ROYAL DANISH CONSULATE GENERAL IN DUBAI
HANDLING VISA APPLICATIONS FOR EGYPT

APPLICATION TO DENMARK, FAROE ISLANDS, GREENLAND AND ICELAND
DOCUMENT CHECKLIST – STUDY, SPORTS AND CULTURAL

Your application and documentation will be delivered to the Embassy of Denmark in Cairo and your case will be processed by the Royal Danish Consulate General in Dubai. The Consulate accepts documents in English, Arabic, and Danish.

*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/, • 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 • Validity of minimum 3 months after the intended date of departure from Schengen Area. • Minimum 2 blank pages. • Issued within the last 10 years. **Optional:** Copy of previous visas, permits and Schengen entry/exit stamps for consideration of longer validity of visa cf. cascade rules.		
4. Proof of Travel Medical Insurance • The insurance coverage must be valid throughout the territory of the Schengen area and for your entire stay in Schengen. • The minimum coverage accepted is EUR 30,000.		
5. Proof of means of transport • Copy of flight reservation including return flight (travel itinerary indicating intended travel dates). **The Consulate recommends that you do not buy a plane ticket before your visa has been approved.**		
6. Proof of accommodation • Hotel reservation. • Confirmation of accommodation by the company inviting the visa applicant, or • Proof of sufficient financial means to cover accommodation costs.		
7. Proof of sufficient means of subsistence • Original bank account statements with an official bank stamp and signature and translations of the statements, showing activity over the last 6 months, or proof of other assets. • Coverage of costs by the organisation or body inviting or sending visa applicant. 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) **Cultural visit guidelines**		
8. Traveller profile (Family ties and travel history) • Proof of the applicant's family ties and marital status in Egypt through an extract of the Kid Aely family register. • For first-time applicants or applicants who have lost their passport: The Mogamma (movement) certificate (indicating if the applicant has had previous passports and if the applicant has previously travelled to the Member States). • For non-Egyptian nationals: Proof of legal residence in Egypt, valid for 3 months beyond the intended date of departure from the territory of the Member States.		

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LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
9. Invitation • Original invitation from the event organiser stating the event's name, date and detailed programme, the applicant's role, and the body sponsoring travel, accommodation and expenses.		
• Personalised letter from the sending institution or; • Proof of membership in a national or other sports team or • a note verbale from the Egyptian Ministry of Sport and Youth confirming membership in a sports association. ***Optional:*** ***VU1 or VU3 invitation***		
10. Proof of employment (socioeconomic stability): **Business people, traders (self-employed or similar)**: • Original of the commercial registry and tax card.		
For employees: • a certificate of employment, specifying the recruitment date, position in the company and salary level		
For students: • proof of enrolment in school/university. • original letter from the applicant's school/university mentioning the full address and telephone number of the school, permission for the absence, name and position of the person giving permission • Student card (if available).		
Minors below 18 years of age: • Cover Letter signed by one or both parents. • A copy of the minor's birth certificate and a copy of each parent's passport, including the page bearing the holder's signature.		
a) If minors travel without their legal guardian(s): • consent of the parental authority (both parents) or legal guardian(s) must be provided either through a notarised certificate or a form signed at the consulate premises or at the external service provider.		
b) If minors travel with only one of their legal guardians: • consent of the parental authority or legal guardian not travelling with their minor child must be provided through a notarised certificate or a form signed at the consulate premises or at the external service provider.		

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. 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. Please note that you could still be asked for additional documents and/or may be called for an interview at the Consulate. *I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.* Kind regards, The Royal Danish Consulate General, Dubai, Visa Section.	
Date, visa applicant's name and signature	
VFS staff member signature	