ROYAL DANISH EMBASSY
Ankara

DENMARK VISA CHECKLIST – TOURISM

1) Go to ApplyVisa.um.dk in order to complete visa application form and pay visa fee
2) Print and sign cover sheet from ApplyVisa.um.dk

N.B.: Standard visa fee EUR 90 / Reduced fee EUR 45 / VFS service fee EUR 19

LIST OF SUPPORTING DOCUMENTS	SUBMITTED	NOT SUBMITTED
Passport issued within the last 10 years and valid for minimum 3 months after return. Minimum 2 blank pages. **Your current passport will be scanned at the visa application centre (VAC).**		
If relevant, copy of all Schengen visa(s) and entry/exit stamps of the Schengen area: Only required from previous passports and/or valid passports that were not submitted for the application		
* Only when biometric data (including digital photo records) is not collected at the VAC: 1 passport photo (max. 6 months old, on white background, measuring 3.5 x 4.5 cm.)		
Signed and dated cover letter from ApplyVisa.um.dk		
Complete extract of the civil registry (showing parents, siblings, spouse, and children) *(Tam Tekmil Vukuatli Nüfus Kayit Örnegi).* The extract must include a QR-code for verification.		
Travel medical insurance covering the requested travel dates, duration of stay, applicant's age, with a min. EUR 30,000 coverage and valid in the Schengen area ***(must not exclude COVID-19)***.		
Flight reservations, other proof of intended means of transport or proof of travel itinerary NB: reservation **must be verifiable** and must include booking number/PNR Code. **Booking number/PNR Code**: _____ **Please note that the Danish Mission recommends that you do not buy a plane ticket before your visa has been approved.**		
Evidence of hotel booking or other proof of accommodation and travel plan.		
Proof of means of subsistence: - Personal bank statement showing account balance for the past 3 months, stamped and signed by the bank (For disposable daily amount please refer to https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Private-visits-and-tourist-visits- .		
If employed: - Signed and dated letter from employer indicating the Embassy that the document is addressed to, the employee's name and passport number, date of start of employment and function, length of the leave and whether it is paid or unpaid leave, employer's contact details, name and position of the person signing the letter. - Payslips for the past 3 months - SGK statement of employment *(Sigortali ise Giris Bildirgesi)* with a readable QR code - SGK registration and service document with a readable QR code *(SGK Tescil ve Hizmet Dökümü).*		

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If owner of a private company: - Company bank statement showing account balance for the past 3 months, stamped and signed by the bank - Company registration in chamber of commerce - Copy of the bulletin of the trade register - Statement of taxes payment - Company activity certificate *(Faaliyet Belgesi)*		
If applicant is a farmer: Farmer certificate issued by Chamber of Agriculture.		
If the applicant is a student: original student certificate. For university students, the student certificate must be issued by the Council of Higher Education in Turkey (YÖK) with a readable QR code.		
If the applicant is retired: Proof of pension (either bank account statement or pensioner book).		
If the applicant is a minor and travelling alone or with one parent or legal guardian only: Public notary approved statement from his/her parents/ legal guardian(s) or proof (approved by a public notary) of sole custody of the travelling parent/ legal guardian.		
If applicant is a Non-Turkish national: Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States.		

MISSING DOCUMENT(S) HIGHLIGHTED ABOVE

The Embassy requests you to hand in the missing/required documents within 5 days from today. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on present information.

I understand that I must provide the above missing documentation within 5 days. Signature date below counts as day one of five.

If handing in documents to VFS Global, please remember to state your passport number and your full name.

If you choose to send your missing documentation by e-mail to ankambvisa@um.dk , please note that it will be via an unencrypted connection and may delay the case processing.

Please note that you could still be asked for additional documents and/or may be called for an interview at the embassy.

Date, visa applicant's signature	
VFS staff member signature	

Other comments/observations from VFS staff member: