

THE ROYAL DANISH EMBASSY NAIROBI



VFS GLOBAL DENMARK VISA APPLICATION CENTER, DAR ES SALAAM
APPLICATION TO DENMARK, THE FAROE ISLANDS, GREENLAND

FAMILY/FRIENDS - DOCUMENT CHECKLIST - TANZANIA

		Yes	No
1.	Schengen Visa Application Cover Letter (confirmation of submission of your on-line visa application) <ul style="list-style-type: none"> Must be printed, dated and contain 3 signatures. 	<input type="checkbox"/>	<input type="checkbox"/>
2.	One recent coloured passport photo <ul style="list-style-type: none"> Mouth must be closed and background must be white. Not more than 6 months old. Photo: 35 x 45 mm, head from tip of chin to top of head 30 – 36 mm 	<input type="checkbox"/>	<input type="checkbox"/>
3.	Original passport / Travel document <ul style="list-style-type: none"> Validity of passport/travel doc. must exceed the intended stay in Schengen by at least three months. Passport/travel document must have been issued within the last ten years. Passport/travel document must have two blank pages to affix the visa. 	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proof of medical travel 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 in Schengen. The minimum coverage accepted is €30.000. (No sublimit allowed) Deductibles and reimbursements are not accepted. 	<input type="checkbox"/>	<input type="checkbox"/>
5.	Non-Tanzanians are required to submit a copy of a valid Tanzanian residence permit or other proof of legal stay in Tanzania , valid for at least 3 months from the date of intended departure from the territory of the Member States.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proof of sufficient means of subsistence for the intended journey <ul style="list-style-type: none"> Certified bank statements covering at least the last three months including bank account movements and final balance Payslips for the last three months (if employed). <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 This includes Tanzanian diplomats travelling for personal reasons on a diplomatic passport.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7.	Flight itineraries: Roundtrip flight reservations We recommend that you do not buy any tickets before your visa has been approved.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Invitation <ul style="list-style-type: none"> Signed invitation form (you may use VU2 from the host) stating the length of stay, the details of the relationship between the inviting person and the applicant. This may include the inviting person's ID number, passport, proof of residency/residence card, and personal identification code in Denmark (proof of legal status from host), and date and signature Documentation (marriage certificate, birth certificate) proving the relationship with the family member inviting If relevant, proof of sponsorship/financial solvency by the person inviting the applicant 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9.	Proof of employment <ul style="list-style-type: none"> If employed, you must provide letter from your employer indicating the date of start of your employment and your job title. The letter must be on official company paper, with stamp, signature and date. The letter must clearly mention: full address, telephone and contact persons of the company: the name and position of the countersigning officer; name, position, salary and years of service of the applicant as well as granted leave days. If self-employed or company owner, copy of TIN-Certificate If a retired person, documents proving pension or other financial support If a student, a statement from the faculty: confirming school holidays during intended travel period or approving the student's absence 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10.	Additional requirements for minors (under 18 years): <ul style="list-style-type: none"> Birth certificate of the applicant Copy of both parents/guardians ID-card or passports If the minor is travelling without his/her legal guardian, the consent of the parental authority or legal guardian must be provided as a legalised certificate issued by a competent authority or as a form signed on the premises where the application is lodged. If the minor is travelling with one of his/her legal guardians, the consent of the parental authority (parents not travelling with their minor child) or legal guardian must be provided as a legalised certificate issued by a competent authority or as a form signed on the premises where the application is lodged. Exception: the single parent with whom the minor is travelling has sole legal guardianship. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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INSTRUCTION FOR THE APPLICANT

- Date and sign this page (below) after page 1 has been filled out by VFS Global (check marks).
- Make sure to get a copy of page 1 when filled out by yourself and VFS Global.

Your application for a Schengen visa will be forwarded by VFS Global to the Royal Danish Embassy Nairobi for decision.

The Danish Mission requests you to hand in the required documents within 5 working days from today. Signature date below counts as day one of five.

If the Danish Mission has not received the documents 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.

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.

VFS comments: _____

Kind regards, The Regional Visa Hub, Royal Danish Embassy, Nairobi, Kenya.

Applicant's name Applicant's signature Date and Place Phone Number

Signed in front of VFS Staff (initials), Nairobi: _____ Date: _____