The Embassy of Denmark, United Kingdom Visa Documentation Checklist

- The following documents are required when applying for a visa. However, The Danish Immigration Service and the Embassy may ask for additional documentation at any time in order to process the application. Please be informed that the application may be refused if supporting documents are not handed in together with the application. If missing supporting documents are not presented promptly (within 5 days of submission), the Embassy may refuse the visa application.
- The application must be handed in at least 15 calendar days before the intended travel date and may be handed in up to six months before the intended travel date. If these deadlines are not respected, the Embassy can deem your application inadmissible. If so, your visa application will not be processed by the Embassy and your passport will be returned to you.
- The visa processing time is on average 15 calendar days, however, this period may be extended up to 45 calendar days in cases where further scrutiny of the application is needed and/or when it is submitted to the Danish Immigration Service.

Checklist	Type of document
☐	One completed printed and signed ApplyVisa-cover letter. Signature **must match** the one in your passport.
☐	**Current passport** 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. You must submit a copy of all pages in your passport.
☐	**Previous passports** – if any previous Schengen visas and stamps
☐	**Copy of UK residence card/sticker** (original UK residence permit must be shown at VFS). The UK residence permit must be valid for at least 1 month after your return date from the Schengen area.
☐ ☐	**Proof of sufficient funds for the stay in the host country.** • Original UK Bank Statement showing the balance and covering the last 3 calendar months. The last transaction must be no more than 1 month old. If recent Bank Statement is not available online printouts or mini statement together with original Bank Statement showing name and account number will be accepted, Recent Credit Card statement showing credit limit or Savings Account statement or Traveller's Cheques. Must have your name, as it appears in your passport, printed on it. • If applicable, signed sponsor letter with matching photo ID, bank statements, and proof of kinship
☐	**Round-trip bookings:** Proof of reserved return ticket to the UK. Flight bookings, ferry bookings etc. must show your name (as it appears in your passport), must cover your trip in the Schengen area.
☐ ☐ ☐ ☐	**Proof of purpose of visit** 1. **Visit to family or friends: VU2 Invitation from host**: The online invitation form is available on www.newtodenmark.dk. (Invitation ID must be submitted on the application form). The invitation MUST state the exact dates of the visit, not a general time frame. Your host must submit a copy of his/her passport data page and residence permit (if applicable). 2. **Tourism:** Accommodation reservation. Must show your name (as it appears in your passport), must cover each day of your stay in the Schengen area. If the bookings are in the name of a travel companion, a signed, dated letter of support must be submitted along with a copy of this person's passport data page. 3. **Business/Conferences:** Original signed invitation from firm or authority to attend meetings, training or conferences. You may also use the business invitation form VU1 available on www.newtodenmark.dk. The letter must explain the nature and duration of stay. **Special for Conferences and Fairs**: (Paid) proof of registration for events connected with trade, industry or work
☐	**Travel Insurance:** The insurance must cover COVID and emergency medical expenses, hospitalization and repatriation (also in case of death) - minimum EU 30,000. Must show your name (as it appears in your passport), **must cover each day of your stay in the Schengen area.**
☐ ☐ ☐	**Evidence of occupation OR student status** • Employed: Original letter from your employer confirming your start date and continued employment or original recent pay slips. • Self-employed: Original letter from a solicitor, accountant or Companies House confirming self-employment status • Student (including children under 18): Original letter of enrolment from educational institution indicating start and end date of your studies. Must be dated, signed and cannot be more than 1 month old. Must be on letterhead.
☐ ☐ ☐ ☐	**In case of minors** (< 18 years) travelling: • Written consent of both parents or guardians as well as Original passport or ID cards (with signature) of both parents. Residence permit of both parents (if applicable) • Original birth certificate for the minor indicating both parents' names • 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. • If the minor travels alone (without parents), written consent (including contact details) from both parents or guardians having custody of the minor. Original passport or ID cards (with signature) of both parents. Residence permit of both parents (if applicable)
☐ ☐ ☐ ☐	**Family member of EU/EEA citizen**: • The EU/EEA citizen's original passport • Original marriage certificate or birth certificate • Original UK residence card based on EU/EEA family member (if not clear bring Home Office Letter) • Proof of reserved tickets travelling with the **EU/EEA citizen**