



# EMBASSY OF DENMARK SCHENGEN VISA INFORMATION

## MANDATORY SELF-HELP CHECKLIST & ESSENTIALS

Version 1 January 2017

APPLICANT'S FULL NAME:				
Required supporting documentation for your visa application. What we need and why we need it according to your travel purpose.		Business Meetings Conference	Private Family visit Friend visit	Culture Tourism Sports
BASIC IDENTITY	Danish embassy visa checklist completed correctly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1 <a href="#">visa application form</a> completed accurately and in capital letters incl. date and signature in field 36 & 37 ( <a href="#">Find our guide here</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 colour <a href="#">passport photo</a> , 35x45mm and not older than 6 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 <b>original passport</b> , valid 3 months after your last day of stay in a Schengen country and with minimum 2 blank pages to affix visa.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 copy of <b>passport's data page</b> incl. name, photo and id details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 copy of previous Schengen visas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCHENGEN INSURANCE	1 copy of a one-page document stating that you are covered by a <b>Schengen travel medical insurance (TMI)</b> , i.e. minimum medical coverage of EUR 30.000 for all medical expenses, including repatriation occurring in <b>any Schengen country</b> . The TMI must specifically state validity for SCHENGEN (i.e. valid for DENMARK is not sufficient). If you have multiple entries, your insurance must cover every entry into the Schengen area. TMI coverage for Greenland and Faroe Islands must be stated specifically in addition to Schengen coverage (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCIAL AND OCCUPATIONAL	Copy of proof of sufficient financial means of subsistence during the intended stay, 3 months <b>bank statements</b> , indicating proof of R1050 per day if stay in hotel or R730 per day if accommodation is cared for privately.	-	<input type="checkbox"/>	<input type="checkbox"/>
	1 official <b>employment letter</b> stating proof of employment, purpose of visit, guarantee for travel expenses and travel dates. For self-employed: Certificate from CIPC or SARS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 official <b>student letter</b> from school, college or university in South Africa certifying the student status of the applicant	-	<input type="checkbox"/>	<input type="checkbox"/>
INVITATION LETTER	Business: 1 original <a href="#">VU1 form</a> or invitation from company in Denmark stating purpose of visit and intended travel dates.	<input type="checkbox"/>	-	-
	Private: 1 original <a href="#">VU2 form</a> or private invitation, stating name, address, telephone number, signature, period of stay and place of accommodation during trip.	-	<input type="checkbox"/>	-
	Culture: 1 original <a href="#">VU3 form</a> or invitation from organisation in Denmark stating purpose of visit and dates.	-	-	<input type="checkbox"/>
	Seaman: 1 original <a href="#">VU4 form</a> or invitation from organisation in Denmark stating purpose of visit and dates.	<input type="checkbox"/>	-	-
TRAVEL ITINERARY	1 copy of your roundtrip <b>flight itinerary</b> specifying entry and exit from the Schengen area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 copy of <b>hotel reservation</b> (if not accommodated privately)	-	<input type="checkbox"/>	<input type="checkbox"/>
	1 copy of <b>cruise ship</b> itinerary (if purpose of travel is cruise tour)	-	-	<input type="checkbox"/>
	1 copy of <b>proof of registration</b> for conference, fairs, workshops, short-term studies and research etc. (applicable to purpose)	<input type="checkbox"/>	-	-
	1 copy of reservations and travel itinerary for package tours and pre-paid tours incl. contact details of tour operator	-	-	<input type="checkbox"/>
SPECIAL CONDITIONS	Non-South African residents in SA: 1 copy of <b>South African residence permit</b> valid 3 months after your last day of stay in a Schengen country.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spouses of EU nationals: 1 copy of <b>marriage certificate</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minors: 1 copy of <b>unabridged birth certificate</b> , certified parental consent as well as certified copies of parents ID/passports	-	<input type="checkbox"/>	<input type="checkbox"/>
	Officials: 1 copy of Note Verbal from DIRCO or relevant Ministerial Department.	<input type="checkbox"/>	-	-

**SUBMITTING APPLICATIONS** - Complete 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.



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#### SPECIAL PROVISIONS

##### If you lodge your application late - Acknowledgement of late application

I, the visa applicant:	<b>Name of Applicant:</b> _____ <b>Passport Number:</b> _____ <b>Date of Birth:</b> _____ <b>Signature:</b> _____
Hereby acknowledge that:	<p>I have been informed that applications must be submitted minimum 15 days and maximum 3 months before departure to the Schengen area in accordance with the EU Visa Codex.</p> <p>Lodging my application with less than 15 days before my departure is done so at my 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.</p>

##### Power of Attorney – If someone other than yourself lodges or retrieves documents

I, the visa applicant, whose biometric data has already been captured and saved by a Schengen State after June 2012.  Verify above by confirming that "VIS" is printed on previous Schengen Visa.	<b>Name of Applicant:</b> _____ <b>Passport Number:</b> _____ <b>Date of Birth:</b> _____ <b>Signature:</b> _____
Hereby authorize:  Whose copy of identification is attached here to.	<b>Name of proxy:</b> _____ <b>Passport/ID Number:</b> _____ <b>Date of Birth:</b> _____
To: (insert Y for "yes")	<input type="checkbox"/> To lodge my application on my behalf <input type="checkbox"/> To add or request documentation needed for the visa application. <input type="checkbox"/> To collect the passport when ready for collection.  Please note that signing or tampering with the original documentation is seen as forging a document. The Power of Attorney must be submitted in original and is not valid for minors.



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#### INFORMATION SHEET

##### **For holders of a visa issued by Denmark**

You (or another person dispatched by you) must always immediately upon delivery of the passport with the visa sticker inserted check that the printed information on the sticker is correct. The Danish Authorities cannot at a later stage be held liable, if a mistake has occurred when printing the visa sticker.

##### **How to read your visa sticker**

DURATION OF STAY.....DAYS indicates the number of days, you can stay in the Schengen area. The days should be counted from the date you enter the Schengen area (the entry stamp) to the date you exit the Schengen area (the exit stamp), i.e. both days included.

The period of time between "FROM ...UNTIL" is usually longer than the number of days printed in the "DURATION OF STAY" field. The difference in period is meant to give you flexibility to plan your entry into and exit from the Schengen area, but your stay in the Schengen area must never exceed the exact number of days in the "DURATION OF STAY ...DAYS" field. No matter how many days you have stayed in the Schengen area, you must leave no later than the date printed in the "UNTIL" field.

##### **Travel Medical Insurance (TMI)**

Unless otherwise indicated, you should be in possession of a travel medical insurance (with a cover of at least EUR 30,000) when entering the Schengen area. The insurance must be valid during your entire stay in the Schengen countries. If you have multiple entries, your insurance must cover every entry into the Schengen area.

##### **Financial means**

When entering and staying in the Schengen area, you must at all times be able to present documentation that you have the necessary means for your stay and for the return trip or that you are able to obtain these means in a legal manner. As a main rule, DKK 500 per day is adequate if you are going to stay in a hotel, and DKK 350 per day is adequate if you are going to stay in a hostel or the like, and the lodgings have not been paid in advance. As regards the return trip, you must be in possession of a valid return ticket or sufficient money to purchase a ticket. If you are invited by a host or a company in Denmark, it is advisable to bring the invitation form.

##### **Consequences of overstaying and misuse of visa**

Misuse of a visa may have severe consequences, as it may result in your being prevented from obtaining a new visa for a period of 3 or 5 years.

a) You will not be eligible for a new visa for a period of 5 years

- If you stay in Denmark or another Schengen country for more than one month beyond the period indicated in your visa, without prerequisite permit (unless you can provide documentation that the overstay was due to circumstances beyond your control).
- If you are expelled from Denmark.
- If you apply for asylum in Denmark or another Schengen country.
- If you submit an application for certain kinds of residence permit in Denmark. (As a main rule, an application for family reunification with a spouse will not result in a penalty period). For further information, please visit [www.newtodenmark.dk/misuse](http://www.newtodenmark.dk/misuse).

b) You will not be eligible for a new visa for a period of 3 years

- If you stay in Denmark or another Schengen country for a maximum of one month beyond the period indicated in your visa, without prerequisite permit (unless you can provide documentation that the overstay was due to circumstances beyond your control).