



**SCHENGEN VISA APPLICATION
VISIT TO FAMILY AND FRIENDS
FOR DOMESTIC HELPER TRAVELLING WITH EMPLOYER FOR HOLIDAY PURPOSE**

**LIST OF REQUIRED DOCUMENTS
TO DENMARK, FINLAND, ICELAND, NORWAY, SWEDEN
(Including Greenland, Faroe Islands and Svalbard, Norway)**

Dear Applicant

- Please make an **online appointment** to submit your visa application **in person** at the **The Joint Visa Application Centre (VAC)**. Walk-ins will not be accepted.
- The departure date from Singapore must **not be more than six months** from the application submission date.
- This **check and missing document list** must be **signed** and **submitted** with your application.
- Your application is subject to approval and submitting the requested documents do not guarantee that your application will be approved.
- The Danish Embassy reserves the right to request additional documents for assessing an application and to retain them on file.
- **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 days from when your application is received by the Danish Embassy.

Your application may take longer than 15 days if further documentation and/or an interview is required. In such cases the processing time may take up to **45 days**. *For some nationals, a Schengen security check is required and it may take up to 10 days for the check to be completed.* <https://nyidanmark.dk/da/Lovstof/Visumkodeks-mm./Visumhåndbogen> (See annex 16)

SECTION A	DOCUMENTS AND FEES REQUIRED	
CHECKLIST (To be filled out by the applicant)	All non-English language documents must be translated, i.e. copy of original marriage certificate in original language and copy of the English translation. Nordic languages except Icelandic and Finnish are exempted. The English translation must be translated by an authorised translation company and NOT by yourself.	MISSING DOCUMENTS (To be filled out by VFS)
IMPORTANT	Please note that applications received less than 15 days before departure may not be admissible.	
	1. Application form and receipt for payment of visa fee: <ul style="list-style-type: none"> • Print and sign the cover letter • Receipt for the payment of visa fee (Fees are payable in Singapore Dollars and are NON-REFUNDABLE) 	
	2. Original passport and a copy of the passport biodata page: <ul style="list-style-type: none"> • Passport must have been issued within the last 10 years. • Passport must be valid for at least 90 days after your scheduled departure date from the Schengen area. • The passport must have at least 2 blank pages. 	
	3. Previous Schengen visas: <ul style="list-style-type: none"> • Copy of previously issued Schengen visa(s) within the last two years including entry and exit stamps. 	
	4. Work Permit to Singapore: <ul style="list-style-type: none"> • A copy of your Singapore work permit. It must be valid for at least 3 months after the departure date from the Schengen area. If it is not, please renew your work permit before submitting your application. If your Singapore residence card does not show the expiry date, either submit the screenshot from the SGWorkpass app or a copy of your MOM approval in principal letter. 	
	5. Transport booking: <ul style="list-style-type: none"> • A booking for a round-trip airline ticket and/or other means of transport. 	

	<i>Note: Please do not purchase your transport bookings until a decision is made on your visa application.</i>	
	6. Accommodation: <ul style="list-style-type: none"> A Travel itinerary including hotel accommodation reservation or similar confirmation of accommodation for the entire trip. 	
	7. Invitation from host (Nordic employees): <ul style="list-style-type: none"> A completed and signed VU2 form for visits to Denmark ONLY or equivalent for visits to Sweden, Norway, Finland and Iceland from the inviting party. Copy of the host's passport biodata page and the signature in the passport. 	
	8. Letter of invitation/guarantee (non-Nordic employees) <ul style="list-style-type: none"> A letter of guarantee, stating that the employer will be sponsoring the stay and making sure that the applicant abide by the Schengen rules. 	
	9. Travel insurance certificate: <ul style="list-style-type: none"> The travel medical insurance (TMI): For reference please consult the Embassy's approved list of TMI for the Schengen Area. Information must include: <ul style="list-style-type: none"> a. Insurance policy number b. Name of the insured. c. The insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30 000. 	

SECTION B	OTHER DOCUMENTS WHICH MAY BE REQUIRED	
	<ul style="list-style-type: none"> Employer's passport: A copy of your employer's passport biodata page and the page with the passport holder's signature. 	
	<ul style="list-style-type: none"> Employer's residence status in Singapore: Copy of your employer's Singapore residence status if he/she is not a citizen of Singapore, Denmark, Finland, Iceland, Norway, Sweden. 	
	Tip about evidence of funds – <i>besides being able to pay for your accommodation, The Danish Embassy will also assess your financial capability to pay for the trip, air tickets, meals, other incidentals.</i>	
	<ul style="list-style-type: none"> Evidence of funds: Please refer to this link for the exact amount needed per day for each country of stay. Copy of bank statement in your employer's name for the last 3 months issued by a Singapore Bank/branch. (not required if your employer is a citizen of Denmark, Finland, Iceland, Norway or Sweden). If entering Schengen without your employer, you must submit a personal bank statement. 	

IN CASE OF MISSING DOCUMENTS

The document(s) highlighted in the **Section A**; "Missing documents filled out by VFS", is/are missing. The Danish Mission kindly requests you to hand in the below documentation **within 3-5 days from today**. If the Danish Mission has not received the documentation by this deadline, the Danish Mission can make a decision on the case based on the present information.

You can hand in the missing documentation in person or by courier to VFS. Please note, if you chose to send the missing documentation by e-mail to: sinamb@um.dk it will be via an unencrypted connection.

Please remember to state your passport number and your case number which is printed on the receipt from VFS.

The Danish Mission or the VFS will contact you in case the Danish Mission needs further information or as soon as we have reached a decision in your case.

The documents mentioned in Section B are not mandatory, but may be required on a case-by-case basis.

If any documents are missing according to **section A**, please fill in and sign below:

Applicant's Signature

Case number ID

Passport number

Date and place

More information about the requirements for supporting documents can be found at the joint visa applications Centre's, [VFS homepage](#) or the [Danish embassy's homepage](#).