



CHECKLIST FOR SCHENGEN VISA – TOURIST VISA REQUIREMENTS

| | REQUIRED DOCUMENTS | YES/NO | REMARKS |
|----|---|--------|---------|
| 1. | Visa application form <ul style="list-style-type: none">- Fully completed in English or Danish and signed by the applicant.(typed or written in block letters)- For minors (under the age of 18), application form must be signed by both parents/legal guardian. Copies of both parents' passports are required. | | |
| 2. | Passport <ul style="list-style-type: none">- Valid for at least 3 months after the intended date of departure from the Schengen area, issued within the previous 10 years and containing at least 2 blank visa pages. Residence permit must be valid for at least 3 months after the intended date of departure from the Schengen area.- Travel documents and residence visa must be valid minimum six months after the return from the Schengen States.- Photocopies of data page, residence permit and previous Schengen visas are required (in case of a new passport, original and photocopies of the old passport). | | |
| 3. | One recent color photograph <ul style="list-style-type: none">- Not older than 3 months, size 3.5 cm × 4.5 cm, white background, no head or face cover(s) that prevent(s) full visibility of the facial features. If wearing a veil, features ears, nose, eyes and forehead must be visible. | | |
| 4. | Travel medical insurance & Travel insurance declaration <ul style="list-style-type: none">- Covering the entire period of intended stay, valid for all Schengen States, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during your stay (min. coverage €30000) | | |
| 5. | No-objection letter from employer or sponsor (Original) <ul style="list-style-type: none">- Stating Name, nationality and passport no. of applicant, date of joining, position in the company, monthly salary, purpose of travel, Expected date of arrival in Denmark plus duration of stay, Confirmation that the applicant will return to the UAE to resume duties on a certain date.- Name, designation and signature of person responsible for issuance of the company letter and the name/address, telephone no. of sponsor/employer.- For self-sponsored, valid trade license copy.(The documents should be only in Danish or English language)- For pupils and students, proof of enrolment in school or university.- For minors under the age of 18 travelling with/without parents, consent of both parents/legal guardians, either through a notarized certificate or by an authorization signed in front of the visa officer. Copies of both parents' passports are required.- If sponsored by spouse/parents, No-objection letter, Passport and UAE Visa copy of the sponsor must be submitted. | | |
| 6. | Ticket Copy of flight ticket or flight reservation, including return flight. | | |
| 7. | Accommodation <ul style="list-style-type: none">- Hotel reservation, rental of holiday home.- When travelling to several Schengen States, proof of lodging in each one of them. | | |
| 8. | Proof of financial means. Personal bank account statement for the last 6 months. | | |
| 9. | If Travelling for Medical treatment <ul style="list-style-type: none">- A document issued by the medical institution in the Schengen Member State confirming that the applicant will receive medical care in that institution.- Pre-payment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as insurance coverage. | | |

Please note:

- All documentation has to be submitted in English or Danish language.
- Applicants will be required to submit their biometrics (fingerprints, digital photo) at the time of application.
- The Denmark Consulate reserves the right to ask for additional documents.
- The applicant may be requested to appear in the Consulate for interview.
- For children registered in parent's passport, a separate application form has to be submitted.
- Visa processing time at the Consulate will be approximately 10-15 working days.
- Submitting an application without the complete set of documentation according to the above checklist may result to the rejection of the visa application.

Applicant travels:

☐ alone

☐ With family member/s. Please specify: _____

☐ With a group. Please specify: _____

TERMS & CONDITIONS

Kindly read carefully the below regulations:

- Applicants are suggested to apply well in advance to the intended date of journey. Visa process can take up to 3 weeks after your submission at VFS, if granted.
- INCOMPLETE APPLICATIONS - Only complete applications can be accepted; non-submission of required documents may lead to refusal of visa. Once the application is submitted, no changes in dates or conditions of travel will be admitted unless duly justified.
- VISA FEES - must be paid upon submission of the above. Please note in case of rejection. The visa fee is nonrefundable.

Date: _____

Applicant signature: _____

VFS Officer Signature: _____

Remarks:
