

# The Embassy of Denmark, Morocco – Visiting Family & Friends Checklist



Dear Applicant

Your application and documentation will be delivered to the Embassy of Denmark in Rabat and your case will be processed by the Consulate General in Dubai as soon as possible. The Consulate only accepts documents in English, French and Danish. Official documents should be legalized with an apostille.

Documents submitted in French may be required to be translated by an authorized translator, which may cause a delay in the case processing.

Name of applicant: \_\_\_\_\_

Missing Document (s)	Type of document
	Cover letter from ApplyVisa duly completed, printed and signed by the applicant
	Visa Fee payment receipt printed from <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a>
	One recent (less than six months old) passport-size photograph in color with good resemblance (3.5cm / 4.5cm)
	<b>Current passport</b> should be valid for at least three months beyond the intended duration of stay in the Schengen area. The passport must have at least two blank pages to affix the visa.
	<b>Copy of stamps and visas in previous passports</b> (if any) + copies of bio page(s)
	<b>Invitation letter</b> issued by the host in Denmark. The letter must specify applicant's name, address, relationship with the reference (proof to be attached), duration of stay & which costs will be covered by host –VU2 form can be used  <b>Evidence of host's status</b> in the Schengen area: passport bio page and documentation of residence  <b>Proof/Justification of relationship</b> with host (e.g. relevant birth and marriage certificates, divorce certificates, photos/communication with host, etc.)
	<b>Overseas travel medical insurance valid for all Schengen countries.</b> The insurance has to cover the applicant for the entire duration of the stay in the Schengen area and must cover for at least 30,000 EUR for all risks, e.g. accident, illness, medical emergency evacuation, pandemic incl. COVID-19 etc.
	<b>Flight Itinerary</b> for round trip.
	<b>Proof of social ties to home country</b> (marriage certificate, birth certificates of children, etc. if relevant)
	<b>Evidence of source of financial support/means of subsistence</b> Certified copy of <b>proof of sufficient financial means</b> of subsistence during the intended stay, <b>3 months bank statements</b> indicating proof of DKK 500 per day if the stay is in a hotel or DKK 350 if the stay is in a hostel or similar.  <b>Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored.</b>  Please visit : <a href="https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Private-visits-and-tourist-visits-">https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Private-visits-and-tourist-visits-</a> <ul style="list-style-type: none"> <li>• <b>For employees:</b> work certificate (with English translation) on official company paper with stamp, signature, date and clearly mentioning: address, telephone and fax numbers of the employing company, the name and position in the employing company of the countersigning officer, the name, position, salary and years of service of the applicant as well as an approval for leave or absence.</li> <li>• <b>CNSS attestation</b>, if working in private sector</li> <li>• <b>For retired persons:</b> Proof of pension or other regular income.</li> <li>• <b>For unemployed adults:</b> If married: Letter of employment and income of the spouse + certificate of marriage, legalized. If single/ divorced/widow/widower: Any other proof of regular income.</li> <li>• <b>For self-employed:</b> Register of commerce, company's bank statement, tax clearance receipt, etc. are required</li> <li>• <b>For students:</b> Introductory letter from School printed on school's letterhead, school ID, admission letter and academic transcripts if relevant</li> </ul>
	<b>In case of minors (&lt; 18 years):</b> <ul style="list-style-type: none"> <li>• If the minor is traveling with only one parent, written consent of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor. Documentation of custody must also 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.</li> <li>• A copy of the passport or identity card of each parent.</li> <li>• Certified true copies of the minor's birth certificate and the parents' family record book</li> </ul> <p>Note: If minor traveling with one parent. All the above documents of the other parent are required. For adopted minors, an authorisation to travel from the Court of justice.</p>

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## The document(s) highlighted above are missing

The Consulate requests you to hand in the missing/required documentation **within 5 days from today**. If the Consulate has not received the documentation by this deadline, the Consulate will make a decision on the case based on the present information.

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

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: [DXBGKLVISA@um.dk](mailto:DXBGKLVISA@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 at the Consulate.

Kind regards,  
The Royal Danish Consulate General, Dubai, Visa Section.

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Applicant's Signature

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Passport No.

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Date