



PRIVATE VISIT – DOCUMENT CHECKLIST

		(For VFS) Submitted	
MANDATORY REQUIREMENTS		Yes	No
1	Schengen Visa Cover Letter <ul style="list-style-type: none"> Confirmation of submission of your online visa application in https://applyvisa.um.dk/ Must be printed, dated and signed 	<input type="checkbox"/>	<input type="checkbox"/>
2	One Passport sized photo <ul style="list-style-type: none"> With white background and not older than 6 months Altered photos are not accepted (https://politi.dk/lov-og-information/pas/krav-til-pas-og-koerekortfoto) Paste your photo (do not staple) on the designated space of the Cover Letter 	<input type="checkbox"/>	<input type="checkbox"/>
3	Original Passport <ul style="list-style-type: none"> Must be valid for at least three months after departure from Schengen Valid Passport must have at least 2 unused pages 	<input type="checkbox"/>	<input type="checkbox"/>
4	For Non-Philippine Nationals <ul style="list-style-type: none"> Proof of residence or legal stay in the Philippines (such as Alien Certificate of Registration Identity Card (ACR I-Card), Long Stay Visitor Visa Extension (LSVVE), Special Resident Retiree's Visa (SRRV)) The document must be valid at least 3 months beyond the date of departure from the territory of the Schengen Member States 	<input type="checkbox"/>	<input type="checkbox"/>
5	Invitation from your host <ul style="list-style-type: none"> We recommend that your host use an online invitation form (VU2). Visit https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Invitation-of-a-visa-applicant to find different types of invitations, depending on the purpose of your trip. An invitation ID is sufficient for this requirement. A paper invitation is mandatory only if the host is non-Danish. 	<input type="checkbox"/>	<input type="checkbox"/>
6	Proof of relationship <ol style="list-style-type: none"> For visiting relatives: PSA issued Birth Certificates, marriage certificates of applicant and reference person/s. For visiting boy/girlfriends, fiancé, friends: <ol style="list-style-type: none"> PSA issued Certificate of No Marriage (If widow/er, PSA issued Death Certificate of late spouse) Photos together and/or other evidence of relationship with the reference person/s. <ul style="list-style-type: none"> Documents issued by the Philippine Statistics Authority (PSA) should have a QR code and should have been issued within the past 6 months from date of application. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	Proof of Personal Financial Means <ul style="list-style-type: none"> Your Bank documents should show your Average Daily Balance for the past 6 months Please note that ALL applicants have to provide proof of pocket money in their own name for the duration of their trip, even if the trip is fully sponsored Conditions for the minimum necessary disposal of an applicant may be found here: https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Private-visits-and-tourist-visits- If a minor, please provide the following: <ul style="list-style-type: none"> Bank documents of parent(s)/sponsor Affidavit of support from parent(s)/sponsor Valid Identification of parent(s)/sponsor 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8	Photocopy of Roundtrip Flight Itinerary/ Airline Reservation <ul style="list-style-type: none"> Please note it is not required to pay for/buy the ticket until a visa has been granted If trips include several stops, in the territory of the Member States, provide reservations of intra-Schengen itinerary (train, flights, car rental) 	<input type="checkbox"/>	<input type="checkbox"/>
9	Travel Medical Insurance valid for all Schengen-countries <ul style="list-style-type: none"> The insurance has to cover the applicant for the entire duration of the stay in the Schengen area and must cover minimum EUR 30,000 for all risks e.g. accident, illness, medical emergency evacuation, and may not exclude COVID-19 	<input type="checkbox"/>	<input type="checkbox"/>

10	Additional Requirements for Minors (under age of 18):		
	• If travelling alone (without parents):	<input type="checkbox"/>	<input type="checkbox"/>
	(1) Original letter of consent signed by both Parents	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Photocopies of passports/valid IDs of parents with signature and contact details	<input type="checkbox"/>	<input type="checkbox"/>
	(3) Department of Social Welfare and Development (DSWD) clearance	<input type="checkbox"/>	<input type="checkbox"/>
	• If travelling with only one of the parents:	<input type="checkbox"/>	<input type="checkbox"/>
	(1) Original Notarized letter of consent signed by the other parent along with his/her contact details	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Photocopy of passport/valid ID with signature of parent not travelling with applicant	<input type="checkbox"/>	<input type="checkbox"/>
	NOTE: If the name of the father does not appear in the PSA issued birth certificate, consent is not required.		
	• If only one parent has the sole custody of the child:	<input type="checkbox"/>	<input type="checkbox"/>
(1) Photocopy of Court Decision awarding custody to that one parent must be submitted	<input type="checkbox"/>	<input type="checkbox"/>	
• If the other parent is deceased:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Photocopy of Death Certificate must be submitted – Philippine Statistics Authority (PSA) issued with QR code	<input type="checkbox"/>	<input type="checkbox"/>	
(2) Photocopy of both parents' passports	<input type="checkbox"/>	<input type="checkbox"/>	

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OPTIONAL SUPPORTING DOCUMENTS	Yes	No
<i>These documents may already be submitted for easier visa processing, which may also be requested by the embassy during the examination of your application</i>		
Evidence of host's identification/residency in the Schengen area	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of the host's passport bio page. If the host is non-Danish, submit a copy of residence permit/card.		
Photocopies of your previous passports for the past 3 years	<input type="checkbox"/>	<input type="checkbox"/>
• Bio-page and used pages (with visas and stamps)		
Proof of Ties to the Philippines	<input type="checkbox"/>	<input type="checkbox"/>
• Photocopy of Marriage Certificate (if applicable) – Philippine Statistics Authority (PSA) issued with QR code		
• Photocopies of Birth Certificates of your Children (if applicable) – Philippine Statistics Authority (PSA) issued with QR code		
• Photocopies of own means and properties (if applicable) - land titles or car certificate of registration with official receipt		
Proof of Occupation	<input type="checkbox"/>	<input type="checkbox"/>
• If employed:		
(1) Certificate of Employment stating position and length of service		
(2) Approved leave of absence		
(3) Photocopy of company ID		
(4) Pay slips for the last 3 months		
• If civil servant/government employee:		
(1) Travel Authority with no objection by the administration/public service employing the applicant stating the dates of the intended trip		
• If retired:		
(1) Pension statements for the last 6 months (if applicable)		
• If self-employed:		
(1) Proof of company registration issued by Department of Trade and Industry (DTI)/ Securities and Exchange Commission (SEC) registration of business		
(2) Latest Income Tax Return		
(3) Business Financial Statement		
• If Student:		
(1) Certificate of enrolment from the school		
(2) School ID		
(3) If traveling during school year - Certificate of leave of absence		
(4) If travelling during holiday/summer break - Certificate of reservation/enrolment for the next school year/semester.		

INSTRUCTION FOR THE APPLICANT

- Please read the documents checklist and sign this page (below) after previous pages have been filled out by VFS Global (check marks).
- Your application for a Schengen visa will be forwarded by VFS Global to the Royal Danish Embassy Manila for processing and decision.
- Please note that the Embassy may request additional documents during the examination of an application which may not be mentioned in the above list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.
- While your case is pending: you, your family, or other persons including the references in Denmark should NOT contact the Embassy and inquire about the status of your pending case unless you have additional information to provide relating to your case.
- Please monitor your nominated email address and contact number as you may be called for an interview by the Embassy.

The Danish Embassy in Manila requests you to hand in the unsubmitted mandatory 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 Global 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.

VFS Global Comments (if any):

Kind regards,
Visa Section, Royal Danish Embassy Manila

Applicant's Name and Signature

Date today

Applicant's Contact number

Applicant's Email Address

Signed in the presence of VFS Staff:

VFS Staff Initials, City