



Embassy of Denmark Schengen Visa Application Mandatory self-help checklist

To be fully completed by the visa applicant and handed in together with the visa application and all supporting documents as listed in the checklist below.

Find our Visa Application Centres on www.vfsglobal-denmark.com/SouthAfrica

Visa Call Centre: 012 425 3001 – For information and case tracking

Applicant's full name: Surname, First Name & Signature		
Date of departure from South Africa	DD/MM/YYYY	
Purpose of visit to Denmark?	Business or Private	
Required documentation according to purpose of your trip	Documents Attached	
	Business	Tourism
Danish Embassy Visa Checklist (this page) completed correctly	<input type="checkbox"/>	<input type="checkbox"/>
1 Visa Application Form completed accurately and in capital letters incl. date and signature in field 36 & 37 (See info sheet on how to fill in form)	<input type="checkbox"/>	<input type="checkbox"/>
1 colour passport photo , size 35x45mm and not older than 6 months.	<input type="checkbox"/>	<input type="checkbox"/>
1 original passport , valid 3 months after your last day of stay in a Schengen country and with 2 blank pages to affix visa.	<input type="checkbox"/>	<input type="checkbox"/>
1 copy of passport's data page incl. name, photo and ID details.	<input type="checkbox"/>	<input type="checkbox"/>
1 copy of a one-page document stating that you are covered by a Schengen Travel Medical Insurance , i.e. minimum medical coverage of the Rand equivalent of Euro 30.000 for all medical expenses, including repatriation occurring in any Schengen country (Greenland/Faroe Island if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
1 Copy of your flight itinerary .	<input type="checkbox"/>	<input type="checkbox"/>
1 Copy of 3 months bank statements ; indicating proof of R1050 per day if stay in hotel or R730 per day if accommodation is cared for privately. Proof of full payment if going on cruise.	N/A	<input type="checkbox"/>
1 official employment or school letter stating purpose of visit, guarantee for travel and dates. For conferences: proof of registration and payment	<input type="checkbox"/>	<input type="checkbox"/>
1 original VU2 form or private invitation, stating name, address, telephone number, signature, period of stay and place of accommodation during trip.	N/A	<input type="checkbox"/>
1 original VU1 form or invitation from company in Denmark stating purpose of visit and dates.	<input type="checkbox"/>	N/A
1 copy of hotel reservation (if not accommodated privately)	N/A	<input type="checkbox"/>
Non-South Africans: 1 copy of South African residence permits valid 3 months after your last day of stay in a Schengen country.	<input type="checkbox"/>	<input type="checkbox"/>
EU Rule dependants: 1 copy of marriage certificate .	<input type="checkbox"/>	<input type="checkbox"/>
Minors: Unabridged birth certificate & certified parental consent as well as certified copies of parents ID/passports	<input type="checkbox"/>	<input type="checkbox"/>
1 copy of other mandatory visas for trip (UK etc.)	<input type="checkbox"/>	<input type="checkbox"/>

N/A = Not Applicable

INCOMPLETE DOCUMENTATION	SUBMITTING APPLICATIONS / LATE APPLICATIONS
Any missing or incomplete documentation must be forwarded to pryambvisa@um.dk immediately. Failure to supply the requested documentation within 3 days will cause unnecessary delays or a refusal of the visa.	Applications must be submitted strictly minimum 15 days and maximum 3 months before departure to the Schengen area in accordance with the EU Visa Codex. Lodging an application with less than 15 days before departure is done so at own risk. The Embassy is not liable for any financial loss due to missed flights, hotel bookings etc. as confirmed bookings is not a requirement when lodging a visa application.