ROYAL DANISH EMBASSY
Ankara

DENMARK VISA CHECKLIST – TOURISM
VAC ALMATY

1) Go to ApplyVisa.um.dk in order to complete visa application form and pay visa fee
2) Print and sign cover sheet from ApplyVisa.um.dk

N.B.: Standard visa fee EUR 80 / Reduced fee EUR 40

LIST OF SUPPORTING DOCUMENTS	SUBMITTED	NOT SUBMITTED
Passport issued within the last 10 years and valid for minimum 3 months after return. Minimum 2 blank pages. **Your current passport will be scanned at the visa application centre**		
If available, **copies of visas and stamps in previous passport**(s)		
1 passport **photo**s (max. 6 months old, on white background, measuring 3.5 x 4.5 cm.)		
Signed and dated cover letter from **ApplyVisa.um.dk**		
Complete **extract of the civil registry/family book** (showing parents, siblings, spouse, and children). If possible, the extract should include a **QR-code for verification**.		
Travel medical insurance covering the requested travel dates. Valid in the Schengen area and coverage of minimum EUR 30,000. ***The insurance must not exclude COVID-19***		
Flight reservations, other proof of intended means of transport or proof of travel itinerary NB: reservation **must be verifiable** and must include booking number/PNR Code. **Booking number/PNR Code**: _____		
Evidence of hotel booking or other proof of accommodation and travel plan		
Proof of means of subsistence: - Personal bank statement showing account balance for the past 3 months, stamped and signed by the bank (For disposable daily amount please refer to https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Private-visits-and-tourist-visits-		
If **employed**: - Signed and dated letter from employer indicating the Embassy that the document is addressed to, the employee's name and passport number, date of start of employment and function, length of the leave and whether it is paid or unpaid leave, employer's contact details, name and position of the person signing the letter. - Payslips for the past 3 months - An e-gov document regarding the pension contributions with QR code		
If **owner of a private company**: - Company bank statement showing account balance for the past 3 months, stamped and signed by the bank - Company registration in chamber of commerce or similar, incl. documentation of company activity/certificate - Copy of the bulletin of the trade register or similar - Statement of taxes payment		

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If applicant is a f**arme**r: Farmer certificate issued by Chamber of agriculture or similar		
If the applicant is a **student:** original student certificate/ student ID		
If the applicant is **retired:** Proof of pension (either bank account statement or pensioner book)		
If the applicant is a minor and travelling alone or with one parent or legal guardian only: Public notary approved statement from his/her parents/ legal guardian(s) or proof (approved by a public notary) of sole custody of the travelling parent/ legal guardian		
If applicant is a 3rd country national: Proof of stay/residence in Kazakhstan		

MISSING DOCUMENT(S) HIGHLIGHTED ABOVE

The Embassy requests you to hand in the missing/required documents within 5 days from today. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on present information.

I understand that I must provide the above missing documentation within 5 days. Signature date below counts as day one of five.

If handing in documents to VFS Global, please remember to state your passport number and your full name.
If you choose to send your missing documentation by e-mail to ankambvk@um.dk please note that 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.

Date, visa applicant's signature	
VFS staff member signature	

Other comments/observations from VFS staff member: