



XXXX -210413-0001

SCHENGEN VISA APPLICATION COVER LETTER

Photo?

See below for photo requirements

First name

Surname

Address

Postal code

City

Country

email@email.com

+00 - 12345678

Reference number: XXXX-210413-0001

Group name:

Requested

Date of arrival: Date of arrival

Date of departure: Date of departure

Number of entries: Multiple

Visa is requested for: 62

Visa type: Visa type

Embassy use only

Granted

Date of arrival:

Date of departure:

Number of entries:

Duration of stay:

Visa type:

Valid passp./res. permit ☐

Financial means ☐

Invitation ☐

Employment letter/Payslip ☐

Itinerary ☐

Hotel reservation ☐

Health insurance ☐

Please go to the Visa Application Center - VFS in XXXX to hand in your documents and to supply biometrics

Check www.vfsglobal.com/en/individuals/index.html for address, opening hours and any questions you may have to the below requirements:

- ✓ Your **signatures** below. Please read and sign this letter on the last 2 pages.
- ✓ Your **Travel document** valid at least three months after the intended date of departure from the Schengen states, containing at least two blank pages, and issued within the previous 10 years.
- ✓ Your **Biometrics**, i.e. a photograph and fingerprints. As a rule your photo and fingerprints will be recorded when you hand in your application.
- ✓ Your **Supporting documents**. Please visit the website of the location that is receiving your application for specific information.
- ✓ The **Visa application fee** - where applicable. If you paid online on ApplyVisa, the payment is registered.
- ✓ **Travel medical insurance** - where applicable

Photo requirements: Your photo will be recorded when you hand in your application.

If your fingerprints can be copied from a previous case – see below – then you can hand in a photo instead of having the photo recorded. Photo must be suitable for scanning, in colour, printed on photo quality paper, 35mm x 45mm, full-face view directly facing the camera, taken recently, and taken in front of a plain white background. Eyes must be open and unobscured.

If your **fingerprints** were recorded for another Schengen visa application within the last 59 months the fingerprints shall be copied from the previous application to the new application. However, in certain cases new fingerprints may have to be collected.

Personal

| | |
|--|--|
| Surname: Surname | Surname at birth (former surname(s)): Surname at birth |
| First name: First name | Date of birth: Date of birth |
| Place of birth: Place of birth | National identity number: National identity number |
| Nationality at birth: Nationality at birth | Country of birth: Country of birth |
| Other nationalities: | Current nationality: Current nationality |
| Sex: Sex | Civil status: Civil status |
| | Civil status other: |

Parental auth. /legal guardian

| | |
|-------------------------------|--------------------------|
| First name: | Surname: |
| Address: | Zipcode and city: |
| Nationality: | E-mail address: |
| Telephone number: - | |

Home address

| | |
|--|---|
| Street: Address | Postal code: Postal code |
| City: City | Country: Country |
| Telephone number: +00 - 12345678 | Additional telephone number: +00 - 12345678 |
| | E-mail address: email@email.com |

EU, EEA or CH Relative

Related to an EU, EEA or CH citizen exercising right of free movement: No

| | |
|--|--|
| EU, EEA or CH citizen's surname: | EU, EEA or CH citizen's first name: |
| EU, EEA or CH citizen's date of birth: | EU, EEA or CH citizen's nationality: |
| EU, EEA or CH citizen's number of passport: | EU, EEA or CH citizen's relationship: |
| | Other: |

Current occupation

| | |
|---------------------------------------|--|
| Current occupation: | Title/Description: |
| Employer/School's name: | Employer/School's address: |
| Employer/School's postal code: | Employer/School's city: |
| Employer/School's country: | Employer/School's telephone no: |

Travel document

| | |
|--|---|
| Type of passport: Ordinary passport | Number of passport: PP1234567 |
| Issued by country: Issued by country | Valid until: Valid until |
| Date of issue: Date of issue | |

Do you reside in a country other than the country of your current nationality? No

If you reside in a country other than the country of your current nationality, have you permission to return to that country?

| | |
|---|--------------------------------------|
| Residence permit no (optional): | Residence permit valid until: |
| Entry permit for the final country of destination: | |
| Issued by: | Valid from: |
| | Valid until: |

Biometric details

Fingerprints collected before:

No

Date:

Visa sticker number, if known:

Purpose of the journey

Purpose of the journey:

Purpose of journey

Other:

Additional information on purpose of stay:

Other purpose(s) of journey, if applicable:

Travel plan

Type of visa:

Type of visa

Member State of main destination:

Member State of main destination

Other Member States of destination, if applicable:

Number of entries requested:

Multiple

Intended date of arrival of the first intended stay in the Schengen area:

Intended date of arrival

Intended date of departure from the Schengen area after the first intended stay:

Intended date of departure

Border of first entry:

Border of first entry

Cost of travelling and living covered:

By applicant:

By sponsor:

Host

Digital invitation:

No

Invitation ID:

Host details (only first two shown):

HOTEL NAME: Name of hotel or temporary accommodation

HOTEL ADDRESS: Address

HOTEL POSTALCODE: Postal code

HOTEL CITY: City

HOTEL COUNTRY: Country

HOTEL EMAIL-ADDRESS: email@email.com

HOTEL PHONE: +00 - 12345678

The above data was supplied by me for this visa application.

Place and date

Signature (for minors, signature of custodian/guardian)

I am aware that the visa fee is not refunded if the visa is refused.

-

Applicable in case a multiple-entry visa is applied for:

I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.

-

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my visa application.

Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. The authority of the Member State responsible for processing the data is: The Ministry of Foreign Affairs of Denmark or the Danish Immigration Service. Read more about the responsible of data and the processing of personal data at www.newtodenmark.dk/visa_personaldata

I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority of that Member State (the Danish Data Protection Agency, Borgergade 28, 5, DK-1300 Copenhagen K, Denmark, e-mail: dt@datatilsynet.dk) will hear claims concerning the protection of personal data.

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.

I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5(1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.

Place and date

Signature (for minors, signature of custodian/guardian)