



SCHENGEN APPLICATION FORM

- Full Name :
- Phone number :
- Email address :
- Home address :
- Marital status :
- Current occupation :
- Name of employer :
- Address of employer :
- Employer email address :
- Employer phone number :
- Intended date of travel and return :
- Date of most recent Schengen visa (from dd/mm/yyyy - to dd/mm/yyyy) :
- Surname and first name of the inviting person or Hotel reservation :
- Address of invitee :
- Email of invitee:
- Phone number of invitee:

Please attach the international passport data page and most recent Schengen visa.

DOCUMENT REQUIREMENTS (CHECKLIST FOR CLIENT)

Tourist Visa

- Completed and signed cover letter from the ApplyVisa portal
- One recent passport-size photo (max 6 months old, 3.5 × 4.5 cm)
- Valid passport (minimum validity: 3 months beyond trip + 2 blank pages)
- Documentation of previous travel history (old passports if relevant)
- Personal cover letter explaining trip purpose, duration & itinerary
- Travel Medical Insurance (minimum coverage €30,000, valid for all Schengen).
- Round-trip flight reservation and intra-Schengen bookings if applicable
- Proof of accommodation (hotel booking or host guarantee)
- Proof of social ties (marriage/birth certificates) if applicable
- For minors: parental consent, custody documentation, and parents' ID copies
- Proof of financial means (bank statement – 3 months, pay slips, employment letter, tax documents if self-employed)
- Employer introduction/leave letter or student letter & school documents

Visiting Family and Friends Visa

- Completed and signed cover letter from ApplyVisa
- One recent passport-size photo (3.5 × 4.5 cm)
- Valid passport (minimum validity: 3 months beyond trip + 2 blank pages)
- Documentation of previous travel history
- Signed invitation letter from host (or VU2 electronic invitation)
- Copy of host's passport bio page & residence documentation
- Proof of relationship (birth/marriage certificates, photos, communication)
- Travel Medical Insurance (€30,000 coverage)
- Round-trip flight reservation & intra-Schengen tickets if needed
- Proof of ties to home country (marriage, birth certificates, company registration)
- Financial proof (bank statements, pay slips, employment letter, tax docs if self-employed)
- For minors: parental consent, custody documents, parents' IDs, and birth certificate
- Employer or school introduction/leave letter where applicable.

Business Visa

- Completed and signed cover letter from ApplyVisa
- One recent passport-size photo (3.5 × 4.5 cm)
- Valid passport (minimum validity: 3 months beyond trip + 2 blank pages)
- Documentation of previous travel history
- Business cover letter from employer/organization including:
 - Name & designation of applicant
 - Purpose of visit, company to visit, address, stay duration
 - Planned future visits to Schengen (if any)
- Copies of business registration, tax clearance, shipping/billing documents (if self-employed)
- Signed invitation letter from host company (or VUI electronic invitation)
- Travel Medical Insurance (€30,000 coverage)
- Round-trip flight reservation & intra-Schengen bookings if needed
- Proof of accommodation (hotel or host sponsorship)
- Financial proof (bank statements, pay slips, company account docs, tax receipts)
- Personal bank statement (3 months) stamped and signed.

Note for Business Trip

- Kindly make sure that your application contains sufficient, correct, and adequate information. All information must be correct and reflect your planned trip.
- In case any document is missing on the submission date, additional documents can be submitted only by applicants themselves at VFS or to the Denmark Embassy via email abvambvisa@um.dk within 5 business days from the date of submitting the Visa Application in VFS.
- The applicant can be asked for additional documents or may be called for an interview if deemed necessary by the Embassy.
- All supporting documents should be submitted in both original and a copy.