

The French Visa Hub – Danish Embassy London. Checklist Tourist 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 from 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.

List of supporting documents to be presented by visa applicants for SHORT STAY visa

Missing document(s)	General requirements for all applicants
	<p>1. Proof of accommodation during the stay:</p> <ul style="list-style-type: none"> - certificate of private accommodation, mentioning the assumption of costs by host in accordance with legal requirements (some Member States require a special national form); or - accommodation certificate provided by the host company if it is a trip of professional character; or - hotel reservation; or - proof of rental or ownership of real estate in the Member State of destination
	<p>2. Proof of means of subsistence during the stay(s) in the territory of the States members:</p> <ul style="list-style-type: none"> - statement of a bank account covering the last three months; and - assumption of costs by the inviting entity or the originating entity; or - payment of costs by an individual (with proof of the hosts resources or the guarantor) (some Member States require the use of a national special), or - proof of financial resources available during the stay, such as an international debit, credit card or travellers checks.
	<p>3. Proof of socioeconomic status and related occupation/activity:</p> <p>i. Employees</p> <ul style="list-style-type: none"> - certificate of employment or recent employment contract - certificate of affiliation to the CNAS or, failing that, an explanatory letter from the employer, and - pay slips for the last three months <p>ii. Tradespeople</p> <ul style="list-style-type: none"> - proof of registration in the trade register - CASNOS affiliation and update certificate; and - C20 form mentioning the turnover and the balance sheet for the previous year <p>iii. Farmers</p> <ul style="list-style-type: none"> - proof of status - CASNOS affiliation and update certification farmer's card; and - last annual income statement <p>iv. Other professionals organized in professional order</p> <ul style="list-style-type: none"> - certificate from the professional order - CASNOS affiliation and update certificate; and - bank statements for the last three months <p>v. Notaries</p> <ul style="list-style-type: none"> - installation decree - CASNOS affiliation and update certificate; and - bank statements for the last three months. <p>vi. Academics</p> <ul style="list-style-type: none"> - certificate of function issued by the higher education establishment - certificate of affiliation to the CNAS or, failing that, an explanatory letter from the employer, and - bank statements for the last three months. <p>vii. Journalists</p> <ul style="list-style-type: none"> - employment certificate issued by the press organ or the broadcasting company. - certificate of affiliation to the CNAS or, failing that, an explanatory letter from the employer, and - bank statements for the last three months. <p>viii. Members of the Government, Parliament, or the Constitutional Council</p> <ul style="list-style-type: none"> - note verbale, certificate of function or any other official document <p>ix. Civil servants and senior officials</p> <ul style="list-style-type: none"> - certificate of function issued by the competent administration; and if it is not from an official mission: - bank statements for the last three months. <p>x. Algerian army officers</p> <ul style="list-style-type: none"> - certificate of function issued by the Ministry of National Defence (DREC), and if it is not from an official mission: - bank statements for the last three months. <p>xi. Staff of the delegation of the European Union or of an Embassy, a consulate or official body of a Member State</p> <ul style="list-style-type: none"> - certificate of function issued by the delegation of the European Union, Embassy or consulate; and if it is not an official

	<p>mission:</p> <ul style="list-style-type: none"> - bank statements for the last three months.
	<p>xii. Retirees</p> <ul style="list-style-type: none"> - certificate of receipt of a retirement pension.
	<p>xiii. Students or minors</p> <ul style="list-style-type: none"> - proof of the parents' social or professional situation - proof of the parents' financial resources; and - school certificate.
	<p>xiv. Unemployed people</p> <ul style="list-style-type: none"> - proof of an adequate socio-economic situation (for example, marriage certificate, family record book, documents confirming ownership of real estate, certificate of receipt of a survivor's pension, certificate of support local or any other document attesting to the socioeconomic situation and heritage)
	<p>4. Proof of family status in Algeria</p> <ul style="list-style-type: none"> - family civil status record; or - individual civil status record the applicant is not married.
	<p>5. Minors</p> <ul style="list-style-type: none"> - if the minor is travelling alone or with only one parent: the consent of both parents or legal guardian is required. - copy of the passport (biographical data page) or the identity card of the parents or guardian who do not accompany the minor. - if one of the parents is deceased; death certificate.
	<p>6. Documents to be produced by non-Algerian nationals:</p> <ul style="list-style-type: none"> - Algerian residence permit, valid for at least three months after the end of the trip considered. - if this permit expires before the end of the stay, official document from the authority proving that the renewal of the residence has been approved but that this has not yet been issued.
	<p>Documents to be presented depending on the intended purpose of the trip</p>
	<p>1. Professional travel</p> <ul style="list-style-type: none"> - Letter of invitation from a company in the Member State of main destination, specifying the reason for the visit and the date (s) thereof; and - Proof of the professional relationship (contracts, invoices, correspondence, proof import, etc.)
	<p>2. Official mission</p> <ul style="list-style-type: none"> - Note verbale or mission order mentioning: <ul style="list-style-type: none"> i. the first name(s) and last names(s) of the person assigned. ii. the purpose of the trip. iii. the day of recruitment. iv. the commitment of the originating entity to cover the costs of the person missioned.
	<p>3. Family/private visit</p> <ul style="list-style-type: none"> - Invitation form the host family, if applicable. - Proof of family relationship (family civil status record, for example), if applicable.
	<p>4. Travel of a tourist nature</p> <ul style="list-style-type: none"> - Confirming of the booking of an organized trip or any other document indicating the route; and - Proof of accommodation or any other appropriate document indicating the accommodation provided.
	<p>5. Travel for cultural, sporting, educational, research or training purposes:</p> <ul style="list-style-type: none"> i. Invitation letter or official document from the organizer Member State destination indicating: ii. The first name(s) and last name(s) of the person(s) invited. iii. The purpose of the trip. iv. The duration of the stay. v. Information on the financing of the stay; and <ul style="list-style-type: none"> - A note verbale or an official letter from the Algerian entity concerned, indicating: <ul style="list-style-type: none"> i. The first and last names(s) of the visiting persons(s), ii. Their status iii. The purpose of the trip iv. The duration of the stay v. Information of the financing of the stay
	<p>6. Studies</p> <ul style="list-style-type: none"> - Certificate of registration and admission to the educational institution in the Member State of destination

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 send the missing document(s) by e-mail. If you choose to hand in the missing documents by e-mail directly to the Embassy, 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: _____