

**ROYAL DANISH EMBASSY OTTAWA**  
**TRAVELLING TO DENMARK**

**Working Holiday – Document Checklist**

In order to ensure quick and efficient processing you must prepare all necessary documentation **before** you submit the application package in person to a VFS Global office. Failing to submit all relevant documentation will result in unnecessary delays or rejection.

**All submitted copies must be on A4 or letter size paper and be in English or Danish.**  
**Please do not submit double-sided copies and refrain from using staples.**

**Personal appearance is mandatory.**

Applications **cannot** be submitted more than 3 months prior to your entry date.

|  |   |                          |
|--|---|--------------------------|
| Name: _____ Phone: _____ Email: _____  |   |                          |
| Please indicate submitted documents with <input type="checkbox"/> . Submit the checklist along with your application and supporting documents. |   |                          |
| 1.   | One completed <b>WH1 application form</b> .   | <input type="checkbox"/> |
| 2.   | <b>Copy of your passport</b> (data page, front & back cover and all pages with information or stamps)<br>Must be on A4 or letter size paper.<br>You will need to show your original passport for verification purposes.   | <input type="checkbox"/> |
| 3.   | <b>Proof of sufficient funds</b><br>i.e. bank statement or credit card statements showing access to at least 15,000 DKK. Please make sure that the statement is not older than 1 week and that your name is clearly indicated on the document.<br>Joint accounts or letters from parents/guardians guaranteeing financial support are <b>not</b> accepted.<br>Financial means <b>must</b> be readily available, such as in a chequing or savings account. Stock portfolios and investment statements are <b>NOT</b> acceptable. | <input type="checkbox"/> |
| 4.   | <b>Proof of transportation</b> i.e. a purchased ticket or additional funds to pay for one.<br>(the current amount required is an additional \$1,000 CAD).   | <input type="checkbox"/> |
| 5.   | <b>Proof of travel medical insurance.</b> You must provide proof of coverage for:<br>- Repatriation for medical reasons.<br>- Urgent medical attention.<br>- Emergency hospital treatment.<br>- Your insurance must be <b>valid for the same number of days</b> (or more) as the time period in Denmark.  | <input type="checkbox"/> |
| 6.   | <b>Full travel medical insurance policy.</b>  | <input type="checkbox"/> |
| 7.   | <b>Valid provincial health card</b> – copies of front and back. Most travel insurance policies require valid government health insurance to provide the required amount of coverage.  | <input type="checkbox"/> |
| 8.   | <b>Receipt of payment to Immigration Service</b> (Case Order ID). Read more about paying the fee <a href="#">here</a> .   | <input type="checkbox"/> |
| 9.   | <b>Proof of payment</b> to the Danish Ministry of Foreign Affairs. Payment is made through the <a href="#">web shop</a> .<br>The fee must be paid in accordance with our <a href="#">fee schedule</a> .   | <input type="checkbox"/> |

**What happens after you submit your application?**

1. Your application is forwarded to the Danish Embassy in Ottawa.
2. The Embassy forwards the complete application to the Danish Immigration Service or Danish Agency for Labour Retention and International Recruitment.
3. After processing the application, the Danish Immigration Service or Danish Agency for Labour Retention and International Recruitment forwards the decision to the Embassy.
4. If a permit has been granted, the Embassy will notify you directly. You can then travel to Denmark to have the permit issued. Please note that if you are not visa exempt for Denmark, an entry visa will need to be issued for you. If your application has been refused, the Embassy will send you a refusal letter.