THE ROYAL DANISH EMBASSY NAIROBI

VFS GLOBAL DENMARK VISA APPLICATION CENTER
APPLICATIONS FOR DENMARK, THE FAROE ISLANDS, GREENLAND AND ICELAND

TOURISM - DOCUMENT CHECKLIST

		YES	NO
	On 29 April 2024, the Council adopted Council Implementing Decision (EU) 2024/1341 of 29 April 2024 on the suspension of certain provisions of Regulation (EC) No 810/2009 of the European Parliament and of the Council in respect of Ethiopia. This means that until further notice: **All requested documents must be provided** **The standard processing time will be 45 days – Only single entry visas are issued.** **Holders of diplomatic and service passports must pay the 90 Euro fee**		
1.	**Schengen Visa Application Cover Letter** (confirmation of submission of your on-line visa application) • Must be printed, dated and contain 3 signatures.	☐	☐
2.	**One recent coloured passport photo** • Mouth must be closed and background must be white. • Not more than 6 months old. Photo: 35 x 45 mm, head from tip of chin to top of head 30 – 36 mm	☐	☐
3.	**Original passport / Travel document** • Validity of passport / travel doc. must exceed the intended stay in Schengen by at least three months. • Passport/travel document must have been issued within the last ten years. • Passport/travel document must have two blank pages to affix the visa.	☐	☐
4.	**Proof of medical travel insurance** • The insurance coverage must be valid throughout the territory of the Schengen area and for your entire stay in Schengen. - The minimum coverage accepted is €30.000. (No sublimit allowed) - Deductibles and reimbursements are not accepted.	☐	☐
5.	**Copy of national ID card (both sides)**	☐	☐
6.	**Non-Ethiopians are required to submit a copy of a valid Ethiopian residence permit or other proof of legal stay in Ethiopia,** valid for at least 3 months from the date of intended departure from the territory of the Member States.	☐	☐
7.	**Proof of sufficient funds for the intended journey** • Certified bank statements covering at least the last three months including bank account movements and final balance • Payslips for the last three months (if employed). If retired documents proving the pension or other financial support. **Please note that ALL adult applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored (500 DKK per day)** Tourist guidelines	☐ ☐	☐ ☐
8.	**Flight itineraries** Roundtrip flight reservations and flight itineraries for all planned stays in Schengen (if several Schengen States will be visited OR if the trip covers several Schengen and non-Schengen countries) **We recommend that you do not buy any tickets before your visa has been approved.**	☐	☐
9.	**Hotel/hostel reservation** in your name or proof of sufficient financial means to cover accommodation expenses	☐	☐
10.	**Detailed Travel Itinerary (decription of your touristic plan)**	☐	☐
11.	**Proof of employment** • If employed, you must provide letter from your employer indicating the date of start of your employment and your job title. The letter must be on official company paper, with stamp, signature and date. The letter must clearly mention: full address, telephone and contact persons of the company: the name and position of the countersigning officer; name, position, salary and years of service of the applicant as well as an approval for leave or absence.	☐	☐

12.	**If self-employed**, copy of Ethiopian tax registration as well as business registration (city administration), copy of Business License, if applicable. Bank statement for business account (for the last three months)	☐	☐
13	**Any other documents relating to the applicant's financial status and personal ties in Ethiopia**, such as title deeds or lease agreements for property, vehicle registration card, etc., marriage certificate, birth certificate/s of children.	☐	☐

INSTRUCTION FOR THE APPLICANT

- Date and sign this page (below) after page 1 has been filled out by VFS Global (check marks).
- Make sure to get a copy of page 1 when filled out by yourself and VFS Global.

Your application for a Schengen visa will be forwarded by VFS Global to the Royal Danish Embassy Nairobi for a decision.

The Danish Mission requests you to hand in the required documents **within 5 working days** from today.
Signature date below counts as day one of five.

If the Danish Mission has not received the documents by this deadline, a decision will be made based on the presented Documentation/information.

You can choose one of the following options for handing in the missing documents:

☐ I will come back to VFS within 5 working days with the missing document(s).

☐ I will hand in the application as it is and I am aware that a decision will be based on the presented documents only.

You may be contacted in case the embassy needs further information.
An interview may be required at the Embassy or by phone. Make sure your phone is open for incoming calls from Kenya.

VFS comments:
_____

_____

Kind regards - The Regional Visa Hub, Royal Danish Embassy, Nairobi, Kenya

_____	_____	_____	_____
Applicant's name	Applicant's signature	Date and Place	Phone Number

Signed in front of VFS Staff (initials), Nairobi: _____ Date: _____