



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 decision will normally take place within 15 calendar days, provided all required documentation is handed in. The period may be extended up to a maximum of 60 calendar days in individual cases, if further scrutiny of the application is needed and is submitted to the Danish Immigration Service.

Checklist	Type of document
<input type="checkbox"/>	One completed printed and signed ApplyVisa-cover letter. Signature must match the one in your passport
<input type="checkbox"/>	Current passport should be valid for at least three months beyond the intended duration of stay in the Schengen area/Greenland/Faroe Islands. The passport must have at least two blank pages to affix the visa.
<input type="checkbox"/>	Previous passports – if any previous Schengen visas and stamps
<input type="checkbox"/>	Belgian residence card (original Belgian residence permit must be shown at VFS) Belgian re-entry visa and/or Belgian residence card must be valid for at least 3 months beyond the intended departure from the Schengen area/Greenland/Faroe Islands.
<input type="checkbox"/>	Proof of sufficient funds for the stay in the host country. Original recent Belgian Bank Statement (covering the last 3 calendar months and showing applicant's name and address). (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.
<input type="checkbox"/>	If financially supported by applicant's spouse (for example if the applicant does not work), a marriage certificate and the spouse's bank statements must be provided.
<input type="checkbox"/>	Proof of sufficient funds to purchase a round trip: Bank statement showing sufficient funds to cover your trip in the Schengen area/Greenland/Faroe Islands. The Danish Mission recommends that you do not buy a plane ticket before your visa has been approved.
<input type="checkbox"/>	Proof of purpose of visit <ol style="list-style-type: none"> 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). Tourism: Accommodation reservation. Must show your name (as it appears in your passport), must cover each day of your stay in the Schengen area/Greenland/Faroe Islands. 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. The Danish Mission recommends that you book accommodation that can be cancelled in case your visa was not approved (in time). Business/Conferences: Original signed letter from foreign business partner. You may also use the business invitation form VU1 available on www.newtodenmark.dk. The letter must explain the nature and duration of stay and number of entries required. Special for Conferences: confirmation with paid registration fee.
<input type="checkbox"/>	<ul style="list-style-type: none"> Travel Insurance: The insurance must cover 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/Greenland/Faroe Islands.
<input type="checkbox"/>	Evidence of occupation OR student status <ul style="list-style-type: none"> Employed: Original letter from your employer confirming your start date and continued employment or original recent pay slips. If you are self-employed: Original letter from a solicitor, accountant or Irish authority confirming self-employment status Student (including children under 18): Original letter of enrolment from educational institution indicating start and end date of your studies. Unemployed: Permission of the local Social Welfare Office for the intended trip (if trip is longer than 2 weeks) and proof of the weekly or monthly social welfare payments. Must be dated, signed and cannot be more than 1 month old. Must be on letterhead.
<input type="checkbox"/>	In case of minors (< 18 years) traveling: <ul style="list-style-type: none"> 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. A photocopy of both parents' passports with signatures. If not, copies of the ID cards of the parents. Original birth certificate of the minor Note: If minor traveling with one parent, all the above documents from the other parent are required.
<input type="checkbox"/>	Family member of EU/EEA citizen: <ul style="list-style-type: none"> The EU/EEA citizen's original passport Original residence card based on EU/EEA family member (if not clear bring your letter from Department of Justice) Original marriage certificate or birth certificate