

The Royal Danish Embassy, Ouagadougou

Dear Applicant

Your application and documentation will be delivered to the Danish Mission and your case will be processed by the Danish Mission as soon as possible.



Document checklist for official mission, private travel and Business visa below:

Missing document(s)	Type of document
	1. Visa Application Form duly completed, with signature. Original required.
	2. One passport photo, The photograph must be passport-size with a light background, no older than 6 months.
	3. Passport, valid at least 90 days after expiry of the visa. Must have at least 2 blank pages.
	4. Copy of the applicant's passport identity page (incl. extension date if applicable)
	5. Travel medical insurance with a minimum coverage of 30,000 Euro for the effective stay in the Schengen area.
	6. Documentation on former travels abroad; if relevant an old passport should be attached the application (or copies of previous visas)
	7. Non-Burkina citizens are required to submit a copy of a valid residence permit or documents proving that applicant lives in the country
	8. Proof of means of support: - If your company is to pay: Proof of solvency of your company (company bank statements (original) from the last 3 months, no deposits required). - If you are personally to pay: Proof of your personal solvency (personal bank statements (original) from the last 3 months, no deposits required) or any kind of proof justifying that you will be in possession of personal means allowing to cover your expenses during the intended stay in Schengen area
	9. A sealed copy of the business licence of employing company.
	10. Dispatch letter from the employer on official company paper with stamp, signature, and date. The letter must clearly mention: full address, telephone and fax numbers 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
	11. Invitation letter : From company with stamp and signature, mentioning clearly for business and official mission: the full address and contacts of the company, the name and position of the countersigning officer, purpose + duration of the visit, detailed program, the person or the entity who will bear your travel and living costs, For private and family visits : Invitation letter from Ref (signature, and date) Ref full address, telephone and fax numbers, purpose + duration of the visit