



**DENMARK LONG TERM VISA CHECKLIST – HAND-IN APPLICATION**

		(For VFS) Submitted																													
<b>MANDATORY REQUIREMENTS</b>		Yes	No																												
1	<p><b>A fully filled out and signed application form. Please encircle the applicable form code.</b></p> <p><u>The applicant is responsible for filling and signing the right application form and submitting the required documents mentioned on that application form.</u></p> <p>The Danish Agency for International Recruitment and Integration (SIRI) is the responsible authority for the following application types and their form codes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Work</td><td>AR1</td></tr> <tr><td>Study</td><td>ST1, PHD1</td></tr> <tr><td>Accompanying family</td><td>MF1, MF3, MF4</td></tr> <tr><td>Internship</td><td>PR1, PR3</td></tr> <tr><td>Au Pair</td><td>AU1</td></tr> <tr><td>Authorization and Volunteering</td><td>XG1</td></tr> <tr><td>Establishment Card</td><td>EK1</td></tr> <tr><td>Work in Faroe Islands/Accompanying family/Fast Track</td><td>AR1/ AR5/ SF1</td></tr> <tr><td>Work in Greenland/Accompanying family/Fast Track</td><td>GL1/ GL2/ GL5</td></tr> <tr><td>Accompanying family member under EU regulations</td><td>OD2/A, OD2/B, OD2/C</td></tr> </table> <p>You can find the relevant application forms in the link below:  <a href="https://nyidanmark.dk/en-GB/Words-and-concepts/SIRI/Application-forms---SIRI">https://nyidanmark.dk/en-GB/Words-and-concepts/SIRI/Application-forms---SIRI</a></p> <p>Útlendingastovan Immigration Office:  <a href="https://www.utlendingastovan.fo/en/application">https://www.utlendingastovan.fo/en/application</a></p> <p>The Danish Immigration Service (DIS) is the responsible authority for the following application types and their form codes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Family Reunification</td><td>FA1, FA6, FA7, FA10, FA11, FA12, SG1, SG2, SG1-2</td></tr> <tr><td>Religious workers</td><td>RF1, RF2</td></tr> <tr><td>Family reunification in Faroe Islands</td><td>FO/FA1, FO/FA2, FO/SG1</td></tr> <tr><td>Family reunification in Greenland</td><td>GL/FA1, GL/FA2, GL/SG1</td></tr> </table> <p>You can find the relevant application forms in the link below:  <a href="https://nyidanmark.dk/en-GB/Words-and-concepts/US/Diverse-US/Application-forms---The-Danish-Immigration-Service">https://nyidanmark.dk/en-GB/Words-and-concepts/US/Diverse-US/Application-forms---The-Danish-Immigration-Service</a></p>	Work	AR1	Study	ST1, PHD1	Accompanying family	MF1, MF3, MF4	Internship	PR1, PR3	Au Pair	AU1	Authorization and Volunteering	XG1	Establishment Card	EK1	Work in Faroe Islands/Accompanying family/Fast Track	AR1/ AR5/ SF1	Work in Greenland/Accompanying family/Fast Track	GL1/ GL2/ GL5	Accompanying family member under EU regulations	OD2/A, OD2/B, OD2/C	Family Reunification	FA1, FA6, FA7, FA10, FA11, FA12, SG1, SG2, SG1-2	Religious workers	RF1, RF2	Family reunification in Faroe Islands	FO/FA1, FO/FA2, FO/SG1	Family reunification in Greenland	GL/FA1, GL/FA2, GL/SG1	<input type="checkbox"/>	<input type="checkbox"/>
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2	<p><b>Original Passport</b></p> <ul style="list-style-type: none"> <li>• Must be valid for at least 6 months or else the permit will be granted up to three months before the expiration date of the passport</li> <li>• Valid Passport must have at least 2 unused pages</li> <li>• Copy of the full passport (all pages including cover)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>																												
3	Documentation that you have paid the application fee to DIS or SIRI also showing the <b>Case Order ID</b> (if you are not exempt)	<input type="checkbox"/>	<input type="checkbox"/>																												
4	<p><b>Two (2) Passport sized photo</b></p> <ul style="list-style-type: none"> <li>• With white background and not older than 6 months</li> <li>• Altered photos are not accepted (<a href="https://politi.dk/lov-og-information/pas/krav-til-pas-og-koerekortfoto">https://politi.dk/lov-og-information/pas/krav-til-pas-og-koerekortfoto</a>)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>																												
5	<b>Receipt for Purchase</b> - Receipt for Embassy fee payment from <a href="https://dys.um.dk/permit/">https://dys.um.dk/permit/</a>	<input type="checkbox"/>	<input type="checkbox"/>																												

**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 and personal data will be forwarded within a few days to the Danish Immigration Service (DIS) or Danish Agency for International Recruitment and Integration (SIRI). These agencies will process and decide on your case.
- Once a decision has been made, the Royal Danish Embassy in Manila will receive the result and contact you directly.
- 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.
- The Royal Danish Embassy in Manila will contact you if additional information is needed, or once a decision has been received from DIS or SIRI. Please provide your nominated email address so the Embassy can contact you if necessary.

**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):

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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