Royal Danish Embassy Ottawa - Visitor Visa Document Checklist
Travelling to Denmark, the Faroe Islands, Greenland, Iceland, Norway or Sweden

DO NOT PURCHASE A TICKET PRIOR TO VISA APPROVAL

IMPORTANT INFORMATION

- Personal appearance is required for all applicants unless their biometrics were already recorded for a Schengen type C visa within the last 59 months.

- If you fail to submit any of the mandatory documents from this checklist, VFS Global will inform you of the missing document(s) in writing.

  You must submit the missing documentation directly to the Embassy within **3 calendar days**.

  Failing to do so can result in either a refusal of your visa or a shortened visa.

- You must ensure that your invitation / hotel bookings and travel insurance matches the dates you are requesting a visa for.

- If you are bringing original documentation to your appointment, you must also bring a copy if you wish to keep the original. Once a case has been processed, all associated documentation is shredded.

Please scroll down for the document checklist and submit it along with your application.

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Documentation cannot be older than three months, based on your arrival date in Schengen area.

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Name: _____ Phone: _____ Email: _____

1.	**Check the current processing time here.**	☐
2.	**Visa Self Service cover letter (signed and dated),** printed from your on-line visa application.	☐
3.	**Receipt for payment** from your on-line visa application. Check the fee schedule for fee reductions and exemptions.	☐
4.	**Passport**, must be less than 10 years old for the duration of your trip, and valid **at least** 3 months after your return date from the Schengen area. Must have at least 2 blank pages left for inserting the visa (not necessarily next to each other).	☐
5.	**Colour photocopy of your passport identity page** (incl. extension and name alteration pages if applicable), previous Schengen visas (including all **entry and exit stamps**) for the last 5 years, as well as any valid UK and American visas.	☐
6.	**Colour photocopy of re-entry permission to Canada**, i.e. Permanent Residence Card, Canada Visa etc. A Canadian temporary residence permit paper does not allow re-entry; a **colour copy** of a Canadian visa is also required. A confirmation of Canadian permanent residence status does not allow re-entry, you must have the physical card. The re-entry permission must be valid for **at least** 90 days after your return date from the Schengen area.	☐ ☐
7.	**Invitation from host.** (Not required if you are staying in a hotel/hostel, etc.) - The manual invitation form is available here. - An online invitation can be completed here (**Invitation ID must be submitted**. For Danish residents only). - The invitation **MUST state the exact dates** of the visit, **not** a general time frame. **For all countries** - Your host must submit a copy of his/her passport data page and residence permit (if applicable).	☐ ☐ ☐
8.	**A letter of consent** if you are a minor travelling without your parent or guardian. Must include the parent or guardian's passport data pages. If both parents are **not** travelling with the child, a letter of consent is required.	☐
9.	**Letter from your employer** confirming your start date and continued employment. Must be **dated, signed** and **cannot be more than 90 days old**. Must be on letterhead. **If you are self-employed** please submit your business registration. or **Letter of enrolment from educational institution** indicating start and end date of your studies.	☐ ☐
10.	**Hotel/hostel reservation** (Not required if you have an invitation covering your accommodations). Must show your full name (**as it appears in your passport**), must cover **each day** of your stay in the Schengen area. If the hotel bookings are in the name of a travel companion, a **signed** letter of support must be submitted along with a copy of this person's passport data page.	☐

11.	**Proof of sufficient funds for the stay in the host country**.
	 - Can be in the form of chequing accounts, savings accounts or credit card statements. **No investments**.
	 - Must have **your name**, as it appears in your passport. **Being sponsored by others is not accepted**.
	 - Must include **transactions for the most recent 90 consecutive days from the same account.**
	 - Required amount:
	    o If your trip is self-financed: $95 per day.
	    o If your accommodations are covered (must be documented): $35 per day.
	    o If all costs are covered (must be documented): $10 per day for pocket money.
		☐ ☐ ☐ ☐

12. **Proof of travel medical insurance.**
The following six providers of travel medical insurance are accepted.
No other travel insurances will be accepted.

Requires a valid health card:	Allianz	RBC Classic Medical	TD Travel Insurance
Does not require a valid health card:	AXA Schengen	Mawista	Trawick

The confirmation of insurance must clearly state the **name of the insured** as well as the **coverage dates**.
Must include the following: Minimum **€30.000 coverage**, **no deductible, repatriation in case of illness and death**.

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13.	**Photocopy of valid provincial health card** – must show **expiry date**. See above for the accepted travel medical insurances that require a valid provincial health card.	☐