Embassy of Denmark, Accra — Tourist Visa

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 Danish, English, French, Norwegian and Swedish. Documents in other languages will not be accepted.

Name of applicant: _____

The document(s) highlighted below are missing. The Embassy therefore kindly requests you hand in the below documentation:

Missing Document (s)	Type of document
	Application form duly completed
	One recent (less than six months old) passport-size photograph in color with good resemblance (3.5cm / 4.5cm)
	Current passport must be valid for at least three months beyond the intended duration of stay in the Schengen area. The passport must have at least two blank pages to affix the visa.
	Previous passports (if any) + colored copies of bio page(s) only and copies of previous visas and Schengen stamps
	A cover letter from the applicant introducing himself/herself, explaining purpose, duration and itinerary of the visit in brief
	Overseas travel medical insurance valid for all Schengen-countries. The insurance must cover the applicant for the entire duration of stay in the Schengen area and must cover at least 30,000 EUR for all risks, e.g. accident, illness, medical emergency evacuation etc.
	Flight reservation/s for round trip. If applicant is traveling to several Schengen states, proof of intra-Schengen flight reservation, train itinerary or car rental. **Note:** The Danish Mission recommends that you do not buy a plane ticket, before your visa has been approved.
	Proof of accommodation: Hotel bookings or host guarantee/sponsorship of accommodation covering the whole duration of the intended stay
	Proof of social ties to home country (marriage certificate, birth certificates of children) if relevant
	In case of minors (< 18 years) traveling: • If the minor is traveling with only one parent, written consent of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor. Documentation of custody must also be provided. • If the minor travels alone (without parents), written consent (including contact details) from both parents or guardians having custody of the minor. • A photocopy of both parents' passports. If not, copies of the ID cards (with signature) of the parents. • Birth certificate for the minor Note: If minor traveling with one parent. All the above documents of the other parent required.
	Evidence of source of financial support/means of subsistence • Original personal bank statement showing movements in the last three months and duly stamped and signed by the bank. Please note: Investment accounts and statements from Rural Banks, Micro Finance Institutions, Savings & Loans are generally not considered evidence of means of subsistence. **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 proprietor/owner of the company: company registration documents, company's bank statement, tax clearance receipt, etc. are required
	If employed: **Introductory letter** from employer printed on company's letter head and **leave letter**, if applicable If student: **Introductory letter from School printed on school's letterhead, school ID, admission letter and academic transcripts** if relevant

Important information regarding 1) Inadmissible application; 2) The document(s) ticked off above are missing

1) If your application **is received at the Embassy less than 15 calendar days**, before your intended travel date, the Embassy can deem your application inadmissible. Is so, the Embassy will NOT process your visa application and your passport and documents will be returned to you and the visa fee refunded.
2) The Embassy requests you to hand in the missing/required documentation **within 5 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision in 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 missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you chose to send the missing documentation by e-mail to: accambvisa@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.

Embassy of Denmark, Accra. Visa Section

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Applicant's signature **Passport No.** **Date**