



## VISITING FAMILY & FRIENDS DOMESTIC HELPER ACCOMPANYING EMPLOYER FOR HOLIDAY 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. Work Permit to Singapore:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	A copy of your <b>Singapore work permit</b> . It must be valid for <b>3 months</b> after 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.	
<input type="checkbox"/>	<input type="checkbox"/>	A booking for your employer's round-trip airline ticket, preferably the same flight as yourself.	
		★ <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> .	



## VISITING FAMILY & FRIENDS

## DOMESTIC HELPER ACCOMPANYING EMPLOYER FOR HOLIDAY

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

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YES	NO		
		<b>7. Invitation from host (Nordic employer):</b>	
<input type="checkbox"/>	<input type="checkbox"/>	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"/>	A paper invitation 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.	
		<b>8. Letter of invitation/guarantee (non-Nordic employer)</b>	
<input type="checkbox"/>	<input type="checkbox"/>	A letter of guarantee, stating that the employer will be sponsoring the stay and making sure that the applicant abides by the Schengen rules.	
		<b>9. Employer's passport and residence status:</b>	
		A copy of <b>your employer's passport biodata page</b> and the page with the <b>passport holder's signature</b> .	
		Copy of <b>your employer's Singapore residence status</b> .	
		<b>10. 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> .	
<input type="checkbox"/>	<input type="checkbox"/>	A copy of <b>your employer's bank statement</b> for the <b>last 3 months</b> issued by a <b>Singapore Bank/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>	
		★ <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>11. 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>12. Travel insurance certificate:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	The <b>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>	



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YES	NO		
		<b>13. 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>14. 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>