

Checklist – VISIT TO FAMILY OR FRIENDS

- You must lodge your application in person.
- You must allow for your biometric identifiers (ten fingerprints and a photograph) to be collected at the time of lodgement (if not already collected by a Schengen country in the last 59 months, in which case only a well-resembling passport photo is required).
- Duly completed and signed application form OR signed cover letter from 'Visa Self Service Denmark' (VSS).
- You must pay the applicable visa fee. VSS allows you to pay the fee online with a credit card (please remember to print the receipt and enclose it with your application). You can also pay the fee to the visa application centre.
- Passport/travel document valid for minimum three months after the departure from the Schengen region, with at least two blank pages and issued within the previous 10 years.
- Valid travel medical insurance (policy and table of benefits/PDS) to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death. The minimum coverage shall be EUR 30 000.
Please note: the minimum of EUR 30 000 also applies to repatriation of mortal remains in case of death. Please specifically check insurance PDS for details of this!
- Pay the applicable service and courier fee to the visa application centre.

Supporting documents

- Proof of re-entry permit for New Zealand valid for at least three months after the departure from the Schengen region (or a written explanation if you cannot document this).
- Proof of financial means in New Zealand in applicant's own name and a balance not older than 1 month (including recent bank statements showing movement of means over the last three months).
- If married or in a partnership, provide copy of a marriage certificate or registered partnership agreement.
- A reservation of return or round tickets in and out of the Schengen region.
- A document from the establishment providing the accommodation or any other appropriate document indicating the accommodation envisaged.
- Proof of residential address in New Zealand (e.g. copy of driver licence, a utility bill, a bank statement or the likes)
- Proof of employment (payslips or letter from employer) OR official confirmation of enrolment with a university or other educational establishment.
- Copy of previous Schengen visas and the entry/exit stamps - if applicable.
- Invitation from the host in Denmark/Iceland stating:
 - The host's relationship to the applicant
 - the purpose and duration of the visit
 - whether the host is covering any of the expenses for the applicant
 - whether the host is providing accommodation for the applicant
- A copy of the host's passport. If the host is not a Danish/Icelandic citizen, please also provide a copy of the host's residence permit for Denmark/Iceland

<u>Date</u>	<u>City</u>	<u>VAC officer (name)</u>
<u>Deadline for additional documents</u>	<u>Applicant's signature</u>	