

## Check List

### PR3

Application must consist of	Tick
Check the ORIGINAL passport against the photocopies before copies are scanned.	
PR3 application form including appendix 1 if relevant (part 1 in original and part 2 in original or copy)	
Colour copies of all pages of the passport including the cover	
Copy of the receipt from the online payment of fee made via <a href="http://www.newtodenmark.dk">www.newtodenmark.dk</a> including case order ID.	

If internship has <b><u>NOT</u></b> been arranged through IAESTE/AIESEC	Tick
Documentation of education (original document plus one colour copy) including list of subjects with authorized translation to English or Danish. ORIGINALS to be sighted by staff and returned to applicant at the appointment. Copies to be stamped by staff 'Original Sighted'.	
Documentation for relevant work experience with authorised translation to English or Danish	
<b>IF</b> the applicant is an <b>architectural</b> intern: Copy of Standard Internship Agreement and Guidelines provided by The Danish Association of Architectural Firms (Danske Ark) and The Union of Salaried Architects (Arkitektforbundet)	
<p><b>IF</b> the internship is <b>unpaid</b>: Documentation that applicant can support him-/herself financially while in Denmark. This means that he/she disposes of funds equivalent to Danish Education Support (DKK 5.903– 2015 level) per month.</p> <p>Documentation can be an original bank statement in <i>applicant's full name</i> or original documentation of a grant or scholarship. If the bank statement is printed off the</p>	

internet it must be validated by the bank with their stamp and a signature of a bank employee. The internet statement must show <i>the applicant's full name</i> .	
Approval of the place of internship by the relevant authority (this does not apply to interns at Danish public hospitals or architectural interns)	
Description of the applicant's responsibilities and the objectives of the internship	

<b>If internship <u>HAS</u> been arranged through IAESTE/AIESEC</b>	<b>Tick</b>
Copy of letter of confirmation from IAESTE or AIESEC	

DATE LODGED: \_\_\_\_\_

VAC office location\_\_\_\_\_

SIGNATURE \_\_\_\_\_

Additional documents to be sent to Consulate by (\_\_\_\_/\_\_\_\_/\_\_\_\_)

Applicants Signature :-

VFS Officer Name & Signature:-