



Dear applicant,

If any documents are marked with **NO below**, your application for a visa for Denmark is **incomplete**. Please arrange with VFS to hand in the missing documents **within 5 calendar days from today**. If the documents have not been received by this deadline, the decision will be based on the information available.

You will be informed when a decision on your visa application has been reached or if further information is needed. **Missing documents, declining to provide further documentation or not making yourself available for interview when asked may negatively affect the visa decision.**

Required documents provided when handing in application:		YES	NO
Correctly signed application form – printed and signed ApplyVisa cover letter. Signature must match the one in your passport.			
Signed current passport (+ copy of all pages) – issued within the last 10 years, have two blank pages and be valid for at least 3 months beyond your intended stay in the Schengen area.			
If available, previous passport – all previous Schengen visas and stamps must be provided.			
Proof of UK residency (original BRP and/or Share code) – valid for 1 month beyond your intended stay in the Schengen area.			
Travel and medical insurance – covering the requested travel dates and valid for the entire Schengen area. Must cover emergency medical expenses, hospitalisation and repatriation (incl. in event of death) for the minimum sum of €30.000.			
Proof of sufficient funds for the stay – original UK bank account statements showing the balance and your full name, covering the last 3 calendar months – approx. £40-60 per day - If sponsored by spouse: marriage certificate + sponsorship letter + spouse’s bank statements.			
Travel plan:	1) an itinerary showing your planned day-to-day activities in Denmark		
	2) proof of accommodation or sufficient means to cover such costs		
	3) reserved return tickets or sufficient means to cover such costs		
- If visiting several Schengen countries, include intra-Schengen flight/train/bus/car itinerary. - <b>We recommend that you do <u>not</u> buy any tickets before your visa has been approved.</b>			
Evidence of occupation – on letterhead, signed, and less than 1 month old. <ul style="list-style-type: none"> <li>• <b>Employment:</b> Letter from employer incl. salary and position of applicant and 3 months’ payslips</li> <li>• <b>Self-employed:</b> Accountant letter incl. annual salary drawn and self-assessment form edited by revenue and customs authorities</li> <li>• <b>Student:</b> Letter of enrolment/confirmation of student status.</li> </ul>			

If your application is **received at the Embassy less than 15 calendar days** before your intended travel date, the **Embassy can deem your application inadmissible**. If so, the Embassy will NOT process your visa application and your passport and documents will be returned to you and the visa fee refunded.

Date and signature of applicant:	
VFS staff member’s signature:	