

ROYAL DANISH EMBASSY SINGAPORE
SCHENGEN VISA APPLICATION CHECKLIST
FOR TOURIST VISIT TO DENMARK, FINLAND, ICELAND, NORWAY, SWEDEN
(including Greenland, Faroe Islands and Svalbard, Norway)
Updated on 01 March 2016



IMPORTANT: Expect delay in processing time if all required documents are not submitted.

You **must appear in person** at the **Joint Visa Application Centre (VAC)** to submit your application. Forms and visa information can be found on www.vfsglobal.com/denmark/singapore/ or www.singapore.um.dk.

The Embassy reserves the right to request additional documents for assessing an application and to retain them on file.

Documents in **Danish, Finnish, Norwegian and Swedish** need not be translated. **Non-English documents** must be translated to English by a translation company. Self-translation will not be accepted. Please submit copies of the **Non-English and English documents**.

DOCUMENTS AND FEES REQUIRED	Check
<p>1. Application Form</p> <p>Online (recommended): Complete the online form at Visa self-service. Print the confirmation letter and sign.</p> <p>Hard copy form: completed and signed.</p>	
<p>2. Fees are payable in Singapore Dollars and are NON-REFUNDABLE. The VAC only accepts cash payment.</p> <ul style="list-style-type: none"> • Visa fee – the online option allows you to pay by credit card • VAC service fee 	
3. Original passport and a copy of the bio-data page . Your passport must have been issued within the last 10 years.	
4. Copy of your previous Schengen visas issued in the last three years including the entry and exit stamps.	
5. Evidence of your Singapore residence status such as IC, employment pass, dependant pass, long-term visit pass or student pass which is valid for at least 3 months after the departure date from the Schengen area.	
6. Copy of your confirmed flight booking . The departure date from Singapore must not be more than three months from the application submission date. Please do not purchase your air ticket(s) until a decision is made on your visa application.	
7. Confirmed hotel reservation or accommodation .	
8. Evidence of funds: S\$100 per day per person . Your bank statement for the last 3 months in your name . If you are financially sponsored – sponsor's bank statement for the last 3 months, letter of financial support and the sponsor's passport bio-data page are required (letter may be waived for children travelling together with parents).	
9. Evidence of relationship for family travelling together – copy of your marriage certificate and/or your child's birth certificate.	
10. If you are <u>below 18 years old</u> and are <u>travelling alone or with one parent</u> , a letter of consent is required from both parents or the non-travelling parent respectively. A copy of the parent's passport bio-data page and the signature in the passport must be submitted.	
11. Copy of the legal document confirming your parent has sole or joint custody of you.	
12. If you are employed, a letter from your employer stating the position you hold, your length of employment and leave approval dates granted.	
<ul style="list-style-type: none"> • If you are a student <u>18 years old and above</u>, a letter from your school stating the course you are attending, start and end date of your course and leave approval dates granted or scheduled school holiday dates. • If you are a student travelling on a <u>school organised trip</u>, a letter from your school confirming the trip and payment of the trip. • For students <u>attending a sports-related event</u>, a letter from your school stating the course you are attending, start and end date of your course and leave approval dates granted/scheduled school holiday dates. A letter from the event organiser in the country of your visit confirming your participation has to emailed directly to the Royal Danish Embassy at sinamb@um.dk. 	
13. Travel insurance certificate – information must include name of the insured, period of coverage, area of coverage is for the Schengen area and medical coverage amount must be at least EUR\$30,000 .	
<p>If you are submitting a company travel insurance certificate and it does not state your name, the letter from your employer must state the insurance policy number. Please ensure the insurance covers you for your personal holiday.</p>	