

Link to Applyvisa

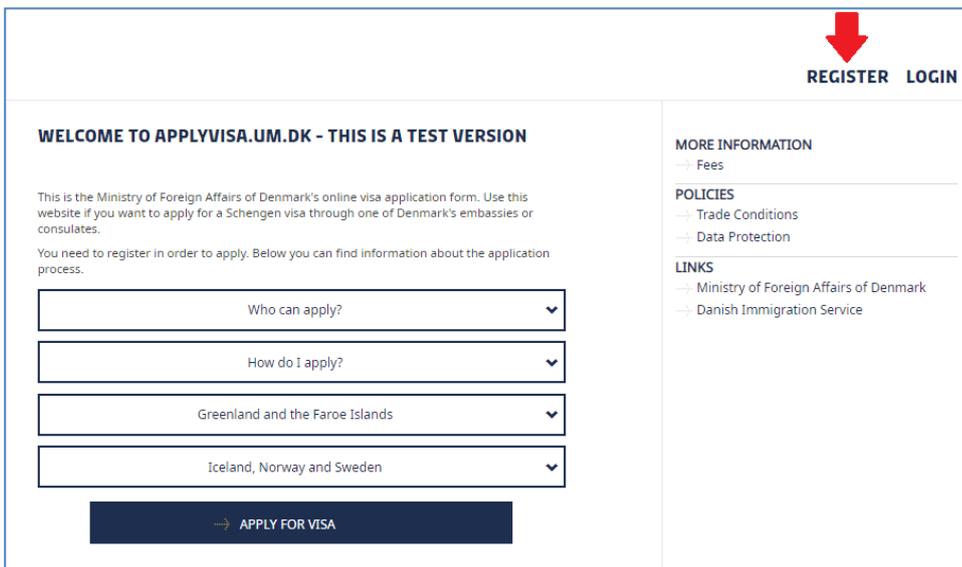
Applyvisa is found on this link: <https://applyvisa.um.dk>

User registration and activation

Registration

Applicants must register as users before they can register visa applications. A user can register an unlimited number of applications.

Register:



The screenshot shows the homepage of the Applyvisa website. At the top right, there is a red arrow pointing down to the words "REGISTER" and "LOGIN". The main content area is divided into two columns. The left column has a heading "WELCOME TO APPLYVISA.UM.DK - THIS IS A TEST VERSION" followed by a paragraph explaining that it is the Ministry of Foreign Affairs of Denmark's online visa application form. Below this is another paragraph stating that users need to register to apply. There are four dropdown menus: "Who can apply?", "How do I apply?", "Greenland and the Faroe Islands", and "Iceland, Norway and Sweden". At the bottom of the left column is a dark blue button with a white arrow and the text "APPLY FOR VISA". The right column contains three sections: "MORE INFORMATION" with a link to "Fees", "POLICIES" with links to "Trade Conditions" and "Data Protection", and "LINKS" with links to "Ministry of Foreign Affairs of Denmark" and "Danish Immigration Service".

Due to data protection rules we need the users consent:

REGISTER USER

I consent to the Ministry of Foreign Affairs of Denmark registering my name, telephone number, email address and IP address in order for me to create a user account on the Applyvisa.um.dk website.

The length of your consent
Your consent will last until your user account is automatically deleted, or until you withdraw your consent and request to have your user account and data deleted. Please send an email to bvp@um.dk if you wish to withdraw your consent and delete your data.

Read more about how we process your data, when your data is deleted, how and where to lodge a complaint and find contact information for the Data Controller and Data Protection Officer under [Data Protection](#) in the menu to the right.

I consent to the above in order to create a user account

→ NEXT

User data registration:

REGISTER USER

First names (given names) as stated in passport
If you have middle names, include all of them here

 ?

Last name (family name) as stated in passport
Your surname must be written exactly as in your passport

 ?

Private phone number
Used for authentication if you forget your password

 ?

Email
You cannot change this after your user registration is completed

 ?

Password

 ?

Confirm password

 ?

The password must contain at least:

- ✓ Eight characters
- ✓ One small letter
- ✓ One capital letter
- ✓ One number
- ✓ Password and Confirm password must be the same

[→ CREATE USER](#)

After data is registered, an email with an activation link is sent to the registered email address.

Please note: Gmail and some other email providers delay the transfer of these emails. We are working on a solution. Please register with another email address if possible.

REGISTRATION SUCCESSFUL

Your user account was successfully created.

First name
Test

Last name
Test

Email
test@test.test



Your user account has been created. Before you can log in you must activate the account.
An email has been sent to you. Please click on the link in the email. Then your user account will be activated and ready to use.

Activation

A new user account must be activated before the user can log in. Applyvisa sends an email to the registered address with an activation link. The user must click on the link in the email in order to activate the new user account.

The activation email is sent from *no-reply@um-vis.dk* and is titled "*Information about user account and data protection*":

no-reply@um-vis.dk

Information about user account and data protection

Dear user,

When you click on the link below, you will activate your user account
<https://applyvisa.um.dk/NVP.App/activate?id=b99d05ec-82>

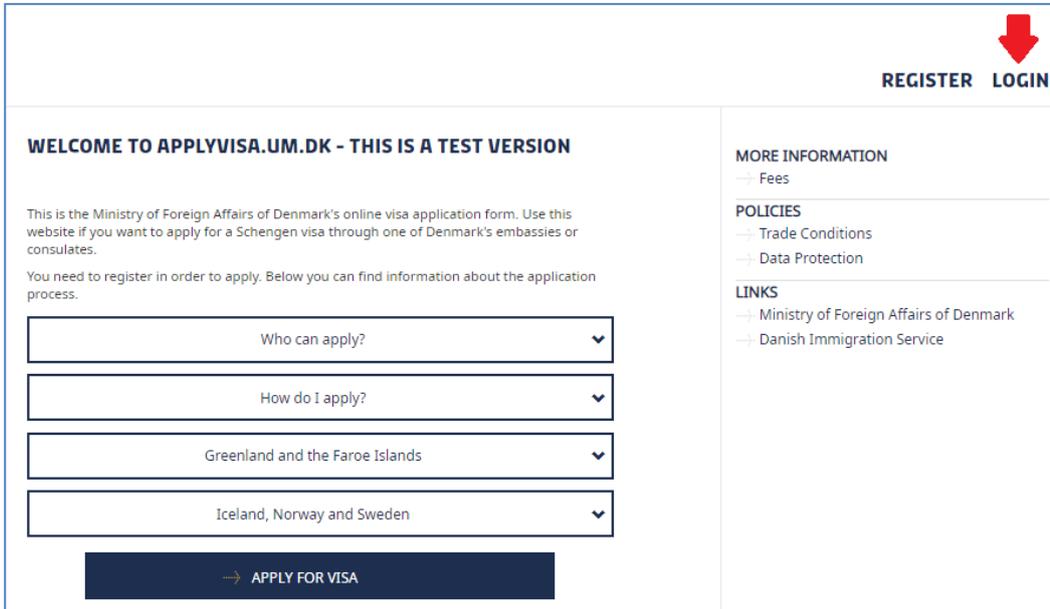
With the registration of the user account, you have given your consent.
Below please find information on data protection.

Regards,
Ministry of Foreign Affairs of Denmark

Log in

When the user is activated with the email link the user can log in.

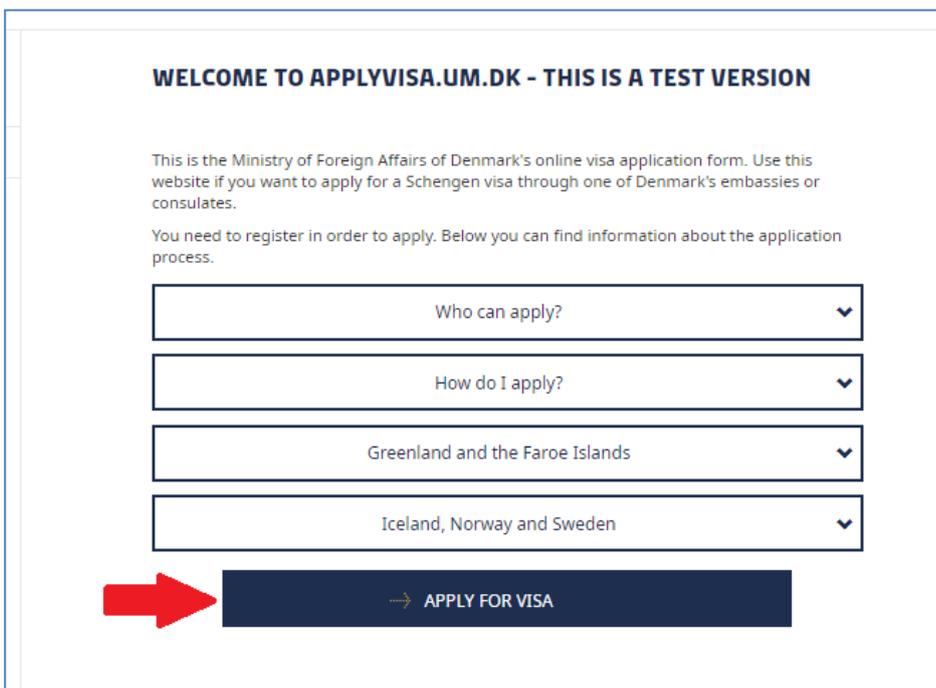
Login:



The screenshot shows the top section of the website. In the top right corner, there are links for 'REGISTER' and 'LOGIN', with a red downward-pointing arrow above the 'LOGIN' link. Below this, the main content area is divided into two columns. The left column has a heading 'WELCOME TO APPLYVISA.UM.DK - THIS IS A TEST VERSION' followed by a paragraph of introductory text and a sub-heading 'You need to register in order to apply. Below you can find information about the application process.' Below this text are four dropdown menus with the following options: 'Who can apply?', 'How do I apply?', 'Greenland and the Faroe Islands', and 'Iceland, Norway and Sweden'. At the bottom of this column is a dark blue button with a right-pointing arrow and the text 'APPLY FOR VISA'. The right column contains three sections: 'MORE INFORMATION' with a link to 'Fees', 'POLICIES' with links to 'Trade Conditions' and 'Data Protection', and 'LINKS' with links to 'Ministry of Foreign Affairs of Denmark' and 'Danish Immigration Service'.

Registration of visa applications

Apply for visa:



This screenshot shows the main content area of the website, which is identical to the one above. It features the same heading, introductory text, dropdown menus, and 'APPLY FOR VISA' button. A large red arrow is positioned to the left of the 'APPLY FOR VISA' button, pointing directly at it to highlight the next step in the process.

Individual applications

Visa applications can always be registered as individual applications.

ARE YOU APPLYING FOR INDIVIDUAL OR GROUP VISA?

You can apply for either an individual visa or a group visa.

If you are travelling in a group (e.g. as a family) where more travellers need a visa, you can choose to apply as a group. You will still have to register individual applications for each traveller, but common information about purpose of journey, destination etc. will be copied to all the individual applications in the group.

Please note: If you are planning to stay more than 90 days, or planning to work or study in Denmark, you must apply for a residence permit. Find more information about residence and work permits on the New to Denmark website: www.newtodenmark.dk

How we process your data

→ APPLY FOR INDIVIDUAL VISA

→ APPLY FOR GROUP VISA



Applicants travelling together

If more applicants will travel together, their individual applications can be registered using the group functionality.

Main destination, travel dates and purpose of travel will only have to be filled in once and the visa application fees can be paid for all the applications collectively in one payment transaction.

ARE YOU APPLYING FOR INDIVIDUAL OR GROUP VISA?

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Please note: If you are planning to stay more than 90 days, or planning to work or study in Denmark, you must apply for a residence permit. Find more information about residence and work permits on the New to Denmark website: www.newtodenmark.dk

How we process your data

→ APPLY FOR INDIVIDUAL VISA

→ APPLY FOR GROUP VISA



Filling in the online visa application form

The Schengen visa application form is the foundation of Applyvisa, but the order of the fields is changed to allow validation.

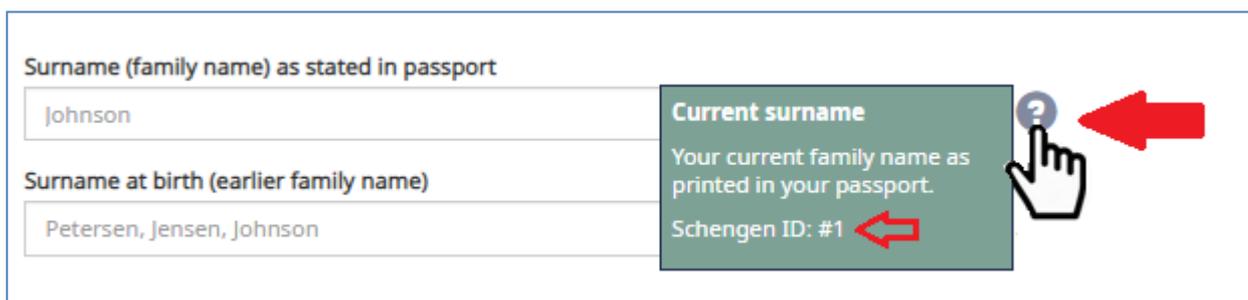
The application form has about 20 steps.

The number of steps vary with the entry of data. For example: If the applicant is related to an EU, EEA or Swiss citizen (exercising the right to free movement), some fields are not presented to the applicant because these fields do not have to be filled in by that applicant (fields about occupation, host and means).

Online help

Hover the mouse over the question mark icon: 

This will display a reference to the field number on the Schengen paper form. In the below image it is field number 1. Some texts will also supply extra guidance.



The image shows a screenshot of an online visa application form. It features two input fields for surnames. The first field is labeled "Surname (family name) as stated in passport" and contains the text "Johnson". The second field is labeled "Surname at birth (earlier family name)" and contains the text "Petersen, Jensen, Johnson". A green tooltip box is overlaid on the right side of the form, containing the text "Current surname" and "Your current family name as printed in your passport." Below this text, it says "Schengen ID: #1" with a red arrow pointing to the left. A hand cursor icon is positioned over a question mark icon in the top right corner of the form, with a red arrow pointing to it from the right.

Summary

When the visa application data is registered you reach the summary. In the summary the user can check the data entered and edit data if necessary

SUMMARY

Note: Your application will be sent to **Singapore**. If this is **not** correct, please change Embassy/Consulate general.

Please read through the summary on this page and check that everything is correct. If you need to change any information, click 'Edit information'.

[← PREVIOUS](#) [→ PAYMENT](#)

[Open all](#) [Close all](#)

Where are you submitting the application? ▶

PERSONAL INFORMATION

Applicant ▼

Surname (family name) as stated in passport Testesen	Surname at birth (earlier family name) Testesen	 Edit 
--	---	---

Reservation of fee payment

On the Summary page click Payment to proceed.

SUMMARY

Note: Your application will be sent to **Singapore**. If this is **not** correct, please change Embassy/Consulate general.

Please read through the summary on this page and check that everything is correct. If you need to change any information, click 'Edit information'.

← PREVIOUS  → PAYMENT

Open all Close all

All applicants must reserve an amount of 60 Euro on their account by use of a credit card even if they are fee exempt or should only pay the reduced fee of 35 Euro.

The amount is only reserved on the account and will not be deducted until the Danish mission starts handling the case. If an applicant is fee exempt, no money will be deducted. If the applicant should pay the reduced fee, only 35 Euro of the reserved amount will be deducted.

Select 60 Euro:

PAYMENT & FINISH

The standard fee for the processing of a visa application is 60 euro.

However, for some applicants the fee is reduced, and some applicants are exempt from paying the visa fee.

The embassy/consulate will in each case decide how much should be paid on the basis of fee regulations. If an applicant has paid too much, only the right fee will be drawn from the applicant's account. If an applicant has paid too little, the remaining fee will be charged at the embassy/consulate.

For information on fees please check the relevant embassy's website or the Danish Ministry of Foreign Affairs' website under the Consular Services headline.

Please select fee below.

For group applications: Click on the applications one by one in order to select a fee for that application.

60 EUR Standard visa fee 

← PREVIOUS  → GO TO PAYMENT

For group applications: Click on the relevant application in the table in order to select fee for that application:

PAYMENT & FINISH

The standard fee for the processing of a visa application is 60 euro.

However, for some applicants the fee is reduced, and some applicants are exempt from paying the visa fee.

The embassy/consulate will in each case decide how much should be paid on the basis of fee regulations. If an applicant has paid too much, only the right fee will be drawn from the applicant's account. If an applicant has paid too little, the remaining fee will be charged at the embassy/consulate.

For information on fees please check the relevant embassy's website or the Danish Ministry of Foreign Affairs' website under the Consular Services headline.

Please select fee below.

For group applications: Click on the applications one by one in order to select a fee for that application.

Testgroup 123					
Surname	First Name	Valid From	Status	Amount selected	Product
To	To	3-3-2019	Registered	✓	60 EUR Standard visa fee
En	Eb	3-3-2019	Registered	✗	

60 EUR Standard visa fee



Trade conditions are presented.

Scroll down to continue to the webshop:

PAYMENT

Fee	Price
Standard visa fee	60
Total cost	60

IMPORTANT NOTE:
When you press the PAY button you will continue to a secure payment service.
The payment service will show the amount in Danish Kroner, not Euro.

TRADE CONDITIONS

TRADE CONDITIONS

TERMS OF BUSINESS FOR SERVICES OF THE MINISTRY OF FOREIGN AFFAIRS OF DENMARK
Valid from 17 January 2019

The Ministry of Foreign Affairs of Denmark, Asiatisk Plads 2, 1448 Copenhagen K, assists in the delivery of services provided by the Danish Foreign Service ("Services"). One of these Services is visa application processing, which can be ordered at applyvisa.um.dk and paid for at www.um.dk ("Website").

The following Terms of Business ("Terms") apply to Services purchased on the Website.



HANDLING OF PAYMENT DETAILS
We do not save your payment details, as the payment is processed via a secure connection between you, DIBS and Nets.

COMPLAINTS
If you wish to make a complaint about your purchase, you must contact us directly by phone, email or standard mail. If we are unable to find a solution, you may file a complaint to the Centre for Complaint Resolutions, Carl Jacobsens Vej 35, 2500 Valby, if the complaint relates to a consumer agreement and the conditions for filing a complaint are met. You can file a complaint to the Centre for Complaint Resolutions via www.forbrug.dk (<http://www.forbrug.dk>). If the Centre for Complaint Resolutions cannot find a solution, you can complain to the Consumer Complaints Board via www.forbrug.dk (<http://www.forbrug.dk>). The EU Commission's online complaints portal may also be used to file a complaint. This channel is particularly relevant if you are a consumer residing in another EU Member State. Complaints are filed via www.ec.europa.eu/odr (<http://www.ec.europa.eu/odr>).

Contact us
You can contact us at:
Ministry of Foreign Affairs of Denmark
Asiatisk Plads 2
1448 Copenhagen K
Phone: +45 3392 0000
CVR: 43271911
webshop@um.dk

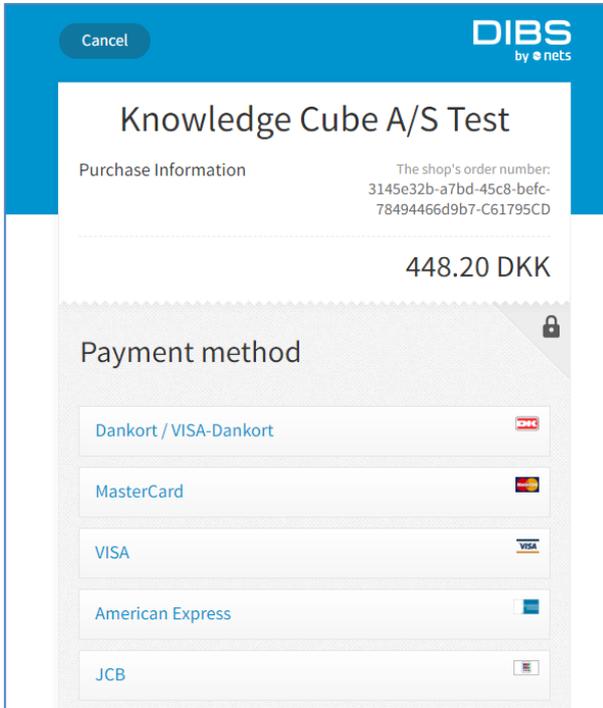


Webshop

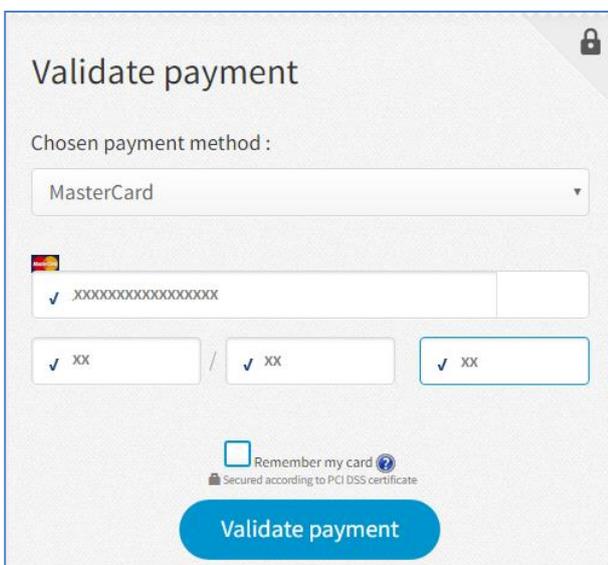
The amount to be reserved will show in Danish Kroner.

Select type of card:



The screenshot shows a payment interface for 'Knowledge Cube A/S Test'. At the top left is a 'Cancel' button and the 'DIBS by nets' logo. The title 'Knowledge Cube A/S Test' is centered. Below it, 'Purchase Information' is shown on the left and the shop's order number '3145e32b-a7bd-45c8-befc-78494466d9b7-C61795CD' on the right. The amount '448.20 DKK' is displayed prominently. A 'Payment method' section with a lock icon contains several options: 'Dankort / VISA-Dankort' (with Dankort logo), 'MasterCard' (with MasterCard logo), 'VISA' (with VISA logo), 'American Express' (with American Express logo), and 'JCB' (with JCB logo).

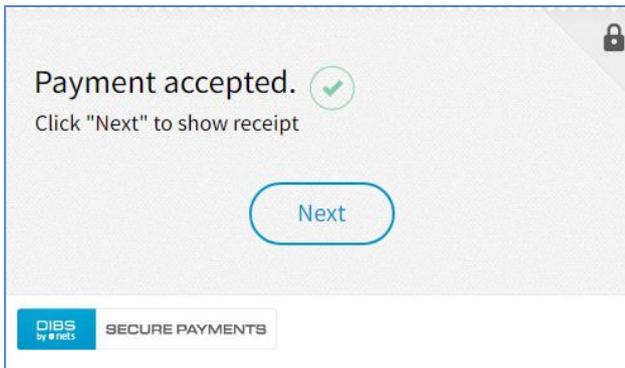
Enter card data



The screenshot shows the 'Validate payment' screen with a lock icon in the top right. The title 'Validate payment' is at the top. Below it, 'Chosen payment method : MasterCard' is shown in a dropdown menu. There are three input fields for card details: a long field for the card number (with a checkmark and 'XXXXXXXXXXXXXXXXXXXX'), and two shorter fields for the expiration date (each with a checkmark and 'XX'). Below these is a checkbox for 'Remember my card' with a help icon, and a security notice 'Secured according to PCI DSS certificate'. A large blue 'Validate payment' button is at the bottom.

Click Validate payment

IMPORTANT: If the payment is accepted, click **Next** to return to Applyvisa. If the user does not click Next, the payment is not registered on the application:



Cover letter and receipt

The applicant must print and sign the application cover letter.

YOUR APPLICATION HAS BEEN REGISTERED

Completed: Application registered → Next step: Hand in documents and biometrics

We have received your application(s). Your reference number(s): **XXX-201901010101-0**

You must hand in the following documentation to the relevant Visa Application Center or Consulate. Your application will be processed by the **Danish Embassy/Consulate in Singapore**:

- A signed copy of the cover letter (you can print the cover letter below)
- A recent photograph of you
- Your passport or travel document
- Any other documentation that may be required

Please note that the Danish embassy/consulate cannot start processing the application before all the supporting documents have been submitted via the visa application center.

In order to open and print the cover letter, you need Adobe Acrobat Reader. If you do not have this program installed on your computer, you can download it by [clicking here](#).

PRINT COVER LETTER

I will print the cover letter later

Receipt

The cover letter and the receipt are saved and can be found under My applications.