

Denmark

Visa Note & Fees

Tourist

- ✓ Application form and Data Protection form completely filled and signed by the applicant.
- ✓ The Schengen visa application form as well as other supporting documents (e.g. authorization letters) have to be completed dated and signed by the applicant. PLEASE NOTE that if the documents are not signed by the visa applicant, or in case of any other discrepancies, the Danish Embassy may seek sanctions against the accredited travel agent and consider the application to be non-bona fide.
- ✓ Two recent passport-size photographs (3.5cm x 4.5cm) in colour with good resemblance, 70-80% face coverage. Photograph should not be more than 3 months old.
- ✓ The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least two blank pages to affix the visa. Passports valid for more than 10 years will not be accepted as the main required travel document.
- ✓ The colour photocopy of the passport (all pages of the passport) is required at the time of submission. Applicants holding valid visa for USA/UK/Canada & Australia even in old passport and any Schengen visa issued in last three years have to submit the colour photocopy at the time of submission.
- ✓ A Covering Letter from the Applicant introducing himself/herself and stating the purpose, duration and itinerary of the visit in brief.
- ✓ Overseas Travel Medical Insurance valid across all Schengen countries .The insurance should cover the Applicant for all risks like accidents, illness, and medical-emergency evacuation for an amount of at least 30,000 Euros or equivalent. The policy should clearly specify the period of validity, covering the entire duration of the trip including the date of

arrival and departure. Approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa:

1. Apollo Munich Health Insurance Company for the age group of 6 months to 70 years.
 2. Bajaj Allianz General Insurance Company for the age group of 6 months to 70 years.
 3. Cholamandalam MS General Insurance Company for the age group of 0 month to 70 years.
 4. Future Generali India insurance Company for the age group of 6 months to 70 years.
 5. HDFC ERGO General Insurance Company for the age group of 3 months to 70 years.
 6. IFFCO - Tokio General Insurance Company for the age group of 3 months to 70 years.
 7. National Insurance Company for the age group of 6 months to 60 years (Schengen Plan 61 to 80 years).
 8. Reliance General Insurance Company for the age group of 3 months to 70 years.
 9. Royal Sundaram Alliance Insurance Company for the age group of 3 months to 70 years.
 10. Star Health & Allied Insurance Company for the age group of 6 months to 70 years.
 11. Tata AIG General Insurance Company for the age group of 6 months to 55 years (Silver Schengen Plan 56 to 70 years and Senior Schengen Plan 71 to 79 years).
 12. The New India Assurance Company for the age group of 0 month to 60 years.
 13. The Oriental Insurance Company for the age group of 6 months to 60 years.
 14. United India Insurance Company for the age group of 0 month to 65 years.
 15. Universal Sompo General Insurance Company for the age group of 0 month to 70 years.
- ✓ Confirmed return air ticket. People joining a cruise liner in their onward journey should provide the ticket and payment receipt.
 - ✓ In case of minors (< 18 years) traveling alone
 - ✓ A letter of consent (affidavit) from both the parents with their signatures.
 - ✓ A photocopy of both parents passports.
 - ✓ A photocopy of Birth certificate
 - ✓ In case of a minor traveling with one parent, all the above documents of the other parent are required.
 - ✓ Frequent travelers : (In addition to the above documents) : In case of visit being sponsored by a guarantor/reference in Denmark / Iceland, the guarantor/reference is required to furnish the following:

- ✓ A sponsorship letter (not older than 6 months) issued by the reference in Denmark.
- ✓ The sponsorship letter to specifically contain the applicants name, address, relationship with the guarantor/reference, duration of stay & the nature of costs being sponsored.
- ✓ Non frequent travelers : (In addition to the above): Incase of visit being sponsored by a guarantor/reference in Denmark / Iceland, the guarantor/reference is required to furnish the following:
 - ✓ A sponsorship letter (not older than 6 months) issued by the reference in Denmark.
 - ✓ The sponsorship letter should specifically contain the applicants name, address, and relationship with the guarantor/reference (proof to be attached), duration of stay with the guarantor/reference & the nature of costs being sponsored.
 - ✓ A copy of the passport (in case of a Danish / Icelandic guarantor/reference) & a copy of the residence and/or work permit (in case of a guarantor/reference being of any other nationality i.e., non Danish/Icelandic).
 - ✓ A copy of Marriage Certificate- in case visiting spouse living in Denmark.
 - ✓ A copy of Birth Certificate- in case visiting parents living in Denmark
 - ✓ Evidence of source of Financial support such as :
 - ✓ Bank statement for last six months / Credit card statement / Sponsor letter / Foreign exchange endorsed on the passport.
 - ✓ In case applicant is the proprietor / owner of the company, company's bank statement, proof of paid income tax, company memo, partnership deal, establishment license or proprietorship etc are required.
 - ✓ A Proof of employment & leave letter sanctioned on company's letter head. For student, leave letter / report card issued from School and ID is required.
 - ✓ Two Copies of first & last page of the passport to be submitted.
 - ✓ Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Denmark, New Delhi.
 - ✓ If using the services of a Travel Agent, a Letter addressed to the embassy authorizing the travel agent to submit and collect documents on his behalf, is required from the Applicant.

In case of non frequent travelers, the travel medical insurance and the air ticket is not required at the time of submission of the visa application as the application may have to be referred to the Danish Immigration Service, Copenhagen for consideration. However, it will have to be submitted after the approval is received from the Danish Immigration Service.

Visa Category	Visa Fee
Children between 6-12 years	Rs. 2900
Multiple Entry (One Year)	Rs. 4900
Very Short Stay (30 Days)	Rs. 4900
Short Stay (90 Days)	Rs. 4900

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Business

- ✓ Application form & Data Protection form to be filled in completely and signed by the applicant.
- ✓ The Schengen visa application form as well as other supporting documents (e.g. authorization letters) have to be completed dated and signed by the applicant. PLEASE NOTE that if the documents are not signed by the visa applicant, or in case of any other discrepancies, the Danish Embassy may seek sanctions against the accredited travel agent and consider the application to be non-bona fide.
- ✓ Two recent passport-size photographs (3.5cm x 4.5cm) in colour with good resemblance, 70-80% face coverage. Photograph should not be more than 3 months old.
- ✓ The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least two blank pages to affix the visa. Passports valid for more than 10 years will not be accepted as the main required travel document.

- ✓ The colour photocopy of the passport (all pages of the passport) is required at the time of submission. Applicants holding valid visa for USA/UK/Canada & Australia even in old passport and any Schengen visa issued in last three years have to submit the colour photocopy at the time of submission.
- ✓ A Covering letter from the Indian organization or company containing following details:
 - Name and designation of the Applicant and of the Signatory (of managerial or executive level) with their signature.
 - An outline of the Applicant's itinerary, purpose of visit and names and addresses of the companies he/ she intends to visit.
- ✓ A signed invitation letter from the Danish/ Icelandic company containing following detail:
 - Name of the Applicant invited.
 - Dates of the intended stay.
 - Purpose of the visit.
 - Nature of costs being covered (boarding & lodging).
- ✓ Overseas Travel Medical Insurance valid across all Schengen countries .The insurance should cover the Applicant for all risks like accidents, illness, and medical-emergency evacuation for an amount of at least 30,000 Euros or equivalent. The policy should clearly specify the period of validity, covering the entire duration of the trip including the date of arrival and departure. Approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa:
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15. Universal Sompo General Insurance Company for the age group of 0 month to 70 years.

Medical Declaration.

Travel itinerary or copy of booking.

Hotel Booking.

Proof of funds for stay/ Evidence of source of Financial support such as :

- ✓ Bank statements * for last three months / Sponsor letter / Foreign exchange endorsed on the passport.
- ✓ In case the Applicant is the proprietor/ owner of the company, Company's bank statement, proof of paid income tax, company memo, partnership deal, establishment license or proprietorship etc are required.
- ✓ In case the visit is being sponsored by the Company, sponsorship Letter with full details and original bank statement for last the 6 months with bank seal on it of the company are required.
- ✓ In case of first visit to Denmark, in addition to the business correspondence with the concerned Danish / Icelandic Company, a copy of relevant and latest educational certificate is also required as support document (only the highest degree).
- ✓ In case of Frequent Travelers, a declaration form of Medical Travel Insurance is to be filled and signed by the Applicant.
- ✓ In case Applicant uses the services of a travel agent, a Letter addressed to the Embassy, authorizing the travel agent to submit and collect documents on his behalf is required.
- ✓ Visa issued is valid for a maximum of 6 months and allows for a maximum stay of 90 days.
- ✓ An Authorization Letter (addressed to VFS Application Centre) is required from the Applicant on the companies letterhead, authorizing the Agency and the name of the staff. He/she must carry a Photo-Identity proof to deposit and collect documents on the Applicant's behalf.

- ✓ Applicant could be asked for additional documents or may be called for an Interview if desired by The Royal Danish Embassy, New Delhi.
- ✓ Processing time is 7 to 10 working days.

Note: All **Green Card applicants and their dependants are required** to pay the following verification charges at the time of submitting their application:

Verification Charges for Green Card applicant - Rs. 7304/- per applicant (Inclusive of taxes).

Verification Charges for dependants of Green Card holder / applicant - Rs. 2107/- per dependant (Inclusive of taxes).

(Verification charges have to be paid in cash at the time of submitting the application).

Exemption of the visa fee for a child is only applicable for the Short Term category, and if the child's age is less than 6 years at the time of submission.

Applicants applying at the Danish visa application centre shall be levied a service charge of Rs. 1527/- (inclusive of service tax 12.36% & education cess) payable in cash.

There is an optional courier facility available at Rs. 321/- (Inclusive of Service Tax 12.36%) per application.

The visa fee must be paid in cash only.

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Multiple Entry (One Year)	Rs. 4900

Very Short Stay (30 Days)

Rs. 4900

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Transit/ Airport Transit.

- ✓ Application form and supplementary form to be completely filled and signed by the applicant.
- ✓ The Schengen visa application form as well as other supporting documents (e.g. authorization letters) have to be completed dated and signed by the applicant. PLEASE NOTE that if the documents are not signed by the visa applicant, or in case of any other discrepancies, the Danish Embassy may seek sanctions against the accredited travel agent and consider the application to be non-bona fide.
- ✓ Two recent passport-size photographs (3.5cm x 4.5cm) in colour with good resemblance, 70-80% face coverage. Photograph should not be more than 3 months old.
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 15. Universal Sompo General Insurance Company for the age group of 0 month to 70 years.
- ✓ Confirmed return air ticket.
 - ✓ A confirmed ticket for the onward destination.
 - ✓ Proof Hotel Reservation (in case of an overnight stay).
 - ✓ A valid visa for the country of destination.
 - ✓ Two copies of first and last page of the passport to be submitted If joining Vessel / Seamen - in addition to the above 1 to 5 & 10 the following additional documents to be submitted:
 - ✓ A covering letter from the Indian recruiting company stating the applicant's name and rank, vessels name and arrival date at the port in Denmark, date of joining vessel, the name and address of the handling agent in Denmark.
 - ✓ Confirmed air ticket.
 - ✓ Copy of the contract / appointment letter.
 - ✓ Confirmation by letter / fax from port agent in Denmark.
 - ✓ Photo copy of all the filled out pages of CDC.
 - ✓ Processing time is 7 to 10 working days.

- ✓ Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Denmark, New Delhi. The visa fee, according to Schengen regulations, is non-refundable.

Visa Category	Visa Fee
Children between 6-12 years	Rs. 2900
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Very Short Stay (30 Days)	Rs. 4900

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