



**APPLICATION TO DENMARK, FAROE ISLANDS, GREENLAND AND ICELAND
 DOCUMENT CHECKLIST – VISITING FAMILY AND FRIENDS**

LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
1. Schengen Visa Application Cover letter completely filled at https://applyvisa.um.dk/ , <ul style="list-style-type: none"> Must be printed, dated and signed by the applicant 		
2. Visa Fee payment receipt printed from https://applyvisa.um.dk/		
3. Original Passport / Travel document <ul style="list-style-type: none"> Validity of minimum 3 months after the intended date of departure from Schengen Area. Minimum 2 blank pages. Issued within the last 10 years. Optional: Copy of previous visas, permits and Schengen entry/exit stamps for consideration of longer validity of visa cf. cascade rules.		
4. 1 Passport photo: max. 6 months old, on white background, measuring 3.5 x 4.5 cm.		
5. For non-South African residents in South Africa <ul style="list-style-type: none"> Copy of South African residence permit or temporary residence permit valid at least 3 months beyond the planned stay on the territory of the Member States. 		
6. Proof of Travel Medical Insurance <ul style="list-style-type: none"> The insurance coverage must be valid throughout the territory of the Schengen area and for your entire stay. The minimum coverage accepted is EUR 30,000. 		
7. Round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member States. The Embassy recommends that you do not buy a plane ticket before your visa has been approved. If the applicant does not intend to South Africa but either go to his/her country of origin or another third country, a reasonable proof of their intention is needed e.g. work contract in the new destination, or proof of enrolment in university/school or a rental agreement.		
8. Invitation from host <ul style="list-style-type: none"> Signed and dated invitation letter from the Danish host. If applicant is staying with a relative or friend, an invitation letter mentioning this must be submitted. The invitation letter must specify the host's name as well as applicant's name, address, birthdate, official identification number, occupation, and permanent address. Additionally, the purpose of the visit, length of stay, and accommodation status (where the application will stay and who pays for it). Optional: VU2 invitation from www.nyidanmark.dk If expenses are covered by the host this needs to be clearly stated in the invitation letter.		
LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
9. Proof of sufficient means of subsistence during the intended stay <ul style="list-style-type: none"> Bank statement for the past 3 months, unless all the expenses are covered by the employer or host. 		



<p>Please note that ALL adult applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored (350/500 DKK per day) Private visit guidelines</p>		
<p>10. In case of minors (< 18 years):</p> <ul style="list-style-type: none"> • Cover letter signed by both parents. • Minor's birth certificate. • Certified copies of ID/passport of both parents. • If the minor travels alone; certified parental consent by both parents. • If the minor is traveling with only one parent, the other parent must produce certified consent. If only one parent has guardianship of the minor, copies of the relevant court documents must be presented. 		
<p>11. EU family member Applicants applying as a family member of an EU/EEA or Swiss citizen who are exercising their right to free movement are exempted from other documents than:</p> <ul style="list-style-type: none"> • Valid passport • Copy of valid identity card or passport of EU family member • Proof of ties to EU citizen (marriage certificate, birth certificate, proof of dependency) • If joining an EU citizen proof of residency in Denmark <p>However, kindly note that if your EU family member is a Danish national and you want to join him/her in Denmark, the EU regulation of free movement and exemption of documentation <u>do not apply</u>.</p> <p>Travel documents for non-EU family members - Your Europe (europa.eu) New to Denmark (nyidanmark.dk)</p>		

MISSING DOCUMENT(S) HIGHLIGHTED ABOVE

The Danish Mission requests you to hand in the missing/required documentation within 5 days from today. If the Danish Mission has not received the documentation by this deadline, a decision will be made based on the presented 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 am aware that a decision will be based on the presented documents only.

Please note, if you choose to send the missing documentation by e-mail to: nboambvisasection@um.dk it will be via an unencrypted connection.

An interview may be required at the Embassy or by phone. You will be contacted as soon as a decision has been reached in your case.

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

<p>Date, visa applicant's name and signature</p>	
<p>VFS staff member signature</p>	