

# The Royal Danish Embassy: Nairobi. Checklist Business visa

Dear applicant,

Your application and document will be delivered to the Danish Mission and your case will be processed as soon as possible. Be aware that case processing can take up to 15 – 45 days from the date the Embassy receives the application. Also, please note that the Embassy will only consider documents in English and Danish when assessing your application.

*Applications are only admissible if the following is provided: 1) a visa application form duly completed and signed, 2) a passport photo, with a white background, no older than 6 month and size 35x45mm, 3) a passport, valid at least 90 days after expiry of the visa and with at least 2 blank pages and 4) proof of visa fee payment (where applicable).*



**The document(s) highlighted below are missing.**

Document checklist for **BUSINESS VISA** below:

Missing document(s)	Type of document
	1. <b>Copy of the applicant's previous passport identity pages</b> incl. extension date if applicable, and any other visa, residence permits, entry- and exit stamps.
	2. <b>Travel medical insurance</b> with a minimum coverage of 30.000 EURO for the effective stay in Schengen. Original receipt for payment of insurance.
	3. <b>Copy of national ID-card (both sides).</b>
	4. <b>Non-Ethiopians are required to submit a copy of a valid Ethiopian residence permit or other proof of legal stay in Ethiopia.</b>
	5. <b>Proof of solvency:</b> <input type="checkbox"/> Personal and certified bank statements from the last 3 months with a bank referral letter. <input type="checkbox"/> Payslips for the last three months. <b>Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored.</b>
	6. <b>A copy of the business license of employing company.</b> If self-employed, copy of Ethiopian Tax Certificate as well as company registration, copy of Memorandum of Association and Articles of Association, copy of Business License, if applicable.
	7. <b>Proof of employment</b> <input type="checkbox"/> Dispatch letter from the employer on official company paper with stamp, signature and date. The letter must clearly mention: full address, telephone and contact persons of the company: the name and position of the countersigning officer; name, position, salary and years of service of the applicant as well as an approval for leave or absence; the person or entity who will bear the travel and living costs. <input type="checkbox"/> Contract of employment
	8. <b>Invitation letter OR the on-line invitation letter VU1, mentioning clearly: full address and contacts of the company, the name and position of the countersigning officer, purpose and duration of the visit, detailed program, the person or the entity who will bear your travel and living costs.</b>
	9. <b>Proof of registration and receipt for registration fee, if attending a conference, which requires prior registration.</b>

The Danish Mission requests you to hand in the required documents within 5 working days from today. Signature date below counts as day one of five. If the Danish Mission has not received the documents by this deadline, a decision will be made based on the presented information.

You can choose one of the following options for handing in the missing documents:

- ☐ I will be coming back within 5 working days with the missing document(s). You can also choose to send the missing documents by e-mail directly to the Embassy within 5 working days. You can do so to this e-mail address: [nboambvisasection@um.dk](mailto:nboambvisasection@um.dk). Please note when you choose this option it will be via an unencrypted connection. Please remember to state your name and passport number.
- ☐ I will hand in the application as it is and am aware that a decision will be based on the presented documents only.

**You will be contacted in case further documentation is needed or as soon as a decision has been reached in your case. An interview may be required at the Embassy or by phone.**

**Kind regards, The Regional Visa Hub, Royal Danish Embassy, Nairobi, Kenya.**

\_\_\_\_\_  
Applicant's name

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date and Place

\_\_\_\_\_  
Phone Number

Signed in front of VFS Staff (initials), Addis Ababa: \_\_\_\_\_ Date: \_\_\_\_\_