

Royal Danish Embassy in Dublin – Business Visa Checklist Travelling to Denmark, Iceland, Norway or Sweden

Name: _____ Phone: _____ Email: _____		
1.	Visa self-service cover letter (signed and dated) , printed from your on-line visa application .	<input type="checkbox"/>
2.	Receipt for payment from your on-line visa application.	<input type="checkbox"/>
3.	Passport/travel document , which must exceed your stay in the Schengen-area by at least 3 months. Passport/travel document must have been issued within the last 10 years and must have at least two blank pages.	<input type="checkbox"/>
4.	Two passport photos of the applicant.	<input type="checkbox"/>
5.	Irish multi-entry visa and GNIB/residence permit card , which must exceed your stay in the Schengen-area by at least 3 months. No exceptions will be made.	<input type="checkbox"/>
6.	An original invitation form (VU1) completed and signed by your business contact/seminar/workshop in the country you are visiting indicating purpose and duration of visit (Please use the VU1 invitation form for Denmark, Iceland, Norway and Sweden)	<input type="checkbox"/>
7.	Need multiple entries? This must be documented by invitations indicating multiple visits, future hotel bookings or very detailed travel plans. Also applies for future visits to Schengen member states not represented by the Danish Embassy.	<input type="checkbox"/>
8.	Letter from your employer in Ireland confirming your employment status with your requirement for business travel and your valid work permit/hosting agreement, if applicable. If you are a postgraduate student you must bring letter from your university confirming your status. If you are self-employed please submit your business registration.	<input type="checkbox"/>
9.	Original bank statements with name and address for the last three months up to the date of the appointment (in your own name).	<input type="checkbox"/>
10.	Booking of accommodation. Must show your name (as it appears in your passport), must cover each day of your stay in the Schengen area.	<input type="checkbox"/>
11.	An airline booking/travel itinerary . Return ticket must be shown only when visa has been approved.	<input type="checkbox"/>
11.	A valid, personal travel medical-insurance which covers costs for: <ul style="list-style-type: none"> i) Emergency medical treatment up to €30.000 ii) Transportation back to applicant's home country if required for medical reasons. iii) The insurance must be valid in all Schengen states and cover the total length of stay. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If you cannot check off all of the checkboxes on the right, a visa will NOT be issued.

All applicants must apply in person at the Embassy.