



**DENMARK VISA CHECKLIST
CULTURAL VISITS, SPORTS EVENTS, CONFERENCE**

- 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 80 / Reduced fee EUR 40 / VFS service fee EUR 13**

LIST OF SUPPORTING DOCUMENTS	SUB MITTED	NOT SUB MITTED
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.		
If available, copies of visas and stamps in previous passport(s).		
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		
For cultural events or conferences : Invitation from the organiser of the event or the contract concluded by the cultural service provider or invitation to creative work (max. 6 months old) containing purpose and length of the stay, details in cooperation between the inviting party and applicant, information on who will cover the cost of the stay, contact details and position of the person signing the invitation, date and signature. <i>Option: VU3 invitation from nyidanmark.dk</i>		
For sporting events : <ul style="list-style-type: none"> - Invitation from the sports club/ sports federation or accreditation confirming the participation in the sport event (max. 6 months old) containing information on the level of the sporting event, purpose and length of the stay, details on cooperation between the inviting party and the applicant, information on who will cover the cost of the stay, contact details and position of the person signing the invitation, date and signature. - Supporting document from the Turkish sports club or sport federation. - 		
Complete extract of the civil registry (showing parents, siblings, spouse, and children). (<i>Tam Tekmil Vukuatli Nüfus Kayit Örneği</i>). The extract must include a QR-code for verification.		
Travel Medical Insurance covering the requested travel dates. Valid in the Schengen area and coverage of minimum EUR 30,000. The insurance must cover 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: _____		
Proof of sponsorship and/or accommodation : Evidence of hotel booking or other proof of accommodation		
Proof of means of subsistence : <ul style="list-style-type: none"> - 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/Cultural-visa) Please note that ALL applicants have to provide proof of having personal proof of means of subsistence even if their trip is fully sponsored.		
If employed : <ul style="list-style-type: none"> - 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 (<i>Sigortalı ise Giriş Bildirgesi</i>) with a readable QR code - SGK registration and service document with a readable QR code (<i>SGK Tescil ve Hizmet Dökümü</i>). 		

ROYAL DANISH EMBASSY

Ankara



If owner of a private company: <ul style="list-style-type: none">- 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 (<i>Faaliyet Belgesi</i>)		
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 stay/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 ankambvk@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	