



THE DANISH EMBASSY IN ISLAMABAD, PAKISTAN

VFS GLOBAL DENMARK VISA APPLICATION CENTER
APPLICATION TO DENMARK, THE FAROE ISLANDS, GREENLAND AND ICELAND

SUPPORTING DOCUMENTS TO BE SUBMITTED BY APPLICANTS IN PAKISTAN

You must hand in the **VISA APPLICATION COVER LETTER** duly *signed* when you submit all the necessary documents. Otherwise, the application may be rejected at the Embassy. Please print out this list, tick off the boxes on the left and sign.

	I. GENERAL REQUIREMENTS	For VFS: Submitted	NOT submitted
<input type="checkbox"/>	Schengen Visa Application Cover Letter (confirmation of submission of your on-line visa application) Must be printed, dated and contain 3 signatures.		
<input type="checkbox"/>	Original passport. The passport must be valid for at least three months after the intended date of departure from Denmark, contain at least two blank pages and it must be issued within the previous 10 years.		
<input type="checkbox"/>	One passport photo not older than six months, not edited (requirements).		
<input type="checkbox"/>	Proof of residence: <input type="checkbox"/> For Pakistani Nationals: copy of Pakistani identity card (CNIC) <input type="checkbox"/> For non-Pakistani Nationals: proof of legal residence in Pakistan (such as long stay visa, and/or work permit).		
<input type="checkbox"/>	Proof of means of transport: <input type="checkbox"/> Flight reservation (return or round trip) from/to Pakistan; if trips include several stops in the territory of the Member States, reservations of intra-Schengen itinerary (train, flights, car rental). Note: Do not purchase the ticket until visa has been decided.		
<input type="checkbox"/>	Proof of accommodation: <input type="checkbox"/> Reservation of accommodation for the entire duration of the stay in Denmark/Schengen; or if residing with family, friends and sponsor, proof of sponsorship and/or private accommodation		
<input type="checkbox"/>	Proof of ties to the country: <input type="checkbox"/> Family Registration Certificate (FRC) issued in English by NADRA (Pakistan National Database and Registration Authority).		
<input type="checkbox"/>	Proof of financial means: <input type="checkbox"/> Bank statements showing movements in the last six months, duly signed and stamped by the bank;joalk <input type="checkbox"/> National Tax Number Certificate (or proof of exemption if applicable); <i>and</i> Federal Board of Revenue acknowledgement of tax returns for the last two fiscal years before the application date. <input type="checkbox"/> Or, if one of the above cannot be produced, other proof, supported by documents, of income generating assets or other means of subsistence as applicable. Please note that ALL adult applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored (350/500 DKK per day)		

<input type="checkbox"/>	Valid travel medical insurance for the duration of the stay in Schengen area with a minimum coverage of EURO 30.000. No sublimit no exclusion of covid19-treatment.		
<p>Other supporting documents related to financial means or ties with country of residence, depending on the status of the applicant:</p> <p><u>If employed:</u></p> <input type="checkbox"/> Pay slips for the last three months before the application date; <input type="checkbox"/> Copy of employment letter/contract; <input type="checkbox"/> An employer’s letter stating the approval for leave of absence, specifying the dates of absence, position and salary of the employee, duration of employment, purpose of absence, contact number of employer. <p><u>If self-employed/company owner:</u></p> <input type="checkbox"/> Certificate of registration of the company <p><u>If civil servant/government employee:</u></p> <input type="checkbox"/> Non-Objection Certificate (NOC) issued by the administration/public service employing the applicant stating the dates of the intended visit (for travel others than those for official purposes). <p><u>If retired:</u></p> <input type="checkbox"/> Pension statements for the last six months. <p><u>If minor travelling with one or none of the parents/legal guardians:</u></p> <input type="checkbox"/> Proof of consent by one (if travelling with the other except in case of a single parent having sole duly attested custody or guardianship) or two parents -in an affidavit with details of the planned trip and name of sponsors/guardians during the trip; <input type="checkbox"/> Copy of non-travelling parent(s) Pakistani identity card(s) (CNIC(s)) and passport(s). <input type="checkbox"/> Proof of enrolment at school; <input type="checkbox"/> Copy of the court order establishing family relationship or guardianship for the purpose of the intended trip. <p><u>If student:</u></p> <input type="checkbox"/> Proof of enrolment at university and student’s card.			

	II. DOCUMENTS TO BE SUBMITTED DEPENDING ON THE PURPOSE OF THE TRIP	For VFS: Submitted	NOT Submitted
	TOURISM		
	<input type="checkbox"/> Travel itinerary. Detailed plan indicating the envisaged travel program; information about tourist attractions etc. that the applicant is planning to visit, including dates, transportation and hotels, and any travel companions, if applicable. Tourist visit guidelines		
	VISITING FAMILY OR FRIENDS		
	<input type="checkbox"/> Proof of sponsorship and invitation letter from the sponsor in Denmark. Private visit guidelines		
	<input type="checkbox"/> If visiting close relative: Proof of family relationship through a copy of the Family Registration Certificate (FRC) issued by NADRA, proof of family relationship through national civil status record.		
	<input type="checkbox"/> If visiting spouse: Marriage certificate (Nikah Nama) and/or Marriage Registration Certificate issued in English, by Union Council of Residence, or other proof as applicable for religious minorities.		
	BUSINESS		
	<input type="checkbox"/> Invitation on company/organization letterhead detailing identity of person invited (name, position), purpose of visit (e.g. meetings, conference, factory visits), dates and itinerary (See VU1 or VU5); Business visit guidelines		
	<input type="checkbox"/> Documentary evidence of business relationship (copies of invoices, shipments, correspondence); or		
	<input type="checkbox"/> In case of participation in commercial fairs: entry tickets and/or stall booking with payment receipt; or		
	<input type="checkbox"/> If the trip is intended for media reportage, copy of press card, letter of sending media organization detailing purpose of the trip and name of journalist(s) or, for freelance journalists, evidence of professional activities.		
	Culture / Sport/Study		
	<input type="checkbox"/> Signed invitation form (VU3) from the host stating the applicant's personal data, the name and date of the event, if the event organisers will cover any expenses, and date and contact details		
	<input type="checkbox"/> If you are part of a group or representing an organisation: a dated and signed letter from the group leader or organisation stating the applicant's personal data, information on specific function held within the group/organisation, purpose of the visit, the name of the responsible person or organisation and information about who will bear the costs of the travel and stay OR letter from current educational institute containing the applicant's personal data, name of the institute, contact details, course enrolment and number of years at the institute and information about who will bear the costs of the travel and stay.		

INSTRUCTION FOR THE APPLICANT

- Date and sign this page (below) after page 1-4 has been filled out by VFS Global /Gerry's(check marks).
- Make sure to get a copy of page 1-4 when filled out by yourself and VFS Global/Gerry's.
- Make sure to add personal phone number & email address as Embassy might call or write for further information.

The Danish Mission requests you to hand in the required 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/ /Gerry's **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.

An interview may be required at the Embassy or by phone. Otherwise you will only be contacted by VFS Global/Gerry's as soon as a decision has been reached in your case.

VFS Global /Gerry's comments:

Kind regards, Danish Embassy, Islamabad, Pakistan,

Applicant's name
Number

Applicant's signature

Date and Place

Phone

Signed in front of VFS Staff (initials/city), Pakistan: _____

Date: _____