

# ROYAL DANISH EMBASSY SINGAPORE

<http://singapore.um.dk/en>

## SCHENGEN VISA APPLICATION – TOURIST VISIT CHECKLIST TO DENMARK, FINLAND, ICELAND, NORWAY, SWEDEN

(including Greenland, Faroe Islands and Svalbard, Norway)

Updated on 22 May 2017



### JOINT VISA APPLICATION CENTRE (VAC)

Visa appointment, forms, contact details and visa information can be found on

[www.vfsglobal.com/denmark/singapore/](http://www.vfsglobal.com/denmark/singapore/)

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| <ul style="list-style-type: none"><li>• YOUR APPLICATION <b>WILL NOT</b> BE ACCEPTED IF ANY OF THE DOCUMENTS BELOW ARE MISSING.</li><li>• YOU WILL BE REQUIRED TO MAKE A NEW APPOINTMENT TO RE-SUBMIT YOUR APPLICATION.</li></ul> |
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### PLEASE READ THE INFORMATION BELOW BEFORE YOU SUBMIT YOUR VISA APPLICATION

1. It is **mandatory** to make an **appointment online** and submit your visa application **in person** at the The **Joint Visa Application Centre (VAC)**. Please **do not** submit your application at the Royal Danish Embassy.
2. This **Checklist** must be **signed** and **submitted** with your application.
3. Your application is subject to approval and submitting the requested documents **do not guarantee** that your application will be approved.
4. The Danish Embassy reserves the right to request additional documents for assessing an application and to retain them on file.
5. The **Danish Embassy** is the authority who will assess and make the decision on your application. The **VAC is not involved** in the decision making process.

### PROCESSING TIME

15 working days from when your application is received by the Danish Embassy. If the Embassy assesses the documents are in order, a decision can be made within 5 working days\*\*. If further documentation and/or assessment are/is required, the processing time may take more than 15 working days

\*\* For some nationals, a security check is required and may take up to 10 days for the processing to be completed [see Annexe 16](#)

### UNDERTAKING BY THE APPLICANT (children below 18 years old **travelling with parents** need not sign the undertaking)

1. I confirm the **country** of my longest stay is in \_\_\_\_\_. I declare I will **NOT** change my longest stay to another non-Nordic country after the Schengen visa is granted. If by doing so I am refused entry to the Schengen area, I will take full responsibility for my action.
2. I confirm my hotel reservation/land arrangement has been booked for the entire stay.
3. If I am granted a visa with a longer validity, I confirm I will hold travel medical insurance as required by the Schengen Visa Code each time I enter the Schengen area.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### DOCUMENTS & FEES REQUIRED

Check

- | DOCUMENTS & FEES REQUIRED  | Check |
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| 1. <b>Application Form – choice of online or hard copy</b> <ul style="list-style-type: none"><li>• <b>Online form (recommended):</b> <a href="http://www.visaselfservice.um.dk">www.visaselfservice.um.dk</a>. Print the cover letter and sign.</li><li>• <b>Hard copy form:</b> completed and signed.</li></ul> |       |
| 2. <b>Fees</b> are payable in <b>Singapore Dollars</b> and are <b>NON-REFUNDABLE</b> . Payment is by <b>cash</b> only. <ul style="list-style-type: none"><li>• Visa fee – the online form allows payment by credit card.</li><li>• VAC service fee</li></ul>   |       |
| 3. <b>Original passport</b> and a <b>copy of the passport biodata page</b> . Passport must have been issued within the last 10 years.  |       |
| 4. Copy of your <b>previous Schengen visas</b> issued in the <b>last three years</b> including the entry and exit stamps.  |       |

<p>5. Copy of your <b>Singapore residence status</b> such as IC and re-entry permit, employment pass, dependant pass, long-term visit pass or student pass which is valid for 3 months <b>after</b> the departure date from the Schengen area.</p>	
<p>6. Confirmed transport booking</p> <p>a. <b>Confirmed return flight booking</b> from Singapore to your country of longest stay. The departure date from Singapore must <b>not be more than three months</b> from the application submission date.</p> <p>b. If your trip includes travel to <b>other Schengen countries</b> - confirmed air, land and sea arrangements.</p> <p>Note: Please do not purchase your transport bookings until a decision is made on your visa application.</p>	
<p>7. <b>Evidence of funds: S\$1,400 per week per person.</b> You can provide:</p> <ul style="list-style-type: none"> <li>• If you are self-sponsored - your bank statement for the last 3 months <b>in your name</b>.</li> <li>• If you are sponsored by a family member – letter of financial support, sponsor’s bank statement for the last 3 months, sponsor’s passport biodata page and the signature in the passport. (letter may be waived for children travelling together with parents).</li> <li>• Evidence of relationship to your sponsor (eg. birth certificate, marriage certificate)</li> </ul>	
<p>8. Copy of your marriage certificate and/or your child’s birth certificate as <b>evidence of relationship</b> for family members travelling together.</p>	
<p>9. If you are <u>below 18 years old</u> and are <u>travelling alone or with one parent</u>, please submit:</p> <ul style="list-style-type: none"> <li>• <b>A letter of consent</b> from both parents or the non-travelling parent. A copy of the parent’s <b>passport bio-data page</b> and the <b>signature in the passport</b> must be submitted.</li> <li>• Copy of your birth certificate</li> <li>• If one parent has sole custody of you – a copy of the legal document confirming this.</li> </ul> <p><b>For parents travelling with their children</b> If one or both parents are not submitting their applications together with the children, they have to submit a letter confirming they are travelling with their children and the above relevant documents.</p>	
<p>10. If you are employed, <b>a letter from your employer</b> stating the position you hold, your length of employment and leave approval dates granted</p> <p>11. If you are a student <u>18 years old and above</u>, <b>a letter from your school</b> stating the course you are attending, start and end date of your course and leave approval dates granted or scheduled school holiday dates.</p> <p>12. If you are a student travelling on <u>a school organised trip</u>, <b>a letter from your school</b> confirming the trip and payment of the trip.</p> <p>13. For students <u>attending a sports event or course</u>, <b>a letter from your school</b> stating the course you are attending, start and end date of your course and leave approval dates granted/scheduled school holiday dates. <b>A letter from the event organiser</b> in the country of your visit confirming your participation has to be <b>emailed directly</b> to the VAC at <a href="mailto:info.dnsin@vfshelpline.com">info.dnsin@vfshelpline.com</a>.</p>	
<p>14. <b>Travel insurance certificate or a letter from your employer++ – information must include:</b></p> <ol style="list-style-type: none"> <li>a. Insurance policy number</li> <li>b. Name of the insured or the company name</li> <li>c. Period of coverage</li> <li>d. Area of coverage for the Schengen area</li> <li>e. Medical and repatriation coverage amount must be at least EUR\$30,000.</li> </ol> <p><b>++</b> if your personal travel insurance is covered by your employer</p>	