The French Visa hub – Danish Embassy London
Checklist Visiting family and friends visa

Dear applicant,
Your application and document will be delivered to the Danish Mission and your case will be processed as soon as possible. Be aware that case processing can take up to 15- 45 days from the date the Embassy receives the application.

Applications are only admissible if the following is provided: 1) a visa application form duly completed and signed, 2) a passport photo, with a white background, no older than 6 month and size 35x45mm, 3) a passport, valid at least 90 days after expiry of the visa and with at least 2 blank pages and 4) proof of visa fee payment (where applicable).

The document(s) highlighted below are missing.

Document checklist for **VISITING FAMILY AND FRIENDS VISA** below:

Missing document(s)	Type of document
	1. ***Copy of the applicant's previous passport identity pages*** *incl. extension date if applicable, and any other visa, residence permits, entry- and exit stamps.*
	2. ***Travel medical insurance*** *with a minimum coverage of 30.000 EURO for the effective stay in Schengen. Original receipt for payment of insurance.*
	3. ***Invitation letter*** *OR the on-line invitation letter VU2, completed and signed by the host, incl. copy of host's passport and Danish Residence Permit, mentioning clearly: full address and contacts of the host, evidence of kinship or relations between applicant and host, purpose and duration of the visit, detailed programme and information about who will bear the travel and living costs.*
	4. Non-Algerians are required to submit a copy of a valid Algerian residence permit or other proof of legal stay in Algeria.
	5. ***Proof of solvency****:* - *Personal and certified bank statements from the last 3 months with a bank referral letter.* - *Payslips for the last three months.* ***Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored.***
	6. ***Proof of employment*** - *Dispatch letter from the employer on document with company letterhead: signed by the employer and containing the applicant's function/profession, terms of employment, date and year of start of employment, monthly net salary, granted leave days expected date of return and contact details of the employer.* - *Contract of employment* - *Retired persons: documents proving the pension or other financial support.* - *If self-employed, proof of registration in the trade register, CASNOS/CASNOS affiliation and update certificate; and last annual income statement.*
	7. ***Proof of family status in Algeria .***
	8. ***Additional requirements for minors (under 18 years):*** - *Copy of both parents/guardians ID-card or passports* - *Written consent from the parent(s)/guardian(s) if either or both is not accompanying, with contact details of both parents.* - *Proof of full custody or if a parent has deceased, either a death certificate or a court order for the custody.* - *Proof of guardianship if someone else than the biological parent(s) as stated in the birth certificate.* - *A letter from the school with the necessary details.* - *If travelling with a group, a complete list of names of all travelling, and name of the person in charge of the group.*
	9. ***Any other documents relating to the applicants personal ties to the home country, such as title deeds or lease agreements etc.***

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 be coming back within 5 working days with the missing document(s). You can also choose to send the missing documents by e-mail directly to the Embassy within 5 working days. You can do so to this e-mail address: lonambfrvisa@um.dk. Please note when you choose this option it will be via an unencrypted connection. Please remember to state your name and passport number.

☐ I will hand in the application as it is and am aware that a decision will be based on the presented documents only.

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

Kind regards, The French Visa Hub, Danish Embassy London

_____	_____	_____	_____
Applicant's name	Applicant's signature	Date and Place	Phone number

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