



**APPLICATION TO DENMARK, FAROE ISLANDS, GREENLAND AND NORWAY
DOCUMENT CHECKLIST – VISITING FAMILY OR FRIENDS**

Your application and documentation will be delivered to the Embassy of Denmark in Rabat and your case will be processed by the Royal Danish Consulate General in Dubai. The Consulate accepts documents in English, French, Arabic, and Danish.

If any documents are marked with **NO** below, your application for a visa for Denmark is incomplete.

Name of applicant: _____

LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
1. Schengen Visa Application Cover letter completely filled at https://applyvisa.um.dk/ <ul style="list-style-type: none"> Must be printed, dated and signed by the applicant. 		
2. Visa Fee payment receipt printed from https://applyvisa.um.dk/		
3. Original Passport / Travel document <ul style="list-style-type: none"> Validity of minimum 3 months after the intended date of departure from Schengen Area. Minimum 2 blank pages. Issued within the last 10 years. Optional: Copy of previous visas, permits and Schengen entry/exit stamps for consideration of longer validity of visa cf. cascade rules.		
4. 1 passport photo: max. 6 months old, on white background, measuring 3.5 x 4.5 cm.		
5. For non-Moroccan nationals: <ul style="list-style-type: none"> Moroccan residence card (or proof of application for the card); valid 3 months after last day of stay in a Schengen country. Documents proving civil status (marriage certificate, birth certificate and/or family record book or other) (to be presented as applicable). 		
6. Proof of Travel Medical Insurance <ul style="list-style-type: none"> The insurance coverage must be valid throughout the territory of the Schengen area and for your entire stay. The minimum coverage accepted is EUR 30,000. 		
7. Proof of means of transport <ul style="list-style-type: none"> Travel itinerary (air, bus or ferry) indicating intended travel dates. The Consulate recommends that you do not buy a plane ticket before your visa has been approved.		
8. Proof of accommodation <ul style="list-style-type: none"> Hotel reservation or Proof that applicant rents or owns real estate in the Member state of destination or Confirmation of private accommodation, mentioning that the host will be covering the visa applicant's costs (option: VU2 invitation) or Proof of sufficient financial means to cover accommodation costs. 		
9. Invitation letter <ul style="list-style-type: none"> Invitation from the host (family or individual), where applicable, see below. A copy of ID card or bio data page of the host's passport; residence permit, proof of residence (property title deeds, rental agreements etc., proof of income). Invitation form: VU2 invitation		



LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
<p>10. Proof of family ties with the host/inviting person</p>		
<p>11. Proof of sufficient means of subsistence</p> <ul style="list-style-type: none"> • Coverage of costs by a private individual (and proof of means from the host or guarantor) • Account statement from a bank in Morocco for the last three months, • Other proof of financial means available during the stay (international credit card accompanied by a bank statement, currency exchange slip). <p>Please note that ALL adult applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored (350/500 DKK per day) Private visit guidelines</p>		
<p>12. Proof of employment (socioeconomic stability):</p> <p>Business people, traders:</p> <ul style="list-style-type: none"> • Bulletin no 7 (trade register) issued by the Commercial Court. • Documentation from Moroccan company. • Documentation of company's income tax (IGR) / recent statement of any other taxes. • Bank statements relating to the applicant's personal account for the last 3 months. • Other proof of assets or means of subsistence (e.g. ownership of a company, property, a farm or land). <p>For employees:</p> <ul style="list-style-type: none"> • Certificate of employment. • Certificate of declaration of wages to the CNSS. • Last 3 payslips. • Bank statements for the last months and/or • Other proof of assets or means of subsistence. <p>For retired persons:</p> <ul style="list-style-type: none"> • Proof of pensionable status. • Bank statements for the last 3 months or • Other proof of assets or means of subsistence. <p>For unemployed persons:</p> <ul style="list-style-type: none"> • Letter from person covering cost, signed and certified with evidence of socio-professional status of the person covering costs and bank statements for the last 3 months or other proof of assets or means of subsistence (e.g. ownership of a company, property, a farm or land). <p>For students:</p> <ul style="list-style-type: none"> • School attendance certificate/student card for the current year. • Certified true copies of birth certificate and parents' family book. • Undertaking to cover costs, signed and certified, with evidence of the socio-professional status of parent. • Other proof of assets or means of subsistence (ownership of a company, property, farm or land). <p>Minors below 18 years of age:</p> <ul style="list-style-type: none"> • Cover Letter signed by both parents. • If the minor travels with only one parent, the written certified consent of the other parent or legal guardian, except when a single parent holds sole parental authority with respect to the minor (which must be proven). • If the minor travels alone (without his or her parents or legal guardians with parental authority), the written certified consent of the two parents or legal guardians with parental authority. • A copy of the passport or identity card of each parent. • Certified true copies of the minor's birth certificate and the parents' family record book. 		



LIST OF SUPPORTING DOCUMENTS SUBMITTED	YES	NO
<p>13. EU family member</p> <p>Applicants applying as a family member of an EU/EEA or Swiss citizen who are exercising their right to free movement are exempted from other documents than:</p> <ul style="list-style-type: none"> • Valid passport • Copy of valid identity card or passport of EU family member • Proof of ties to EU citizen (marriage certificate, birth certificate, proof of dependency) • If joining an EU citizen proof of residency in Denmark <p>However, kindly note that if your EU family member is a Danish/Norwegian national and you want to join him/her in Denmark/Norway, the EU regulation of free movement and exemption of documentation <u>do not apply</u>.</p> <p>Travel documents for non-EU family members - Your Europe (europa.eu) New to Denmark (nyidanmark.dk)</p>		

MISSING DOCUMENT(S) HIGHLIGHTED ABOVE	
<p>The Consulate requests you to hand in the missing/required documentation within 5 days from today. If the Consulate has not received the documentation by this deadline, the Consulate will make a decision on the case based on the present information.</p> <p>You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you choose to send the missing documentation by e-mail to: DXBGKLVISA@um.dk it will be via an unencrypted connection.</p> <p>Please note that you could still be asked for additional documents and/or may be called for an interview at the Consulate.</p> <p><i>I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.</i></p> <p>Kind regards, The Royal Danish Consulate General, Dubai, Visa Section.</p>	
Date, visa applicant's name and signature	
VFS staff member signature	