



**TOURIST VISA DOCUMENT CHECKLIST**

Name: _____ Phone: _____ Email: _____		
1.	<b>Visa self-service cover letter</b> printed from your <a href="#">on-line visa application</a> . <ul style="list-style-type: none"> <li>Must be dated and contain 2 signatures.</li> </ul>	<input type="checkbox"/>
2.	<b>Original passport</b> <ul style="list-style-type: none"> <li>Must be less than 10 years old for the duration of your trip.</li> <li>Valid at least 3 months after your return date from the Schengen area.</li> <li>Must have at least 2 blank pages left for inserting the visa (not necessarily next to each other).</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	<b>Original old passport with current Canadian visa</b> (if applicable) and <b>previous Schengen visas</b> with entry and exit stamps for the last 5 years.	<input type="checkbox"/>
4.	<b>Original Permanent Residence Card</b>	<input type="checkbox"/>
5.	<b>Basis of stay in Canada</b> <ul style="list-style-type: none"> <li>Colour copy of Canada work permit or study permit if applicable.</li> </ul> <i>The re-entry permission must be valid for at least 90 days after your return date from the Schengen area.</i> <i>A Canadian temporary residence permit paper does not allow re-entry.</i> <i>A confirmation of Canadian permanent residence status does not allow re-entry, you must have the physical card.</i>	<input type="checkbox"/>
6.	<b>Proof of employment or enrolment or financial support</b> <ul style="list-style-type: none"> <li>A letter from your employer confirming your start date, your job title and cannot be more than 30 days old.</li> <li>If self-employed, please submit your business registration and proof of income.</li> <li>If student, you must provide proof of enrolment.</li> <li>If retiree, you must provide proof of Supplemental Security Income (SSI) or retirement savings or other financial support. (<i>support letter dated and signed, proof of relationship with supporter, copy of supporter's passport and employment verification</i>)</li> <li>If unemployed, you must provide proof of unemployment benefits or other financial support.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.	<b>Proof of sufficient funds for the intended journey</b> <ul style="list-style-type: none"> <li>Canadian bank statements or Canadian credit card statements in your name from the previous 3 months</li> </ul> <i>The statements must show that you - during the entire trip - have \$95 per day for staying in a hotel and sufficient funds to purchase a round trip ticket.</i>	<input type="checkbox"/>
8.	<b>Flight itineraries</b> Roundtrip flight reservations and flight itineraries in your name for all planned stays in Schengen ( <i>if several Schengen States will be visited OR if the trip covers several Schengen and non-Schengen countries</i> )	<input type="checkbox"/>
9.	<b>Hotel/hostel reservation</b> in your name as it appears in your passport, covering every day in Schengen. If the hotel bookings are in the name of a travel companion, a signed letter of support must be submitted along with a copy of this person's passport data page.	<input type="checkbox"/>
10.	<b>Proof of travel medical insurance</b> (insurance card is NOT sufficient) <ul style="list-style-type: none"> <li>Must be valid throughout the territory of the Schengen area and valid for the entire stay in Schengen.</li> <li>The insurance provider must be a Canadian/Schengen company. (<a href="#">Suggested providers for travel medical insurance</a>)</li> <li>Minimum medical coverage accepted is €30.000 - Deductibles and reimbursements are not accepted.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11.	<b>Photocopy of valid provincial health card</b> – must show expiry date that may or may not require a valid provincial health card.	<input type="checkbox"/>
12.	<b>Minors</b> If travelling without one or both of your parents or guardians: <ul style="list-style-type: none"> <li>A notarized consent including a copy of the parents or guardian's passport data page.</li> <li>A birth certificate of the minor must be provided, if necessary translated into English.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
13.	<b>Fees</b> to VFS Global (fee receipt)	<input type="checkbox"/>



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\_\_\_\_\_  
NAME OF VFS SUBMISSION OFFICER

### INSTRUCTION FOR THE APPLICANT

- Fill out page 1 with your name and contact details as well as check marks.
- Make sure to get a copy of page 1 when filled out.
- Date and sign this page (below) after reading the instruction and acknowledgements.

Your application for a Schengen visa will be forwarded by VFS Global to the Consulate General of Denmark in New York for decision.

Normally, visas applications are decided within 15 days once received from VFS Global. However, if you have failed to submit mandatory documents at the time of your appointment at VFS Global, the visa process may be delayed or your visa application may be refused.

If the VFS officer has indicated that you are missing documentation, you must send this documentation via postal service/courier to the Consulate General in New York **within 5 calendar days from the date of your appointment at VFS Global**. If you choose to forward the missing documents to the Consulate General via unencrypted e-mail ([nycdocs@um.dk](mailto:nycdocs@um.dk)), please note that sending personal information over the internet is at your own risk. See more information on the Danish Data Protection Act at <http://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy>

E-mailed documents must meet the following requirements:

- E-mail subject line must be the applicant's name as it appears in passport.
- PDF is the only format of attachments accepted. Pictures of documents are not accepted.
- Individual file size must be 2 MB or less.
- All documents must be placed together in one PDF file, if possible.

### WITH MY SIGNATURE I, THE APPLICANT, ACKNOWLEDGE THE FOLLOWING

- 1) I understand that I have to submit the indicated missing documents to the Consulate General in New York **within 5 calendar days from the date of my appointment at VFS Global**. I accept that my visa application will be decided without the requested documents and that the decision may be to my disadvantage (visa process delayed or visa application refused), if I do not submit the documents within 5 calendar days from the date of my appointment at VPS Global.
- 2) I understand that the Consulate General in New York may, on a case by case basis, request more documents in addition to what is listed on page 1 or request in-person interview with me.
- 3) I have been informed how to submit personal information according to the Danish Data Protection Act, and I understand that forwarding documents via unencrypted e-mail is at my own risk.
- 4) I understand that the visa (if approved) will be issued according to the documentation and only applicants who fulfil the criteria for a multiple entry visa will be granted multiple entries.

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

# ROYAL DANISH EMBASSY OTTAWA



Signature YES GLOBAL DENMARK VISA APPLICATION CENTER  
TRAVELLING TO DENMARK, FAROE ISLANDS, AND GREENLAND

## TOURIST VISA DOCUMENT CHECKLIST