



**VFS.GLOBAL**  
EST. 2001

Partnering Governments. Providing Solutions.

# Study & Training Visit Checklist

Please indicate which of the below documents have been supplied. Where necessary, you should state whether you have submitted the original document or a certified copy. Any additional documents provided (e.g. photographs) included in the application should be indicated overleaf.

Document:	Applicant		Sponsor	
	Original	Copy	Original	Copy
Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Previous visas (Schengen, US, UK, Canada, or Australia)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of financial means</b>				
Bank Statement of the last 3 months (company/personal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If the applicant is employed:</b>				
Payslips of the last 3 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labor Contract or recent employer statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval letter from employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If the applicant is a company owner or self-employed:</b>				
Company's certificate of registrations *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company's Statement of Tax Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If the applicant is retired:</b>				
Pension Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other means:</b>				
Remittances/ Credit cards/Regular incomes generated by property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documents from the sponsor/host in Denmark</b>				
Invitation Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**VFS.GLOBAL**  
EST. 2001

Partnering Governments. Providing Solutions.

<b><i>If the applicant is sponsored and/or host in a private accommodation:</i></b>				
Copy of Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Permanent Residence Permit (for non-Danish reference)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank statement of the last 3 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of lodging</b>				
Hotel reservation/Rental of holiday home/Campus residence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other documents</b>				
Copy of Household Book*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of enrolment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Insurance coverage Euro 30,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please specify any additional documents that have been included to support the visa application.

Document	Applicant		Sponsor	
	Original	Copy	Original	Copy
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Official documents marked with \* must be recent (maximum 3 months old) and legalised by the competent local authority and must be translated (translation legalised) in an office language of the Embassy or Consulate where the application is lodged or in another language accepted by the Embassy or Consulate

I have submitted the above documents to the VFS Visa Application Centre in support of my DK visa application.

Applicant Signature: \_\_\_\_\_ VFS Staff: \_\_\_\_\_

Date: \_\_\_\_\_