

# The Embassy of Denmark, South Africa – Tourism Checklist



Dear Applicant

Your application and documentation will be delivered to the Embassy of Denmark in Pretoria and your case will be processed by the Danish Consulate General in Dubai as soon as possible. The Consulate only accepts documents in English and Danish.

Name of applicant: \_\_\_\_\_

| Missing Document (s) | Type of document   |
|----------------------|--|
|                      | <b>Application form</b> completely filled on <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> , printed and signed by the applicant   |
|                      | <b>Visa Fee payment receipt</b> printed from <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a>   |
|                      | One recent (less than six months old) passport-size photograph in color with good resemblance (3.5cm / 4.5cm)  |
|                      | <b>Current passport</b> should 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.  |
|                      | <b>For non-South African residents in SA:</b> <ul style="list-style-type: none"> <li>• Copy of <b>South African residence permit</b> valid 3 months after your last day of stay in a Schengen country.</li> </ul>  |
|                      | <b>A cover letter from your organization or company containing following details:</b> <ul style="list-style-type: none"> <li>• <b>For employees:</b> A letter from company stating salary, continuing employment after period of leave and duration of vacation etc.</li> <li>• <b>For self-employed:</b> A certification from CIPC or SARS</li> <li>• <b>For retired persons:</b> Proof of pension or other regular income.</li> <li>• <b>For student:</b> A letter from school/ college/ university in South Africa certifying the student status</li> </ul> |
|                      | <b>Overseas travel medical insurance valid for all Schengen countries.</b> The insurance has to cover the applicant for the entire duration of the stay in the Schengen area and must cover for at least 30,000 EUR for all risks, e.g. accident, illness, medical emergency evacuation, pandemic incl. COVID-19 etc.  |
|                      | <b>Flight Itinerary</b> for round trip specifying entry and exit from the Schengen area.   |
|                      | <b>Proof of accommodation:</b> Hotel bookings or host guarantee/sponsorship of accommodation covering the whole duration of the intended stay.   |
|                      | In case of pre-paid tour such as cruise ship tour, details of the tour with proof of payment to the tour operator.   |
|                      | <b>Evidence of source of financial support/means of subsistence</b> <ul style="list-style-type: none"> <li>• Certified copy of <b>proof of sufficient financial means</b> of subsistence during the intended stay, <b>3 months bank statements</b> indicating proof of DKK 500 per day if the stay is in a hotel or DKK 350 if the stay is in a hostel or similar.</li> </ul> <p><b>Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored.</b></p>                                     |
|                      | <b>Spouses of EU nationals:</b> <ul style="list-style-type: none"> <li>• Certified/legalized copy of <b>marriage certificate + flight itinerary in spouse's name</b></li> </ul>  |

For more information, please visit: <https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Private-visits-and-tourist-visits->

## The document(s) highlighted above are missing

The Consulate requests you to hand in the missing/required documentation **within 5 days from today**. If the Consulate has not received the documentation by this deadline, the Consulate will make a decision on 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 choose to send the missing documentation by e-mail to: [DXBGKLVISA@um.dk](mailto:DXBGKLVISA@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 Consulate.

Kind regards,  
The Royal Danish Consulate General, Dubai, Visa Section.

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

\_\_\_\_\_  
Passport No.

\_\_\_\_\_  
Date