

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

IMPORTANT INFORMATION

Missing a document = No visa.

- If you fail to submit any of the mandatory documents from the checklist below, VFS Global will inform you of the missing document(s) in writing.
You will be required to submit the missing documentation directly to the Embassy within **5 calendar days**.
Failing to do so will mean either a refusal of your visa or a shortened visa.
- You must ensure that the days you are requesting your visa to be valid for matches the invitation and travel insurance that you are submitting.

Examples:

- The invitation from your host is 20 days. You have purchased insurance for 10 days. If approved, your visa will only be valid for 10 days.
- You have requested a 30 day tourism visit. You have hotel bookings for 25 days. If approved, your visa will only be valid for 25 days.
- If you request a multiple entry visa, but do not submit documentation supporting this, a single entry visa will be issued, if approved.
- **DO NOT** purchase a plane ticket prior to having received visa approval as visa approval is **NOT** a guarantee.
- 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.

Name: _____ Phone: _____ Email: _____		
1.	Check the current processing time here .	<input type="checkbox"/>
2.	Visa Self Service cover letter (signed and dated), printed from your on-line visa application .	<input type="checkbox"/>
3.	Receipt for payment from your on-line visa application . Check the fee schedule for fee reductions and exemptions.	<input type="checkbox"/>
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).	<input type="checkbox"/>
5.	Colour photocopy of your passport identity page (incl. extension data and name alteration pages if applicable), all pages with previous Schengen visas (including all entry and exit stamps) for the last 5 years, as well as UK and American visas.	<input type="checkbox"/>
6.	Colour photocopy of re-entry permission to Canada, i.e. Permanent Residence Card, Canada Visa etc.	<input type="checkbox"/>
	A Canadian temporary residence permit paper does not allow re-entry; a colour copy of a Canadian visa is also required. The re-entry permission must be valid for at least 90 days after your return date from the Schengen area.	<input type="checkbox"/>
7.	Invitation from host. (Not required if you are staying in a hotel/hostel, etc.)	<input type="checkbox"/>
	- The manual invitation form is available here .	<input type="checkbox"/>
	- An online invitation can be completed here (Invitation ID must be submitted . For Danish residents only).	<input type="checkbox"/>
	- The invitation MUST state the exact dates of the visit, not a general time frame.	<input type="checkbox"/>
	For all countries - Your host must submit a copy of his/her passport data page and residence permit (if applicable).	<input type="checkbox"/>
8.	Need multiple entries ? This must be documented via invitations indicating multiple visits, future hotel bookings or very detailed travel plans. Also applies for future visits to Schengen member states not represented by the Royal Danish Embassy.	<input type="checkbox"/>
9.	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.	<input type="checkbox"/>
10.	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.	<input type="checkbox"/>
	or Letter of enrolment from educational institution indicating start and end date of your studies.	<input type="checkbox"/>
11.	Hotel/hostel reservation (Not required if you have an invitation covering your accommodations). Must show your 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.	<input type="checkbox"/>
12.	Proof of sufficient funds for the stay in the host country.	<input type="checkbox"/>
	- Can be in the form of chequing accounts, savings accounts or credit card statements. No investments .	<input type="checkbox"/>
	- Must have your name , as it appears in your passport, printed on it.	<input type="checkbox"/>
	- Must include transactions for the most recent 90 consecutive days from the same account	<input type="checkbox"/>
	- Required amount: <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
13.	Proof of travel medical insurance in the form of a 1-5 page summary of insurance coverage:	<input type="checkbox"/>
	- Must be from a Canadian or Schengen-based insurance company and must list the applicant's name .	<input type="checkbox"/>
	- Must specify the dates covered (all the days in Schengen area) or be on-going benefits through employer.	<input type="checkbox"/>
	- Must cover emergency hospital treatment in all of the Schengen countries with a minimum coverage of 30.000 Euros .	<input type="checkbox"/>
	- Must have zero deductible .	<input type="checkbox"/>
	- Must cover the applicant for repatriation (return) to Canada in case of illness .	<input type="checkbox"/>
	- Must cover the applicant for repatriation (return) to Canada in case of death .	<input type="checkbox"/>
	- No hand-written information is accepted.	<input type="checkbox"/>
	- You must be eligible for your insurance. See #14.	<input type="checkbox"/>
	If you cannot check off all of the checkboxes on the right, a visa will NOT be issued.	
Non-exhaustive list of providers with adequate coverage and 1-5 page summaries: AXA Allianz RBC Marwista		
14.	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"/>