

DENMARK - CHECKLIST OF REQUIRED DOCUMENTS FOR SCHENGEN VISA

In **Ramallah**: Royal Danish Representative Office, Othman ben Affan St.48

Tel: +972 2 241 5280 - Fax: +972 2 242 0331

ramrkvisa@um.dk - <http://ramallah.um.dk/en/>

In **Gaza**: 33-1360 Khaled Ben El Walid Street

Tel: + 972 8 2840473 - Fax: + 972 8 2886682

P_talaA@vfsglobal.com - <http://denmarkvisa-palestinianterritory.com/index.html>



	<i>Please read carefully, print and use this checklist of required documents</i>	Yes	No
1	Completely filled and signed Application form . All questions must be answered including the full address and contact telephone numbers of the applicant and reference in Denmark Note! Section 34 - 37 is only for EU, EEA or CH citizens.		
2	Passport or Travel document : a valid national passport or other valid travel document as well as ID. The validity of the passport must exceed the validity of the visa by a least 3 months. The passport or the travel document must also contain at least 2 blank pages and have been issued less than 10 years ago.		
3	A copy of the ID .		
4	One passport size photograph : the photo (35mm x 45mm) must have plain white background and must be no more than 6-months old.		
5	<p>The documents indicating the purpose of your journey.</p> <ul style="list-style-type: none"> ○ For a business trip: a signed invitation from the inviting company in Denmark including full name of the applicant, purpose and length of visit, who will cover the costs of travel and accommodation, company's contact details + letter from the employer stating that the applicant is the employee of the company, mentioning position and salary as well as professional mission OR fill in the VU1 form. ○ For a visit to a relative: a signed invitation from the relative including full name of the applicant, purpose and length of visit, address of stay in Denmark and contact details of the host + copy of the host's passport + copy of relevant documents proving the family relations (certificates of birth, marriage etc.) + work confirmation letter from the employer with indication of annual leave OR fill in the VU2 form. ○ For a visit to a friend: a signed invitation from the friend including full name of the applicant, purpose and length of visit, address of stay in Denmark, contact details of the host + copy of the host's passport + work confirmation letter from the employer with indication of annual leave OR fill in the VU2 form. ○ For tourism: details on the purpose and itinerary + booking of hotel for whole period of stay + a work confirmation letter from the employer with indication of annual leave. ○ For training/internship/seminar/course: certificate of enrolment at an education establishment or invitation from company/institution, including full name of the applicant, purpose and length of visit, address of stay in Denmark, contact details of the establishment/company/institution + in case of internship, letter from the company/institution indicating if the internship is paid (how much) or unpaid OR fill in the VU3 form. ○ For political/scientific/cultural/sports or religious events: a signed invitation from the organizing authority of the event including full name of the applicant, purpose and length of visit, address of stay in Denmark, contact details of the organizing authority + document that proves applicant's connection with the sending organization OR fill in the VU3 form. ○ For medical treatment: documentation of fixed appointment from a Danish doctor or hospital with a slip of the advanced payment of the medical treatment and medical report from a Palestinian doctor or hospital. <p>If you are applying for a multiple-entry visa, you must in addition establish the need to travel frequently and/or regularly, inter alia because of your job or your family situation, and prove your integrity and reliability, inter alia by the legal use of visas issued previously.</p>		

6	<p>Travel Medical Insurance: proof of insurance policy covering all Schengen countries for the duration of the visa with a minimum coverage of EUR 30,000 for unforeseen expenditures. These include urgent medical treatment or other emergencies and the transportation cost to return home in case of a serious illness. The insurance companies that are recognized by the EU are:</p> <ul style="list-style-type: none"> ○ Ahliea Insurance Group – AIG ○ Al-Takaful Palestinian Insurance Co. ○ Global United Insurance Company ○ Trust International Insurance Company – Palestine ○ National Insurance Company – NIC ○ Al Mashreq Insurance Company <p>Exemptions: some occupational groups may be exempt from the insurance requirement if they already hold the appropriate insurance in connection with their work. Others exempted from the medical insurance requirement are those who:</p> <ul style="list-style-type: none"> ○ Possess a diplomatic passport ○ Apply for an airport transit visa ○ Are relatives of an EU/Swiss citizen, i.e. his/her husband or wife, registered partner, common law spouse, children under 21 years of age, older children who are financially dependent on their parents, parents who are financially dependent on their children in the Schengen country of destination. <p>Remember to bring your insurance certificate with you during your travel. Lack hereof can lead to rejection at the border.</p>		
7	<p>Proof of solvency: you must have enough money to finance your stay in Denmark and your return journey. You must normally have DKK 500 for each day of your stay in Denmark. Alternatively, someone you know, who is living in Denmark, can give a financial guarantee. To proof your solvency, bring a copy of bank statements for the past three months, and/or copy of credit card with credit card statements, and/or copy of salary slips of the last three months.</p>		
8	<p>Information about travel arrangements and accommodation: documents showing reservation of round-trip ticket with intended dates of travel and/or document that proves accommodation in Denmark: booking of hotel reservation for whole period of stay if accommodation is not provided by host or official form/invitation letter confirming accommodation by host.</p>		
9	<p>Proof of the reservation of a return ticket must be presented at the time you apply for the visa. The definitive non-transferable return ticket in your name is not required yet when you lodge the visa application, to avoid unnecessary costs.</p>		
10	<p>Guardian consent: in cases where the applicant is under the age of 18, documentation of parental consent is required as well as birth certificate for the applicant and copies of both parents' ID or passport. The parents must appear in person accompanying the child, a copy of their visas and a letter stating that they will accompany the child is needed. Note that the application must be signed by the parent.</p>		
11	<p>Copy of the valid Annual Residence Permit and Work Permit for non-Palestinians. National exempted from residency rules should, submit the appropriate document from the Palestinian Authority.</p>		

More supporting documents

Please note, that additional documents can be required depending on the purpose of the visit. These could be birth certificate, marriage certificate, etc.