



EMBASSY OF DENMARK
SCHENGEN VISA INFORMATION

MANDATORY SELF-HELP CHECKLIST & ESSENTIALS

Version 11.09. 2018

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"/>	-	-
Important				
Outstanding Documents: Any outstanding documents must be forwarded to VFS: info.dkza@vfshelpline.com within 3 days after Lodging your application. Failure to supply the required documents will cause unnecessary delays or a refusal of visa.				



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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 or a refusal of visa.

Please note that signing or tampering with the original documentation is seen as forging a document.

Acknowledgement of checklist

I, the visa applicant:	Name of Applicant: _____ Passport Number: _____ Date of Birth: _____ Signature: _____
Hereby acknowledge that:	The applicant (above) has filed the checklist out and that the application is admissible for processing by the embassy.