



**SEAFARERS – DOCUMENT CHECKLIST**

MANDATORY REQUIREMENTS		(For VFS) Submitted	
		Yes	No
1	<b>Schengen Visa Cover Letter</b> <ul style="list-style-type: none"> <li>Confirmation of submission of your online visa application in <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a></li> <li>Must be printed, dated and signed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>One Passport sized photo</b> <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> <li>Paste your photo (do not staple) on the designated space of the Cover Letter</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Original Passport</b> <ul style="list-style-type: none"> <li>Must be valid for at least three months after departure from Schengen</li> <li>Valid Passport must have at least 2 unused pages</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Original Seaman's book</b>	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Letter of Invitation from the principal in Denmark</b> <ul style="list-style-type: none"> <li>The document should indicate the seafarer's name/place and date of birth/name of port/name of vessel and date of joining. Invitation should be written on the company's letterhead and duly signed by the authorized representative from Denmark. The invitation letter should be submitted along with the application, not to be sent directly to the embassy.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
6	<b>Original guarantee letter from the local manning/crewing agency</b> <ul style="list-style-type: none"> <li>The document should indicate the seafarer's name/place and date of birth/name of port/name of vessel and date of joining. Letter of Guarantee should be written on the company's letterhead and duly signed by the agency.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Photocopy of contract of employment signed by both employer and employee (signed and stamped by POEA)</b>	<input type="checkbox"/>	<input type="checkbox"/>
8	<b>Photocopy of Overseas Employment Certificate (OEC)</b>	<input type="checkbox"/>	<input type="checkbox"/>
9	<b>Photocopy of Roundtrip Flight Itinerary/ Airline Reservation</b> <ul style="list-style-type: none"> <li>Please note it is not required to pay for/buy the ticket until a visa has been granted</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
10	<b>Travel Medical Insurance valid for all Schengen-countries</b> <ul style="list-style-type: none"> <li>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</li> </ul>	<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 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):

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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