

THE ROYAL DANISH EMBASSY, MANILA

Name:
Address:

Application Date:
VAC Staff:

Contact No.:
Email:

CHECKLIST – SEAFARERS

GENERAL REQUIREMENTS

- ☐ 1. **Schengen Visa Application Form** - completely filled up and signed by the applicant.
- ☐ 2. **One Passport sized photo with white background and not older than 6 months** - edited photos are not accepted. Paste your photo (do not staple) on the designated space of the Schengen Visa Application form.
- ☐ 3. **Original Passport** - must be valid for at least three months after departure from Schengen. Valid Passport must have at least 2 unused pages.
- ☐ 4. **Photocopy Original Seaman's book**
- ☐ 5. **Original guarantee letter from the local manning/crewing agent** - should be submitted along with the application, not to be sent directly to the embassy. If the seafarer is covered by a travel medical insurance (valid for all Schengen states/Europe/Worldwide with a minimum coverage of 35,000 EUR), this should be stated in the letter from the employer.
- ☐ 6. **Letter of Invitation from the principal in Denmark** - which should indicate the seafarer's name/place and date of birth/name of port/name of vessel and date of joining. Invitation should be written on the company's letterhead and duly signed by the authorized representative from Denmark. The invitation letter should be submitted along with the application, not to be sent directly to the embassy.
- ☐ 7. **Photocopy of contract of employment signed by both employer and employee (signed and stamped by POEA)**
- ☐ 8. **Photocopy of Overseas Employment Certificate (OEC)**
- ☐ 9. **Photocopy of Airline Ticket reservation**

Please note that the Embassy may request additional documents during the examination of an application which are not mentioned in the above list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.