

ROYAL DANISH EMBASSY OTTAWA
TRAVELLING TO DENMARK, THE FAROE ISLANDS, GREENLAND, ICELAND, NORWAY OR SWEDEN
VISITOR VISA DOCUMENT CHECKLIST

IMPORTANT INFORMATION

Please note that the Embassy will issue a visa based on the exact dates submitted in your online application, provided that your visa is approved, the application fulfils the requirements for visa approval and you have insurance coverage for these days. If you do not have sufficient insurance coverage for the days requested, the Embassy will issue the visa according to the purchased insurance.

The Embassy recommends that you **do not purchase a ticket** prior to visa approval, as this approval **CANNOT** be guaranteed. If your travel dates change from what you submitted in your online application, you must contact the Embassy **immediately** via email at ottambconsular@um.dk.

If you are visiting **several Schengen member states**, this must be **clearly demonstrated in your documentation** in the form of invitations and/or hotel bookings covering **every day** of your stay within Schengen.

If you are leaving the Schengen area during your stay and require additional entries on your visa, this must also be clearly stated and documented. If your submitted documentation does not support the need for multiple entries, a single entry visa will be issued.

If anything is missing from your application, the Embassy will contact you **once ONLY**. If you do not submit the missing information within **5 calendar days** after handing in your application, the Embassy will forward your application to the immigration authorities in the country you plan to visit with a recommendation that your case be closed due to incomplete documentation.

If your case is closed or you change your travel dates after a visa has been issued, you must re-apply and pay the processing fee again.

Please note that the items requested on the Embassy's document checklist are **mandatory**.
If bringing originals when submitting your application, you must also bring a copy if you wish to keep the original document.

GENERAL INFORMATION

Please note that your visa application cannot be submitted more than 3 months prior to your arrival date in the Schengen area.

Only applicants under the age of two years old should bring a photograph. All other applicants will have their photograph taken when submitting the application.

According to Schengen rules the Embassy retains the right of a 15-day processing time, exclusive of shipping. The 15-day timeframe may be extended up to 60 days if further examination is needed.

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



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Please note that the items requested on the Embassy's document checklist are mandatory.

A visa will **not** be issued unless **all** of the documents below have been submitted.

Name: _____ Phone: _____ Email: _____		
1.	Visa Self Service cover letter (signed and dated) , printed from your on-line visa application .	<input type="checkbox"/>
2.	Receipt for payment from your on-line visa application . Check the fee schedule for fee reductions and exemptions.	<input type="checkbox"/>
3.	Passport , no older than 10 years at time of travel, and valid at least 3 months after your return date from the Schengen area. Please make sure that there are at least 2 blank pages left for inserting the visa.	<input type="checkbox"/>
4.	Colour photocopy of your passport identity page (incl. extension data and name alteration pages if applicable) and all pages with previous Schengen visas (including all entry and exit stamps) for the last 5 years, as well as UK and American visas. If you have copies of old Schengen visas in a previous passport, you may choose to include these too to show a history of your travels to the Schengen area.	<input type="checkbox"/>
5.	Colour photocopy of re-entry permission to Canada , i.e. Permanent Residence Card, Canada Visa etc. Please note that the paper version of the Canadian temporary residence permit does not allow re-entry on its own, you must therefore submit a colour copy of the corresponding Canadian entry visa. The re-entry permission must be valid for at least 90 days after your return date from the Schengen area.	<input type="checkbox"/>
6.	Invitation from host. <ul style="list-style-type: none"> - The manual invitation form is available here. - An online invitation can be completed here (Invitation ID must be submitted. For Danish residents only). For all countries - Your host must submit a copy of his/her passport data page and residence permit (if applicable). If you have hotel bookings for the full duration of your stay, an invitation from a host is not required.	<input type="checkbox"/>
7.	For multiple entries , you must submit additional supporting documentation, e.g. invitations indicating multiple visits (including copy of host's passport), hotel bookings or detailed travel plans. This is also required if subsequent visits are to Schengen member states not represented by the Royal Danish Embassy.	<input type="checkbox"/>
8.	A letter of consent if you are a minor travelling without your parent or guardian and include the parent's or guardian's passport data pages. If both parents are not travelling with the child, a letter of consent is required.	<input type="checkbox"/>
9.	Letter from your employer indicating when you began working and if you are able to return to your job . This letter must be dated and cannot be more than 90 days old . 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.	<input type="checkbox"/>
10.	Hotel/hostel reservation in your name (as it appears in your passport) or letter of accommodation, covering every day of your stay in Schengen. If your 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. If your accommodations are covered by a host, a hotel booking is not required.	<input type="checkbox"/>
11.	Proof of sufficient funds for the stay in the host country . You can submit bank statements showing transactions for the most recent 90 consecutive days from the same bank account or international credit card in your name. 500 DKK (\$95 CAD) is required per day for a hotel stay and 350 DKK (\$65 CAD) per day for a stay in a hostel or the like. The amount is calculated on the basis that the lodgings have been paid in advance. For this reason a hotel/hostel reservation is required. If you are staying with family or friends , and they have declared their readiness to cover all expenses during your stay in the host country, you still must prove to be in possession of your own pocket money .	<input type="checkbox"/>
12.	Proof of travel medical insurance in the form of a 1-5 page summary of insurance coverage: <ul style="list-style-type: none"> - Must be from a Canada or Schengen-based insurance company and must list the applicant's name. - Must specify the dates covered (all the days in Schengen area). - Must cover emergency hospital treatment in all of the Schengen countries with a minimum coverage of 30.000 Euros and with no deductible. - Must cover the applicant for repatriation to Canada in case of illness - Must cover the applicant for repatriation to Canada in case of death All other types of insurances are unaccepted (handwritten, full policy booklet, from non-Canadian companies.) Non-exhaustive list of providers with adequate coverage and 1-5 page summaries: AXA Allianz RBC	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13.	Photocopy of valid provincial health card – copies of front and back. Most travel insurance policies require valid government health insurance to provide the required amount of coverage for the Schengen area.	<input type="checkbox"/>