



Visa Checklist, Embassy of Denmark, Pretoria (February 2020)

**MANDATORY FOR ALL TYPES OF VISA APPLICATIONS:**

Danish embassy visa checklist completed correctly	<input type="checkbox"/>
Signed cover letter and application from <a href="http://ApplyVisa.um.dk">ApplyVisa.um.dk</a>	<input type="checkbox"/>
1 colour <a href="#">passport photo</a> , 35x45mm and not older than 6 months.	<input type="checkbox"/>
1 <b>original passport</b> , valid 3 months after your last day of stay in a Schengen country and with minimum 2 blank pages to affix visa.	<input type="checkbox"/>
1 copy of <b>passport's data page</b> incl. name, photo and id details.	<input type="checkbox"/>
Copy of all previous Schengen visas and visas from other countries for the last 3 years	<input type="checkbox"/>

**BUSINESS VISA**

1 copy of a one-page document stating that you are covered by a <b>Schengen travel medical insurance (TMI)</b> , i.e. minimum medical coverage of EUR 30.000 for all medical expenses, including repatriation occurring in <b>any Schengen country</b> . The TMI must specifically state validity for SCHENGEN (i.e. valid for DENMARK is not sufficient). If you have multiple entries, your insurance must cover every entry into the Schengen area	<input type="checkbox"/>
Certified copy of proof of sufficient financial means of subsistence during the intended stay, 3 months <b>bank statements</b> , indicating proof of 500 DKK per day if stay is in a hotel or 350 DKK per day <b>if</b> accommodation is catered for privately and costs are <b>NOT</b> covered by host/employer	<input type="checkbox"/>
1 original official <b>employment letter</b> stating proof of employment, purpose of visit, guarantee for travel expenses, travel dates and financial responsibility during stay. <b>For self-employed:</b> Certificate from CIPC or SARS + 3 months bank statements.	<input type="checkbox"/>
1 original <a href="#">VU1 form</a> or invitation from company in Denmark stating purpose of visit and intended travel dates/guarantee for financial responsibility during stay.	<input type="checkbox"/>
1 copy of your roundtrip <b>flight itinerary</b> specifying entry and exit from the Schengen area.	<input type="checkbox"/>
1 copy of <b>hotel reservation</b> or <b>invite/VU2 form</b> if accommodated privately	<input type="checkbox"/>
1 copy of <b>proof of registration</b> for conference, fairs, workshops, etc. (applicable to purpose)	<input type="checkbox"/>
Non-South African residents in SA: 1 copy of <b>South African residence permit</b> valid 3 months after your last day of stay in a Schengen country.	<input type="checkbox"/>
Spouses of EU nationals: 1 certified/legalized copy of <b>marriage certificate + copy of spouse's passport + flight itinerary in spouse's name</b>	<input type="checkbox"/>
<b>BUSINESS VISA for DIPLOMATIC PASSPORT HOLDERS:</b> 1 Original copy of <b>Note Verbal</b> from DIRCO or relevant Ministerial Department, flight itinerary, invite or <a href="#">VU1 form</a> <b>ONLY</b>	<input type="checkbox"/>
<b>BUSINESS VISA for OFFICIAL PASSPORT HOLDERS:</b> 1 Original copy of <b>Note Verbal</b> from DIRCO or relevant Ministerial Department, flight itinerary, invite or <a href="#">VU1 form</a> and Travel Medical Insurance <b>ONLY</b>	<input type="checkbox"/>

**TOURISM, FAMILY & FRIENDS, STUDY, CULTURAL AND SPORTS VISA**

1 copy of a one-page document stating that you are covered by a <b>Schengen travel medical insurance (TMI)</b> , i.e. minimum medical coverage of EUR 30.000 for all medical expenses, including repatriation occurring in <b>any Schengen country</b> . The TMI must specifically state validity for SCHENGEN (i.e. valid for DENMARK is not sufficient). If you have multiple entries, your insurance must cover every entry into the Schengen area (N/A EU-spouses)	<input type="checkbox"/>
Certified copy of proof of sufficient financial means of subsistence during the intended stay, 3 months <b>bank statements</b> , indicating proof of 700 DKK per day if stay is in a hotel or 350 DKK per day if accommodation is catered for privately (N/A EU-spouses)	<input type="checkbox"/>
1 original official <b>employment letter</b> stating proof of employment, purpose of visit. <b>For self-employed:</b> Certificate from CIPC or SARS.	<input type="checkbox"/>
1 Original official <b>student letter</b> from school, college or university in South Africa certifying the student status of the applicant	<input type="checkbox"/>
1 copy of your roundtrip <b>flight itinerary</b> specifying entry and exit from the Schengen area.	<input type="checkbox"/>
1 copy of <b>hotel reservation</b> or <b>invite/VU2 form</b> if accommodated privately (N/A EU-spouses)	<input type="checkbox"/>
1 copy of <b>cruise ship itinerary</b> with proof of payment (if purpose of travel is cruise tour)(N/A EU-spouses)	<input type="checkbox"/>
1 copy of reservations and travel itinerary for package tours and pre-paid tours incl. contact details of tour operator (N/A EU-spouses)	<input type="checkbox"/>
Non-South African residents in SA: 1 copy of <b>South African residence permit</b> valid 3 months after your last day of stay in a Schengen country.	<input type="checkbox"/>
<b>Spouses of EU nationals:</b> 1 certified/legalized copy of <b>marriage certificate + copy of spouse's passport + flight itinerary in spouse's name</b>	<input type="checkbox"/>
<b>Minors:</b> 1 certified/legalized copy of <b>unabridged birth certificate</b> , certified parental consent as well as certified copies of parents ID/passports <i>if travelling alone, with guardian or one parent.</i>	<input type="checkbox"/>



**VISA PROCESSING TIME**

As stipulated by the Schengen Visa Code, the processing time of a visa is **15 calendar days** (incl. weekends and public holidays), counted from when the Embassy receives the application (the day after lodging the application at VFS). If you apply on a Friday, the Embassy will not receive your application until the following Monday.

**Note!**

If you apply in Durban and Cape Town, the process will take 2 additional days, as the passport must be couriered to and from Pretoria.

**MISSING DOCUMENTS**

Kindly note that all outstanding missing documents must be submitted to VFS within 5 calendar days after lodging the application.

Failure to supply the required documents will cause unnecessary delays in processing or a refusal of visa.

You can hand in the missing documentation in person or send them by courier to VFS/The Danish Embassy.

**Note!**

If you chose to send the missing documentation by e-mail to VFS or the Danish Embassy ([pryambvisa@um.dk](mailto:pryambvisa@um.dk)) it will be via an unencrypted connection.

**Please choose one of the following options:**

- I will submit the missing document(s) within 5 calendar days.
- I do not have the opportunity to hand in the missing documents within 5 calendar days and therefore I would like to reschedule or cancel my appointment in order to complete my application.
- I choose to hand in an incomplete application, which may lead to a refusal.

Please tick off the desired choice and sign this confirmation letter.

**Acknowledgement of checklist**

I, the visa applicant:	<b>Name of Applicant:</b> _____ <b>Passport Number:</b> _____ <b>Date of Birth:</b> _____ <b>Signature:</b> _____
Hereby acknowledge that:	I, the applicant (above) have completed the checklist; and the application is admissible for processing by the Embassy.