

Visiting Family & Friends Visa – Checklist

Type of document
Application form completely filled and signed by the applicant
One recent (less than six months old) passport-size photograph in color with good resemblance. (3.5cm / 4.5cm)
The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least Two blank page to affix the visa.
A covering letter from the applicant introducing himself/herself, explaining the purpose, duration & itinerary of the visit in brief.
A sponsorship letter (not older than 6 months) issued by the reference in Denmark. The sponsorship letter to specifically contain the applicant's name, address, relationship with the guarantor/reference (proof to be attached), duration of stay & the nature of costs being sponsored.
Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.
Flight reservations of return or round ticket. If applicant is traveling to several Schengen states proof of intra-Schengen Flight reservation, Train Itinerary or Car rental.
Sponsor/Guarantor documents such as: <ul style="list-style-type: none"> • Danish/Icelandic sponsor/guarantor – Color Copy of passport. • Non Danish/Icelandic sponsor/guarantor – Color copy of passport First & Last page and color copy of valid residence card. The residence card should be valid for the entire travel period.
A copy of Marriage Certificate - In case visiting spouse living in Denmark
A copy of Birth Certificate- In case visiting parents living in Denmark
Evidence of source of Financial support such as: <ul style="list-style-type: none"> • Original bank statement showing movements in the last three months duly stamped and signed by the bank. • In case applicant is employed pay slips for the last three months, employment contact, employers statement on approval for holidays. • In case applicant is the proprietor / owner of the company, company's bank statement, proof of paid income tax, company memo, partnership deed, establishment license or proprietorship etc are required.
A Proof of employment & leave letter sanctioned on company's letterhead. For student, leave letter / report card issued from School and ID is required.
Reason letter in case s/he has not travelled on the Previous Schengen Visa.
One set of Colored copy of the entire passport including blank pages. If having old passport colored copies of first and last page and UK, US, Australia, Canada and Previous Schengen Visa Copies if any.