

ROYAL DANISH EMBASSY OTTAWA
TRAVELLING TO DENMARK, FAROE ISLANDS, GREENLAND, ICELAND, NORWAY OR SWEDEN
BUSINESS / CONFERENCE VISA CHECKLIST

IMPORTANT INFORMATION:

If you are requesting a multiple entry visa over an extended period of time, your invitation and letter of employment must clearly state the need for this and the reason why it is required by your host. If your submitted documentation does not support the need for multiple entries, a single entry visa will be issued.

If you are combining your business trip with pleasure, this must be **clearly demonstrated in your documentation** in form of invitations and/or hotel bookings covering **every day** of your stay within Schengen. If you are leaving the Schengen area during your stay and require additional entries on your visa, this must also be clearly stated and documented. If your submitted documentation does not support the need for multiple entries, a single entry visa will be issued.

If anything is missing from your application, the Embassy will contact you **once only**. If you do not respond or submit the missing information within **5 calendar days** after handing in your application, the Embassy will forward your application to the immigration authorities in the country you plan to visit with a recommendation that your case should be closed due to incomplete documentation.

The Embassy recommends that you **do not purchase a ticket prior to visa approval**, as this approval can never be guaranteed. If your travel dates change from what you submitted in your online application, you must contact the Embassy immediately via email at ottambconsular@um.dk.

If your case is closed or you change your travel dates after a visa has been issued, you will have to re-apply and pay the processing fee again.

Please note that the items requested on the Embassy's document checklist are **mandatory**.
If bringing originals when submitting your application, you must also bring a copy if you wish to keep the original document.

GENERAL INFORMATION

Please note that your visa application cannot be submitted more than 3 months prior to your arrival date in the Schengen area.

Only applicants under the age of two years old should bring a photograph. All other applicants will have their photograph taken when submitting the application.

Please note that the Embassy prioritizes business visas if the volume of applications allows for it. However, according to Schengen rules the Embassy retains the right of a 15-day processing time, exclusive of shipping.

The 15-day timeframe may be extended up to 60 days if further examination is needed.

Please scroll down for the document checklist and submit it along with your application



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Name: _____ Phone: _____ Email: _____

Personal appearance is required for all applicants, unless their biometrics were already recorded for a Schengen visa within the last 59 months.