company containing Name of the invited applicant, Purpose of visit, Dates of the intended stay, Nature of costs being covered (boarding & lodging).
	Overseas travel medical insurance 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.
	Flight reservations of return or round ticket. If applicant is traveling to several Schengen states proof of intra-Schengen Flight reservation, Train Itinerary or Car rental.
	Proof of accommodation: Hotel bookings or accommodation guarantees covering the whole duration of the intended stay.
	<p>Evidence of source of Financial support such as:</p> <ul style="list-style-type: none"> • Original bank statement showing movements in the last three months, duly stamped and signed by the bank. • In case applicant is employed pay slips for the last three months, employment contact, employers statement on approval for holidays. • In case applicant is the proprietor / owner of the company, company's bank statement, proof of paid income tax, company memo, partnership deed, establishment license or proprietorship etc are required.
	In case of first visit, in addition to the business correspondence with the concerned Danish/ Icelandic company, copy of relevant and Highest Educational Certificate is also required.
	Reason letter in case s/he has not travelled on the Previous Schengen Visa.
	One set of Colored copy of the entire passport including blank pages. If having old passport colored copies of first and last page and UK, US, Australia, Canada and Previous Schengen Visa Copies if any.