



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 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.
	<b>A covering letter</b> from the Indian organization/school: <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> </ul>
	An <b>invitation, entry ticket or enrollment confirmation</b> from the Danish/Icelandic 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 bookings or accommodation guarantees covering the whole duration of the intended stay.
	<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 from both parents or guardians having custody of the minor.</li> <li>A photocopy of both parents' passports. If not, copies of the ID cards of the parents</li> <li>A photocopy of Birth certificate</li> </ul> Note: If minor traveling with one parent. All the above documents of the other parent required.
	<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> If the applicant is employed: <ul style="list-style-type: none"> <li>Payslips for the last three months;</li> <li>Employment contract;</li> </ul> If the applicant is a company owner or self-employed: <ul style="list-style-type: none"> <li>Certificate of registration of the company.</li> </ul> If the applicant is sponsored: <ul style="list-style-type: none"> <li>Proof of sponsorship AND a letter from the sponsor as well as copy of the sponsor's photo ID (e.g. passport, aadhaar card or driver's license)</li> </ul>

The Embassy request you to hand in the missing/ required documentation **withIn 3 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.

**Please choose one of the following options:**

- I will be coming back to VFS within 3 days with the missing document(s). Signature date below counts as day one of three.
- I do not have the opportunity to hand in the missing documents within 3 days and therefore I would like to postpone the submission of my application.
- I choose to hand in an incomplete application, which may lead to a refusal.

Please tick off the desired choice and sign this confirmation letter.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your case number which you will find at the receipt from VFS. Please note, if you chose to send the missing documentation by e-mail to: [delambvisa@um.dk](mailto:delambvisa@um.dk) it will be via an unencrypted connection. Please remember to state your passport number and your case number which you will find at the receipt from VFS.

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

You could be asked for additional documents or may be called for an interview by the Embassy.

Applicant's Signature

Case Number ID

Passport No.

Date and Place