

## **Required documents for non-family visit purposes**

- Short stay Schengen application form, fully completed in typing and signed by the applicant,
- 2 recent color photos (35x45 mm, close up, straight on)
- Original passport, valid at least 1 year, with a photocopy of the identity page and original previous visas, if any, with a photocopy (passport must NOT be changed between application and visa issue)
- Travel Medical Insurance + copy
- Copy of return ticket booking to Denmark
- Invitation letter from your business partner in Denmark e-mailed directly to the Embassy ([thrambvisa@um.dk](mailto:thrambvisa@um.dk)) containing information pertaining to visit such as:
  - Name of Iranian company
  - Relationship with Danish company
  - Purpose of visit in details
  - Intended duration of stay (number of entries, days, period of validity)
  - Coverage of cost (hotel, subsistence)

### **For business owner:**

- Official introduction letter in English duly signed by the executive from the Iranian company (with address, telephone, fax, e-mail, employment date, position, purpose of trip, duration of stay, guarantee of coverage of cost (hotel, subsistence), and a written statement to the fact that the company guarantees the return of the applicant to Iran)
- Original national Gazette notifying establishment and latest amendments with copy
- Original valid commercial card (ICCIM) with copy
- Original valid employment/student ID card with copy/Medical ID/Clinic Permit with copy
- Documentation of substantial business relationship with Danish company in English such as: contractual agreement
- customs clearance documentation for previous consignment on request

### **For employee:**

- Official introduction letter duly signed by the executive from the Iranian company or organization (including address, telephone, fax, e-mail, employment position of the applicant, purpose of the trip, duration of trip, and guarantee of return of applicant to Iran) in English or with official translation into English.
- Valid employment contract with copy
- SSO list stamped by the company (list-e-bimeh of the past two months) with copies.
- Pay slips of the past two months with copies.
- Valid employment or student ID card with copy / Medical ID / Clinic Permit with copy

All above-mentioned documents must be presented in original.

List of documentation has been designed for business visits. Please use the same list and match the documents to the purpose of your own visit.

## **Additional documents, requirements**

The Embassy may request additional documents or information. All applicants are required to be present for an interview. All additional documents should be either in English or Danish

### **Fee**

The handling fee may vary and must be paid in cash and is USD 70. The paid fees are non-refundable, even if the visa is not approved.

### **Hotel Booking**

At the time of issuance of visa, the applicant may be requested to submit hotel booking for the entire stay.

**Applicants may be refused entry to Schengen States if they do not hold adequate Travel Medical Insurance and cash in acceptable currency at the time of travel.**

### **Explanation on Travel Medical Insurance**

Travel medical insurance should provide below info:

- Except Iran Insurance Co. & Saman Insurance Co & SOS
- One entry
- \_\_\_\_\_ days
- Valid throughout the territory of Schengen member states
- From an insurance company affiliated with an insurance company in a Schengen member state thus making any claims against the company recoverable in a Schengen member state (not countries around Persian Gulf)
- Coverage of at least 30,000 Euro
- Repatriation of deceased corps to home country