



The following documents are required when applying for a visa. However, the Danish Immigration Service and the Embassy may ask for additional documentation any time in order to process the application. A translation must be attached to any documents in Urdu. Please check the boxes below and sign to confirm which documents have been submitted.

Documents to be submitted by all applicants

- ☐ **Application form (filled in English and signed by the applicant or if the applicant is under the age of 18, the application form must be signed by a legal custodian)**
- ☐ **One passport photo (the photo should be a passport size colour photo with light background and not older than six months)**
- ☐ **Current passport (valid at least three months after the intended date of departure from the Schengen member states; the passport must have at least two blank pages for visa sticker and stamps)**
- ☐ **All previous passports**
- ☐ **Copy of previous visas and stamps of the applicant's passport**
- ☐ **Readable/clear copy of the first two pages of the applicant's current passport**
- ☐ **Travel Medical Insurance applicable to the entire Schengen territory (must state policy number, name of the insured person, validity, schedule benefits and covering the cost of at least 30.000 €)**

Proof of residence:

- ☐ For Pakistani Nationals: copy of Pakistani identity card (CNIC);
- ☐ For non-Pakistani Nationals: proof of legal residence in Pakistan as appropriate (such as long stay visa, and/or residence or work permit);

Proof of means of transport:

- ☐ Flight reservation of air ticket (return or round trip) from/to Pakistan and the Member State of destination; (DO NOT BUY THE TICKET UNTIL A VISA HAS BEEN GRANTED)
- ☐ If trips include several stops in the territory of the Member States, reservations of intra-Schengen itinerary (train, flights, car rental);

Proof of lodging:

- ☐ Reservation of accommodation for the entire duration of the stay in the territory of the Member States (hotel, aparthotel, holiday home, camping, youth hostel); or



- If residing with family, friends and sponsor, proof of sponsorship and/or private accommodation. Some Member States may require the proof of sponsorship or private accommodation to be submitted as per relevant official forms in use (c.f. website of the Member State(s) of intended destination);

Proof of financial means and ties to the country of residence:

- Family Registration Certificate (FRC) issued in English by NADRA

Main proofs of financial means

- Bank statements showing movements in the last **six** months, duly signed and stamped by the bank;
- National Tax Number Certificate (or proof of exemption if applicable); **and**
- Federal Board of Revenue acknowledgement of tax returns for the last two fiscal years before the application date

Additional and specific proof of financial means or ties with country of residence

If the applicant is employed:

- Payslips for the last three months before the application date;
- Copy of the employment contract;
- Employer's letter stating the approval for leave of absence, specifying the dates of absence, position and salary of the employee, duration of employment, purpose of absence, contact number of employer.

If the applicant is a company owner or self-employed:

- Certificate of registration of the company;

If the applicant is a civil servant/government employee:

- Non Objection Certificate (NOC) issued by the Administration/public service employing the applicant stating the dates of the intended visit (for travel others than those for official purposes – see point 2);

If the applicant is retired:

- Pension statements for the last six months;



If the applicant is sponsored:

- ☐ Proof of sponsorship

If the applicant is a dependent from another applicant:

- ☐ If the proof of family relationship cannot be established by the FRC, proof of family relationship through national civil status records;

If the applicant is a minor travelling with one or none of the parents/legal guardians:

- ☐ Proof of consent by one (if travelling with the other except in case of a single parent having sole duly attested custody or guardianship) or two parents -in an affidavit with details of the planned trip and name of sponsors/guardians during the trip;
- ☐ Copy of the non-travelling parent(s) Pakistani identity card(s) (CNIC(s)) and passport(s).
- ☐ Proof of enrolment at school;
- ☐ Copy of the Court order establishing family relationship or guardianship for the purpose of the intended detailed trip.

If the applicant is a student:

- ☐ Proof of enrolment at university and student's card.

Documents to be submitted for BUSINESS VISITS to Denmark

- ☐ **Fully filled online invitation form by the Danish company (Danish or English) stating the purpose and the duration of the intended visit, including if the company is paying the hotel and the expenses**
- ☐ **Documentary evidence of established business** relationship (copies of invoices, shipments, correspondence); or
- ☐ In case of participation in commercial fairs: entry tickets and/or stall booking with payment receipt; or
- ☐ In case the trip is intended for media reportage, copy of press card, letter of sending media organisation detailing purpose of the trip and name of journalist (s) or, for free-lance journalists, evidence of professional activities;



If missing supporting documents are not presented promptly (5 calendar days from the application is handed in at Gerry's), the visa application will be refused by the Embassy. Decision on the application will normally take place within 15 calendar days after lodging the application. The period may be extended up to a maximum of 30 calendar days in individual cases, if further scrutiny of the application is needed or in cases of representation where the represented state is consulted. In exceptional cases, when additional documentation is needed, the period may be extended up to a maximum of 60 calendar days.

Application processing time counts from the time the application is delivered to the Embassy via Gerry's.

Important: Please read and sign

I hereby confirm that I personally have submitted this application for a visa and that all information stated in the application and the supporting documentation is true. I am aware that providing incorrect information or falsified documents deliberately are punishable by both Pakistani and Danish law and will lead to refusal of visa. I am also aware that the processing time is up to 15 days or more, and that I may be required to submit some other documents or to have an interview with Consular authorities. I have also been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the given deadline.

Date:

Place:

Signature: