



MISSING DOCUMENTS' LIST

MANDATORY FOR ALL TYPES OF VISA APPLICATIONS

Missing

Signed cover letter and application from ApplyVisa.um.dk	<input type="checkbox"/>
1 colour passport photo , 35x45mm and not older than 6 months.	<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"/>

BUSINESS VISA

Schengen travel medical insurance (TMI) , with 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 multiple entries, the insurance must cover every entry into the Schengen area. NB! TMI must specifically include COVID-19 treatment coverage.	<input type="checkbox"/>
Proof of sufficient financial means during the intended stay: 3 months bank statements stamped by bank, or salary slips for the last 3 months, or employment contract stating monthly salary. Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored. Please visit: https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Business-visits	<input type="checkbox"/>
1 original official employment letter stating proof of employment, purpose of visit, guarantee for travel expenses, travel dates and financial responsibility during stay. For self-employed: Certificate from CIPC or SARS + 3 months bank statements.	<input type="checkbox"/>
1 original VU1 form or signed invitation from company in Denmark stating purpose of visit and intended travel dates/guarantee for financial responsibility during stay.	<input type="checkbox"/>
1 copy of roundtrip flight itinerary specifying entry and exit from the Schengen area.	<input type="checkbox"/>
1 copy of hotel reservation or signed invite/VU2 form if accommodated privately	<input type="checkbox"/>
1 copy of proof of registration and payment for conference, fairs, workshops, etc. (applicable to purpose)	<input type="checkbox"/>
Non-South African residents in SA: 1 copy of South African residence permit valid 3 months after applicant's last day of stay in a Schengen country.	<input type="checkbox"/>
Spouses of EU nationals: 1 certified/legalized copy of marriage certificate + flight itinerary in spouse's name	<input type="checkbox"/>
BUSINESS VISA for DIPLOMATIC PASSPORT HOLDERS: 1 Original copy of Note Verbal from DIRCO or relevant Ministerial Department, flight itinerary, invite or VU1 form ONLY	<input type="checkbox"/>
BUSINESS VISA for OFFICIAL PASSPORT HOLDERS: 1 Original copy of Note Verbal from DIRCO or relevant Ministerial Department, flight itinerary, invite or VU1 form and Travel Medical Insurance ONLY	<input type="checkbox"/>

TOURISM, FAMILY & FRIENDS, STUDY, CULTURAL AND SPORTS VISA

Schengen travel medical insurance (TMI) , with 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 multiple entries, the insurance must cover every entry into the Schengen area. NB! TMI must specifically include COVID-19 treatment coverage. (N/A EU-spouses)	<input type="checkbox"/>
Certified copy of proof of sufficient financial means of subsistence during the intended stay, 3 months bank statements , or the latest 3 month's salary slips or employment contract stating monthly salary. Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored. Please visit: https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Private-visits-and-tourist-visits-	<input type="checkbox"/>
1 original official employment letter stating proof of employment, purpose of visit. For self-employed: Certificate from CIPC or SARS.	<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"/>
1 copy of roundtrip flight itinerary specifying entry and exit from the Schengen area.	<input type="checkbox"/>
1 copy of hotel reservation or signed invite/VU2 form if accommodated privately (N/A EU-spouses)	<input type="checkbox"/>
1 copy of cruise ship itinerary with proof of payment (if purpose of travel is cruise tour)(N/A EU-spouses)	<input type="checkbox"/>
1 copy of reservations and travel itinerary for package tours and pre-paid tours incl. contact details of tour operator and proof of payment (N/A EU-spouses)	<input type="checkbox"/>
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"/>
Spouses of EU nationals: 1 certified/legalized copy of marriage certificate + flight itinerary in spouse's name	<input type="checkbox"/>
Minors: 1 certified/legalized copy of unabridged birth certificate , certified parental consent as well as certified copies of parents ID/passports <i>if travelling alone, with guardian or one parent.</i>	<input type="checkbox"/>



MISSING DOCUMENTS' LIST

Dear Applicant,

Your application and documentation will be delivered to the Consulate and your case will be processed as soon as possible. *The Consulate only accepts documents in English and Danish. Documents in other languages will not be accepted.*

The document(s) highlighted on page 1 are missing

The Consulate kindly requests that you submit all outstanding/required documents within 5 days from today's date. If the Consulate has not received the documentation by this deadline, the Consulate will make a decision on the application based on the present information.

You can hand in the missing documentation in person or by courier to VFS. Please remember to state your passport number and your full name.

Please note that if you choose to send the missing documentation by e-mail to the Consulate: dxbgklvisa@um.dk it will be via an unencrypted connection.

You may still be asked to provide additional documents and/or may be called for a skype interview with the Consulate.

I understand that I must provide missing documentation to VFS within 5 days. Signature date below counts as day one of five.

Date: _____

Name of Applicant: _____

Signature: _____