



EMBASSY OF DENMARK
SCHENGEN VISA INFORMATION

MANDATORY SELF-HELP CHECKLIST & ESSENTIALS

Version 17.01.2019

| APPLICANT'S FULL NAME: | | | | |
|---|--|---|--|-------------------------------------|
| Required supporting documentation for your visa application. What we need and why we need it according to your travel purpose. | | Business Meetings Conference | Private Family visit Friend visit | Culture Tourism Sports |
| BASIC IDENTITY | Danish embassy visa checklist completed correctly | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | 1 visa application form completed accurately and in capital letters incl. date and signature in field 36 & 37. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1 colour passport photo , 35x45mm and not older than 6 months. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1 original passport , valid 3 months after your last day of stay in a Schengen country and with minimum 2 blank pages to affix visa. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1 copy of passport's data page incl. name, photo and id details. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Copy of previous Schengen visas and visas from other countries. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SCHENGEN INSURANCE | 1 copy of a one-page document stating that you are covered by a Schengen travel medical insurance (TMI) , i.e. minimum medical coverage of EUR 30.000 for all medical expenses, including repatriation occurring in any Schengen country . The TMI must specifically state validity for SCHENGEN (i.e. valid for DENMARK is not sufficient). If you have multiple entries, your insurance must cover every entry into the Schengen area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| FINANCIAL AND OCCUPATIONAL | Certified copy of proof of sufficient financial means of subsistence during the intended stay, 3 months bank statements , indicating proof of R1050 per day if stay in hotel or R730 per day if accommodation is cared for privately. | - | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1 original official employment letter stating proof of employment, purpose of visit, guarantee for travel expenses and travel dates. For self-employed: Certificate from CIPC or SARS. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1 Original official student letter from school, college or university in South Africa certifying the student status of the applicant | - | <input type="checkbox"/> | <input type="checkbox"/> |
| INVITATION LETTER | Business: 1 original VU1 form or invitation from company in Denmark stating purpose of visit and intended travel dates. | <input type="checkbox"/> | - | - |
| | Private: 1 original VU2 form or private invitation, stating name, address, telephone number, signature, period of stay and place of accommodation during trip. | - | <input type="checkbox"/> | - |
| | Culture: 1 original VU3 form or invitation from organisation in Denmark stating purpose of visit and dates. | - | - | <input type="checkbox"/> |
| | Seaman: 1 original VU4 form or invitation from organisation in Denmark stating purpose of visit and dates. | <input type="checkbox"/> | - | - |
| TRAVEL ITINERARY | 1 copy of your roundtrip flight itinerary specifying entry and exit from the Schengen area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1 copy of hotel reservation (if not accommodated privately) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1 copy of cruise ship itinerary with proof of payment (if purpose of travel is cruise tour) | - | - | <input type="checkbox"/> |
| | 1 copy of proof of registration for conference, fairs, workshops, short-term studies and research etc. (applicable to purpose) | <input type="checkbox"/> | - | - |
| | 1 copy of reservations and travel itinerary for package tours and pre-paid tours incl. contact details of tour operator | - | - | <input type="checkbox"/> |
| SPECIAL CONDITIONS | Non-South African residents in SA: 1 copy of South African residence permit valid 3 months after your last day of stay in a Schengen country. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Spouses of EU nationals: 1 certified/legalized copy of marriage certificate . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Minors: 1 certified/legalized copy of unabridged birth certificate , certified parental consent as well as certified copies of parents ID/passports | - | <input type="checkbox"/> | <input type="checkbox"/> |
| | Officials: 1 Original copy of Note Verbal from DIRCO or relevant Ministerial Department. | <input type="checkbox"/> | - | - |



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Kindly note that all outstanding missing documents must be submitted to VFS within 3 days after lodging the application.

Failure to supply the required documents will cause unnecessary delays in processing or a refusal of visa.

You can hand in the missing documentation in person or send them by courier to VFS/The Danish Embassy.

Please note: If you chose to send the missing documentation by e-mail to VFS or the Danish Embassy (pryambvisa@um.dk) it will be via an unencrypted connection.

Please choose one of the following options:

- I will submit the missing document(s) within 3 working days.
- I do not have the opportunity to hand in the missing documents within 3 days and therefore I would like to reschedule or cancel my appointment in order to complete my application.
- I choose to hand in an incomplete application, which may lead to a refusal.

Please tick off the desired choice and sign this confirmation letter.

Acknowledgement of checklist

| | |
|--------------------------|--|
| I, the visa applicant: | Name of Applicant: _____ Passport Number: _____ Date of Birth: _____ Signature: _____ |
| Hereby acknowledge that: | I, the applicant (above) have completed the checklist; and the application is admissible for processing by the Embassy. |