

IMPORTANT INFORMATION FOR APPLICANTS GOING TO DENMARK FOR BUSINESS PURPOSES

Going to Denmark for business purposes?

Before you start your application process, you must know and consider the following:

- *All applicants must ensure they are familiar with the current regulations and as such, apply for the correct visa/permit.*
- *In other words, the applicant must determine if he/she needs a business visa or a work permit in order to travel to, and carry out, the planned activities in Denmark.*
- *In order for the Danish Embassy in Ankara to conclude if an applicant requires a business visa or a work permit to carry out the desired activities in Denmark, every applicant is strongly urged to submit a **detailed plan of the scheduled activities in Denmark**.*
- *In addition, the Danish host company is also encouraged to specify, in the invitation, exactly what activities the applicant will be participating in during the stay in Denmark. We strongly encourage the use of the invitation form VU1 which can be found in this overview [New to Denmark \(nyidanmark.dk\)](https://nyidanmark.dk)*

Do you need a Schengen Business Visa or a Work Permit for Denmark?

- *Below are some contact details for the relevant Danish authorities where you can get some assistance in determining what type of of legal stay you need for your business visit to Denmark.*
- *On the website of the Danish Immigration Service you will find these guidelines [New to Denmark \(nyidanmark.dk\)](https://nyidanmark.dk), but note that this may not not cover all activities or aspects of your planned purpose of visit.*

If you are in doubt:

Please contact the Danish Immigration Service (DIS) or the Danish Agency for International Recruitment and Integration (SIRI) on contact details mentioned below:

DIS Phone Number: +45 3536 6600

DIS E-mail: You may write to DIS by using contact form on [New to Denmark \(nyidanmark.dk\)](https://nyidanmark.dk)

SIRI Phone Number: You may call SIRI according to application type by choosing right number on [New to Denmark \(nyidanmark.dk\)](https://nyidanmark.dk)

SIRI E-mail: You may write to SIRI by using contact form on [New to Denmark \(nyidanmark.dk\)](https://nyidanmark.dk)

How to apply for a business visa for Denmark?

- *All business visa applications are made through VFS Global company. VFS Global is the official outsourcing partner of The Danish Embassy in Ankara. The Danish Embassy in Ankara does not accept the applications directly at the embassy. VFS does not case process at all, but they will receive your application and documents and will take your biometrics.*
- *Applicants must start the process by filling in a digital application form. For all information on this process, please see [How to apply for a visa \(um.dk\)](https://um.dk). You will also find the links to VFS Global from website [Apply for a visa | vfsglobal](https://vfsglobal.com)*

- You will also need to book an appointment at any of the four VFS Global centres in Turkey. Please let the embassy know if you are unable to find a slot **within 14 days**. Write to ankambvk@um.dk if unable to find an appointment.
- From this link: [Business checklist ENG \(vfglobal.com\)](https://vfglobal.com), please prepare the required documents accordingly. **Be CAREFUL** to hand in complete applications as per document checklist.

IMPORTANT: All applicants must be able to account for their own financial standings and must be able to document having sufficient means of subsistence in their own name for the duration of the visit. **A personal bank statement with sufficient funds** is a requirement as per the Danish Visa Guidelines [New to Denmark \(nyidanmark.dk\)](https://nyidanmark.dk).

- All applications are transferred to the Embassy within 1-2 working days and once deemed admissible; the visa section will initiate case processing.

Case processing time is up to 15 days. If all documentation is available from the onset and there is no need for additional documentation, clarification or other, the visa section will strive to complete case processing as soon as possible.

Possible longer processing times

- The Danish Embassy in Ankara must submit applications to the Danish Immigration Service for assessment and final decision-making, if the Embassy assesses that an applicant needs a work permit to travel to Denmark. This a legal requirement as the Danish Immigration Service must make this decision in the first instance.
- Case processing time at the Immigration Service **is up to 45 days** from the application date.

The Danish Embassy in Ankara will inform you if your case is submitted to Danish Immigration Service and will inform you when a decision is reached.

Do not call the Embassy in the meantime. You may contact the Danish Immigration Service directly via the contact portal on www.newtodenmark.dk or you may contact the Danish Immigration Service on phone +45 3536 6600

The Danish Embassy in Ankara - Visa Section - March 2023