



## VISITING FAMILY & FRIENDS

### LIST OF DOCUMENTS TO DENMARK, FINLAND, NORWAY

(Including Greenland, Faroe Islands and Svalbard)

Dear Applicant,

#### IMPORTANT

For faster case processing we recommend that non-English documents be translated into English. The English translation **must be translated by an authorised translation company** and NOT by yourself. Please also remember to enclose the original document as well as a copy of said document.

**Please note that applications received less than 15 days before departure may not be accepted.**

- Please make an **online appointment** to submit your visa application **in person** at the **Joint Visa Application Centre (VAC)**. Walk-ins will not be accepted.
- The departure date from Singapore must **not be more than six months** from the application submission date.
- This **check and missing document list** must be **signed** and **submitted** with your application.

TO BE TICKED BY APPLICANT ONLY		DOCUMENTS AND FEES	MISSING DOCUMENTS (TO BE FILLED BY VFS ONLY)
YES	NO		
		<b>1. <a href="#">Application form</a> and receipt for payment of visa fee:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Print and sign the cover letter as <b>per passport signature</b> .	
<input type="checkbox"/>	<input type="checkbox"/>	Receipt for the payment of visa fee ( <b>Fees are payable in Singapore Dollars</b> )	
		<b>2. Original passport and a copy of the passport biodata page:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Passport</b> must have been issued within the last <b>10 years</b> .	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Passport</b> must be valid for at least <b>90 days</b> after your scheduled departure from the Schengen area.	
<input type="checkbox"/>	<input type="checkbox"/>	The <b>passport</b> must have at least <b>2 blank pages</b> .	
		<b>3. Previous Schengen visa(s):</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of <b>previously issued Schengen visa(s)</b> issued within the <b>last five years</b> including the entry and exit stamps.	
		<b>4. Singapore residence permit:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	A copy of your <b>Singapore residence permit</b> such as PR, re-entry permit, employment pass, dependant's pass, long-term visit pass or student's pass which is <b>valid for 3 months after</b> the departure date from the Schengen area.	
		★ If your Singapore residence card does not show the expiry date, either submit the screenshot from the <b>SGWorkpass app</b> or a copy of your <b>MOM approval in principal letter</b>	
		<b>5. Transport booking:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Booking of a round-trip airline ticket</b> and/or other means of transport. Your visa will be issued according to the dates stated in the application form so please ensure that your booking corresponds with those dates.	
		★ <b>Please do not purchase your tickets until a decision is made on your visa application.</b>	
		<b>6. Accommodation:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	A <b>Travel itinerary</b> including <b>hotel accommodation</b> reservation or similar confirmation of accommodation for the <b>entire trip</b> .	
		<b>7. Evidence of funds: Please refer to this <a href="#">link</a> for the exact amount needed per day for each country of stay.</b>	
<input type="checkbox"/>	<input type="checkbox"/>	A personal <b>bank statement</b> for the <b>last 3 months in your name</b> issued by a <b>Singapore Bank or Branch</b> .	
		★ <i>If you are submitting copies of your bank book pages, you must show evidence the pages belong to the same bank book as the account number is not printed on those pages.</i>	



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YES	NO		
		<b>8. Invitation from host:</b>	
		For visits to Denmark please fill out a VU2 invitation form. This form can be found <a href="#">here</a> . If the host is Danish or lives in Denmark, it is enough to submit the invitation ID.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>A paper invitation</b> is mandatory for visits to Norway, Finland, and Iceland. For visits to Norway please use this <a href="#">form</a> and this <a href="#">form</a> for visits to Iceland. Applicants going to Finland must show a signed letter of invitation from their Finnish host.	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of the host's passport biodata page and the signature in the passport.	
<input type="checkbox"/>	<input type="checkbox"/>	A valid residence permit card if your host is a non-Nordic citizen.	
		★ Please note that if you are a first time traveller to the Schengen, we will need to verify your stay with the host directly. If we are not able to reach the host by phone within 3-4 days, a decision will be made in the case based purely on the already submitted documentation.	
		★ <i>Besides being able to pay for your accommodation, The Danish Embassy will also assess your financial capability to pay for the trip, air tickets, meals and other incidentals.</i>	
		<b>9. Evidence of leave:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	If you are employed, a <b>letter from your employer</b> stating the <b>position you hold, your length of employment and leave approval dates granted.</b>	
		<b>Evidence of leave – other categories:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	If you are self-employed and have registered your company – <b>latest copy of your ACRA bizfile.</b>	
<input type="checkbox"/>	<input type="checkbox"/>	If you are a student, a <b>letter from your school</b> stating the <b>course you are attending, start and end date of your course and leave approval dates granted or scheduled school holiday calendar.</b>	
<input type="checkbox"/>	<input type="checkbox"/>	If you are a student travelling on a <u>school organised trip</u> , a <b>letter from your school</b> confirming the trip and payment for the trip.	
<input type="checkbox"/>	<input type="checkbox"/>	For students <u>attending a sports event or course</u> , a <b>letter from your school</b> stating the course you are attending, start and end date of your course and leave approval dates granted/scheduled school holiday dates. A <b>letter from the event organiser</b> in the country of your visit confirming your participation.	
<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable	
		<b>10. Travel insurance certificate:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>The travel medical insurance (TMI):</b> For reference please consult <a href="#">the Embassy's list of TMIs</a> for the Schengen Area. Information must include: a. Insurance policy number b. Name of the insured. c. The insurance shall be valid throughout the territory of Schengen states and cover the entire period of the person's intended stay or transit. ★ <b>The minimum coverage shall be EUR 30 000 for Overseas Medical Expenses, Emergency Medical Evacuation and Repatriation of Mortal Remains respectively.</b>	
		<b>11. Minors:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	For <b>Minor applicant</b> intending to travel without their parents/legal guardians, the application must be <b>submitted by parents/legal guardians</b> , who must present the <b>minor's birth certificate, copy of the biodata page + signature of the parents' passport</b> as well as <b>written consent</b> for the trip.	
		★ If parents/legal guardians are not present in Singapore <b>their written consent should be legalised</b> by the relevant embassy in the place of residence of the applicants/legal guardians.	



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YES	NO		
		<b>12. Minors travelling with one parent:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>A signed letter of consent from both parents or the non-travelling parent</b>	
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the parent's <b>passport bio-data page</b> and the <b>signature in the passport</b> must be submitted.	
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, a copy of the <b>parent's legal status in Singapore</b> – PR/EP/DP/LTVP	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of the minor's birth certificate.</b>	
<input type="checkbox"/>	<input type="checkbox"/>	If one parent has <b>sole custody of you</b> – a copy of the legal document confirming this	
		<b>13. If you are travelling with family:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of your <b>marriage certificate</b> and/or your <b>child's birth certificate</b> as <b>evidence of relationship</b> for family members travelling together.	
<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable	
		<b>14. Visit to boyfriend or girlfriend:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Submit <b>proof of your relationship</b> ; i.e. <b>recent photos of yourselves in the last 12 months</b> , rental agreement with both your names, letter of co-habitation issued by relevant Embassy and other relevant documents.	
<input type="checkbox"/>	<input type="checkbox"/>	The <b>signed invitation letter/form</b> must include information about your relationship history – when did you meet, where did you meet, are both of you residing in Singapore and any other relevant information.	
		<b>15. Evidence of leave – other categories:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	If you are self-employed and have registered your company – latest copy of your ACRA bizfile.	
<input type="checkbox"/>	<input type="checkbox"/>	If you are a student, a letter from your school stating the course you are attending, start and end date of your course and leave approval dates granted or scheduled school holiday dates.	
<input type="checkbox"/>	<input type="checkbox"/>	If you are a student travelling on a school organised trip, a letter from your school confirming the trip and payment of the trip.	
<input type="checkbox"/>	<input type="checkbox"/>	For students attending a sports event or course, a letter from your school and the event organiser in the country of your visit stating the course/event you are attending, start and end date of your course/event and leave approval dates granted/scheduled school holiday dates.	
		<b>16. Other visas:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	If your trip to Schengen includes a stay in a country outside of Schengen where a visa is required, you are requested to submit a copy of your valid visa to that country.	
<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable	
		<b>17. Number of entries:</b>	
		★ If you exit the Schengen area, for example to the UK, and then re-enter Schengen on the same trip, you will need two entries. Please note that multiple entries are only given in connection with longer term visas.	



## \*IN CASE OF MISSING DOCUMENTS\*

The document(s) highlighted in the checklist; “MISSING DOCUMENTS (TO BE FILLED BY VFS ONLY)” is/are missing. The Danish Mission kindly requests you to hand in the below documentation **within 3-5 days from today**. Please remember to mention your application ID and/or your passport number when you submit any additional documentation. **If the Danish Mission has not received the documentation by this deadline, the Danish Mission can make a decision on the case based on the present information.** The Danish Embassy reserves the right to request additional documents for assessing an application and to retain them on file. **The Danish Embassy** is the authority who will assess and make the decision on your application. **VFS is not involved in the decision-making process.**

You can hand in the missing documentation in person or by courier to VFS.

The Danish Mission or VFS will contact you when a decision has been reached in your case.

If any documents are missing according to **the checklist**, please fill in and sign below:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Case Number ID

\_\_\_\_\_  
Passport Number

\_\_\_\_\_  
Date and Place

More information about the requirements for supporting documents can be found at the joint visa applications Centre's, [VFS homepage](#) or the [Danish embassy's homepage](#)

How we process personal information:

<https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy>