



Dear Applicant

VFS will deliver your application and documentation to the Embassy and your case will be processed by the Embassy as soon as possible.

Only documents in English are accepted. Documents in other languages will not be accepted unless translated into English.

List of supporting documents	Submitted	Missing
<b>The cover letter</b> from the online application website " <a href="#">Applyvisa</a> ". Original cover letter with signature required. Visa fee payment receipt must be printed and attached as well.		
<b>Current passport</b> should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen area and must have at least two blank pages to affix the visa.		
<b>Documentation on any former travels abroad</b> ; if relevant an old passport should be attached to the application.		
<b>Overseas travel medical insurance valid for all Schengen-countries.</b> The insurance has to cover the applicant for at least 30,000 EUR or equivalent, for all risks e.g., accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure. <b>The insurance must not exclude COVID-19 coverage.</b>		
<b>Round trip flight reservation.</b> If applicant is travelling to several Schengen states, proof of intra-Schengen flight reservation, train itinerary or car rental. People joining cruise liner in the onward journey, should provide the ticket & payment receipt. <b>The Danish Mission recommends that you do <u>not</u> buy a plane ticket before your visa has been approved.</b>		
<b>Proof of accommodation:</b> Hotel bookings or host guarantees/sponsorship of accommodation covering the whole duration of the intended stay.		
<b>Proof of social ties to home country</b> (marriage certificate, birth certificates of children) if relevant		
<b>In case of minors</b> (Less than 18 years) <b>traveling:</b> <ul style="list-style-type: none"> <li>• If the minor is traveling with only one parent, written consent certified by public notary of the other parent or guardian must be provided, except in cases of a parent having sole custody or guardianship of the minor. Documentation of custody must be provided.</li> <li>• If the minor travels alone (without parents), written consent including contact details from both parents or guardians having custody of the minor must be provided.</li> <li>• A photocopy of both parents' passports. If not, copies of the ID cards of the parents or guardians must be provided.</li> <li>• Birth certificate of the minor.</li> </ul>		
<b>Evidence of source of financial support/ means of subsistence:</b> <ul style="list-style-type: none"> <li>• If applicant is employed: pay slips for the last three months, employment contract, bank statement for account through which salary is paid and holiday approval/ leave letter from employer</li> <li>• If applicant is a company owner or self-employed: Certificate of registration of the company, company's bank statement, tax clearance receipt etc. are required.</li> </ul>		
<b>Original personal bank statement</b> showing movements in the last three months and duly stamped and signed by the bank. <b>All applicants have to provide proof of pocket money</b> in their own name even if their trip is fully sponsored.		
If employed: <b>Introductory letter</b> from employer printed on company's letter head and <b>leave letter</b> , if applicable		
If student: <b>Introductory letter</b> from school printed on school's letter head, school ID, admission letter and academic transcripts if relevant		

**The Embassy requests you to hand in the missing/required documentation within 5 days from below date of signature:**

If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you choose to send the missing documentation by e-mail to: [abvambvisa@um.dk](mailto:abvambvisa@um.dk) it will be via an unencrypted connection. Please note that you could still be asked for additional documents and/or may be called for an interview.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

Kind regards, The Royal Danish Embassy, Abuja, Visa Section

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Passport No.

\_\_\_\_\_  
Date