

THE ROYAL DANISH EMBASSY, MANILA

Name:

Date of apply:

Contact No.:

Email:

MISSING DOCUMENT LIST

Dear Applicant,

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible. The Embassy only accepts documents in English, French, Danish, Norwegian and Swedish. Documents not in the languages listed will not be accepted.

TYPE OF DOCUMENTS

- 1. **Schengen Visa Application Form** - completely filled out and signed by the applicant.
- 2. **One Passport sized photo with white background and not older than 6 months** - altered photos are not accepted. Paste your photo (do not staple) on the designated space of the Schengen Visa Application form.
- 3. **Original Passport** - must be valid for at least three months after departure from Schengen. Valid Passport must have at least 2 unused pages.
- 4. **Photocopy of Original Passport** - bio page and used pages (with visas and stamps) IN COLOR.
- 5. **Proof of relationship**
 - For relatives: PSA issued Birth Certificates, marriage certificates of applicant and reference person/s.
 - For boy/girlfriends, fiancé, friends:
 - (1) Photos together and/or other evidence of relationship with the reference person/s.
 - (2) PSA issued Certificate of No Marriage (If widow/er, PSA issued Death Certificate of late spouse)
- 6. **Evidence of host's status in the Schengen area** – Copy of passport bio page and if sponsor is not a Nordic Citizen, submit a copy of residence permit.
- 7. **VU2 Form** (recommended) - VU2 form is the official invitation form that has to be completely filled out and signed by the reference person in Denmark. The VU2 form may be downloaded from the Embassy's website. Should the reference person filled out an online VU2 form, please include the Invitation ID in your application.
OR
- Letter of Invitation** issued and signed by the host in Denmark stating clearly: full name, address, relationship with the reference (proof to be attached) duration of stay and which costs will be covered by host.
- 8. **Original Bank Certificate of the Applicant** – original personal bank statement showing movements in the last three months and duly stamped and signed by the bank.
Please note that ALL applicants have to provide proof of pocket money in their own name, EVEN if their trip is fully sponsored.

Please visit: <https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Private-visits-and-tourist-visits->
 - **If applicant is employed:** Pay slips for the last three months, employment contract, bank statement for account through which salary is paid
 - **In case applicant is the owner of the company:** Company registration documents, company's bank statement, tax clearance receipt, etc. are required.

- 9. **Photocopy of Roundtrip Airline Ticket Reservation** - please note it is not required to pay for/buy the ticket until a visa has been granted.
- 10. **Overseas Travel Medical Insurance valid for all Schengen-countries.** The insurance has to cover the applicant for the entire duration of the stay in the Schengen area and must cover minimum EUR 30,000 for all risks e.g. accident, illness, medical emergency evacuation, incl. COVID-19 etc.

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ADDITIONAL MANDATORY REQUIREMENTS FOR MINORS (under age of 18)

- 1. **If travelling alone (without parents):** (1) Original letter of consent signed by both Parents. (2) Photocopies of passports/valid IDs of parents with signature and contact details. (3) Department of Social Welfare and Development (DSWD) clearance. (4) Birth certificate for the minor.
- 2. **If travelling with only one of the parents:** (1) Original Notarized letter of consent signed by the other parent along with his/her contact details (2) Photocopy of passport/valid ID with signature. (3) Birth certificate.
- 3. **If only one parent has the sole custody of the child:** Photocopy of Court Decision awarding custody to that one parent must be submitted
- 4. **If the other parent is deceased:** Photocopy of Death Certificate must be submitted
- 5. **Photocopy of both parents' passports. Birth certificate of the minor.**

NB: For the protection of children, the above documents will be verified and longer processing time shall be expected.

SUPPORTING DOCUMENTS

- 1. **Photocopies of your previous passports for the past 3 years** - bio page and used pages (with visas and stamps)
- 2. **Photocopy of Marriage Certificate (if applicable)**
- 3. **Photocopies of Birth Certificates of your Children (if applicable)**
- 4. **If currently employed** – Introductory Letter from employer printed on company's letter head stating position, length of service, salary and duration of approved leave of absence, photocopy of company ID and pay slips for the last 3 months **If self-employed:**
 - a. Corporation - Photocopies of SEC registration with attached present Articles of Incorporation and Personal Income
 - b. Single proprietorship - Photocopies of Business Name Registration Certificate from DTI and latest Income Tax Statement **If currently a Student** - submit certification of enrolment from the school and school ID. If you will be going on a holiday during summer break, submit a certification of reservation or certification of enrolment to prove that you are enrolled for the next school year/semester. If travelling during school year, a certificate of leave of absence from school should also be submitted
- 5. **Hotel Bookings**
- 6. **Photocopies of own means and properties (if applicable)** - land titles or car certificate of registration with official receipt

Please note that the Embassy may request additional documents during the examination of an application which may not be mentioned in the above list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

The document(s) marked above are missing!

The Embassy requests you to hand in the mission/required documentation **within 5 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

You can hand in the mission documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you choose to send the mission documentation by e-mail to: mnlabvisa@UM.dk it will be via an unencrypted connection.

Please note that you could still be asked for additional documents and/or may be called for an interview at the Embassy.

Kind regards,
The Royal Danish Embassy Manila, Visa Section

Applicant's Signature

Passport No.

Date

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