



No.	Type of document	Submitted (X/✓)
1	Original cover letter from online application website " Applyvisa.um.dk " with signature required.	
2	Passport, valid at least 90 days after expiry of the visa. Must have at least 2 blank pages. If relevant, it is recommended to provide all previous passport(s) with proof of former Schengen visits, e.g., color copies of all pages in your previous passport including blank pages.	
3	One passport photo, must be passport-size with a light background, no older than 6 months	
4	Detailed itinerary in English, outlining the day-to-day schedule incl. destinations, dates, and activities.	
5	Travel medical insurance with a minimum coverage of EUR 30,000 covering your entire stay in Schengen.	
6	Round-trip flight reservations and proof of accommodation (e.g., hotel bookings) covering the entire duration of the intended stay are optional. We do not recommend buying flight tickets before a visa has been issued.	
7	Sealed copy of business license of the employing company/relevant organisation.	
8	Original note verbale (with English translation) from the dispatching authority, such as the Consular Service Center, MFA China, or other authorised Chinese authorities, with official red seal/stamp, and including following details: 1) Purpose of trip and duration of stay of each country intended to be visited in Schengen; 2) Sponsor for travel and living costs; and 3) List of applicant(s)' name(s) participating.	✓
9	Dispatch letter from the employer (with English translation) on official letterhead, incl. stamp, signature, date, and with the following details: 1) Company's full address and telephone number; 2) Applicant's name, position, years of service, and leave approval; 3) Sponsor for travel and living costs; and 4) Name and position of the signing officer.	
10	Invitation letter from host(s). Using the online invitation form (VU1/VU5) on newtodenmark.dk , typically reduces processing time. Use the VU5 form if the host is an affiliated company. For visits to multiple companies or organisations, additional invitation letters must be provided. When not using VU1/VU5: Invitation letter on official letterhead incl. stamp, host signature, and date with the following details: 1) Host company's full address, telephone number, and contact person; 2) Purpose, duration, and detailed itinerary of the intended visit; 3) Sponsor for travel and living costs; and 4) Name and position of the signing officer.	
Comment(s):		

The Regional Visa Hub Denmark in Guangzhou requests that you submit the missing documentation within 3 calendar days from today. Failure to comply may result in a decision based on the current information, potentially leading to refusal.

I acknowledge that I must submit the missing documentation to the VFS Global or the Regional Visa Hub Denmark in Guangzhou within 3 calendar days, with the below signature date counting as day one.

Please be aware that sending documents to cangklvisa@um.dk is via an unencrypted connection. We recommend using file types such as PDF, JPG, PNG, DOCX, or XLSX, as other formats may not be accepted. Emails must be in Danish or English and sent from the email address listed in your application.

Additional documents or interviews may be requested. Please note that calls from the Regional Visa Hub Denmark in Guangzhou will begin with the phone number prefix +86 (0)20.

Kind regards,
The Regional Visa Hub Denmark in Guangzhou