**THE ROYAL DANISH CONSULATE GENERAL IN THE UNITED ARAB EMIRATES**

## APPLICATION TO DENMARK, FAROE ISLANDS AND GREENLAND
## DOCUMENT CHECKLIST – TOURISM

*Your application and documentation will be delivered and processed by The Royal Danish Consulate in Dubai. The Consulate only accepts documents in English or Danish. Documents in other languages will not be accepted.*

*If any documents are marked with **NO** below, your application for a visa for Denmark is incomplete.*

**Name of applicant:** _____

| LIST OF SUPPORTING DOCUMENTS SUBMITTED | YES | NO |
|---|---|---|
| **1. Schengen Visa Application Cover letter** completely filled at https://applyvisa.um.dk/<br>• Must be printed, dated and signed by the applicant. | | |
| **2. Visa Fee payment receipt** printed from https://applyvisa.um.dk/ | | |
| **3. Original Passport / Travel document**<br>• Validity of minimum 3 months after the intended date of departure from Schengen Area.<br>• Minimum 2 blank pages.<br>• Issued within the last 10 years.<br><br>**Optional:** Copy of previous visas, permits and Schengen entry/exit stamps for consideration of longer validity of visa cf. cascade rules. | | |
| **4. UAE residence permit** valid three months beyond the intended date of departure from the territory of the Member States or, for GCC citizens, a UAE-ID-card, valid for three months after the intended departure date from the territory of the Member States. | | |
| **5. Proof of Travel Medical Insurance**<br>• The insurance coverage must be valid throughout the territory of the Schengen area and for your entire stay.<br>• The minimum coverage accepted is EUR 30,000.<br>• Insurance issued in UAE must be verifiable by QR code. | | |
| **6. Copy of flight reservation** including return flight (travel itinerary indicating intended travel dates).<br><br>**The Consulate recommends that you do not buy a plane ticket before your visa has been approved.** | | |
| **7. Proof of accommodation**<br>• Hotel reservation.<br>• Proof of rental or ownership of real estate in the Member State of destination.<br>• Confirmation of private accommodation, mentioning that the host will cover the accommodation costs. | | |
| **8. Full travel itinerary** | | |

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|---|---|---|
| **9. Verifiable proof of sufficient means of subsistence during intended stay**<br>• Payslips.<br>• Valid international credit card accompanied by bank statements.<br>• Bank account statements for the last three months or<br>• A national form for proof of sponsorship and/or accommodation.<br><br>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) *Private visit guidelines* | | |
| **10. Employment letter**<br>• Employees: Original letter from employer stating the applicant's employment status, position, length of contract and salary.<br>• Self-employed persons: Valid trade licence. | | |
| **In case of minors (< 18 years):**<br>• Cover letter signed by parent(s).<br>• Minors travelling without their parents/legal guardian: original authorisation signed by their parents/legal guardian in front of a visa officer or duly legalised and copy of passport(s) of parents/legal guardian. | | |

| MISSING DOCUMENT(S) HIGHLIGHTED ABOVE |
|---|
| 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.<br>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 it will be via an unencrypted connection.<br>Please note that you could still be asked for additional documents and/or may be called for an interview at the Consulate.<br><br>*I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.*<br><br>Kind regards,<br>The Royal Danish Consulate General, Dubai, Visa Section. |

| | |
|---|---|
| Date, visa applicant's name and signature | |
| VFS staff member signature | |