

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



<b>Name:</b> _____ <b>E-mail:</b> _____ <b>Phone:</b> _____		
1.	<b>A printed and signed ApplyVisa cover letter</b> (you print the cover letter when you complete your visa application online) and the completed checklist.	<input type="checkbox"/>
2.	<b>Receipt for payment</b> from your online visa application.	<input type="checkbox"/>
3.	<b>Passport/travel document, which must exceed your stay in the Schengen-area by at least 3 months.</b> Passport/travel document must be issued within the last 10 years and must have at least two blank pages. You must also bring a <u>colour</u> photocopy of the entire passport.	<input type="checkbox"/>
4.	<b>GNIB/IRP (Irish Residence Permit) card plus residence stamp in passport that must exceed your stay in the Schengen area by at least 3 months.</b> No exceptions will be made. You must bring a <u>colour</u> photocopy of the IRP card.	<input type="checkbox"/>
5.	<b>An original invitation form (VU1)</b> completed and signed by your business contact/seminar/workshop in the country you are visiting indicating purpose and duration of visit (Please use the <a href="#">VU1 invitation form</a> for Denmark, Iceland, Norway and Sweden).	<input type="checkbox"/>
6.	Need <b>multiple entries</b> ? 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"/>
7.	<b>Letter from your employer</b> 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 <b>postgraduate student</b> you must bring letter from your university confirming your status. If you are <b>self-employed</b> please submit your business registration.	<input type="checkbox"/>
8.	<b>Original bank statements</b> with name and address for the last three months up to the date of the appointment (in your own name).	<input type="checkbox"/>
9.	<b>Booking of accommodation.</b> Must show your name (as it appears in your passport), must cover each day of your stay in the Schengen area.	<input type="checkbox"/>
10.	An <b>airline booking/travel itinerary.</b> Return ticket must be shown only when visa has been approved.	<input type="checkbox"/>
11.	<b>A valid, personal travel medical insurance</b> which covers costs for: <ul style="list-style-type: none"> <li>i) Emergency medical treatment up to €30.000</li> <li>ii) Transportation back to applicant's home country if required for medical reasons.</li> <li>iii) The insurance must be valid in all Schengen states and cover the total length of stay.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>